



RESIDENTS' GUIDE

2018–2019

Welcome to UWE Bristol accommodation

The aim of this guide is to provide you with useful information about living in University accommodation.

Additional information is available online:

www.uwe.ac.uk/accommodation

USEFUL NUMBERS

Accommodation Admin Office +44 (0)117 32 83601

CUSTOMER SERVICE DESKS

Cotswold Court – Open 24 hours

For students at

Cotswold/Brecon/Mendip/Quantock/Carroll Court +44 (0)117 32 86227

Wallscourt Park

For students at Wallscourt Park/Glenside/The Hollies +44 (0)117 32 87364

UNIVERSITY

Security (24hrs) +44 (0)117 32 86404

University Wellbeing Service +44 (0)117 32 86268

University Health Centre +44 (0)117 32 86666

Finance Office +44 (0)117 32 87888

Information Points +44 (0)117 32 85678

OTHERS

NHS 111 Advice Service 111 (24 hours)

Emergency Services 0117 32 89999 if on campus
(999 if off-campus)

Non-emergency Police Service 101

Glide Student

– internet provider 0333 123 0115 (24 hours) studentsupport@glide.co.uk

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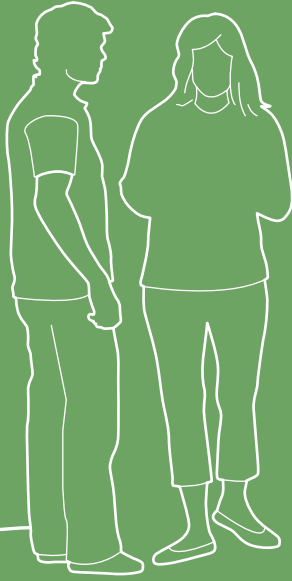
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WE ARE HAPPY
TO HELP WITH
ANY ENQUIRIES

ESSENTIAL
INFORMATION

Accommodation Staff

ACCOMMODATION CUSTOMER SERVICE TEAM

We pride ourselves on the level of support we offer to our students.

Customer Service Assistants are here to make your stay as trouble-free as possible and will help with general enquiries relating to your accommodation such as:

- **Lockouts/lost access cards**
- **Maintenance reporting**
- **Visitor requests**

There are two Customer Service Desks – Cotswold and Wallscourt Park. These are staffed by Customer Service Assistants from 08:00–20:00 daily. Cotswold Customer Service Desk is also staffed by Accommodation Campus Support Officers during the night.

ACCOMMODATION CAMPUS SUPPORT OFFICERS (CSOs)

The **CSOs** provide night reception services between 20:00–08:00 at Cotswold Court and external site security patrols at all sites. They can:

- **Deal with emergency situations and the emergency services.**
- **Provide you with assistance if you experience problems with your accommodation, or refer you to the right person to help.**
- **Maintain the security of the accommodation with your co-operation.**

RESIDENT ASSISTANTS

Resident Assistants are students who live within University accommodation to help you adjust to University life and settle into your new surroundings.

Resident Assistants are available on a rota basis – please see your site information for the times that they're available on your site.

ACCOMMODATION MANAGERS

We have a team of **Accommodation Managers** whose role is to ensure that you are safe and comfortable living in your accommodation during your studies.

If you would like to make an appointment to meet with your Accommodation Manager please email: accommodation@uwe.ac.uk or visit your nearest Customer Service Desk.

ACCOMMODATION ADMINISTRATORS

Accommodation Administrators will be happy to help with any enquiries you may have about your accommodation “licence to occupy” or any other routine enquiries.

This includes licence dates, extensions and what to do if you want to leave your accommodation early. They are available on **+44 (0)117 32 83601** Monday to Thursday 09:30–16:30 and Friday 09:30–16:00 or via email: accommodation@uwe.ac.uk



Access

ACCESS CARD AND KEYS

Please keep all access cards and keys secure. You are required by the University to carry your University ID card with you at all times. Never lend your card or keys to anyone, including friends, family or flatmates.

Always report lost or stolen access cards or keys **as soon as you realise they are missing**. There may be a charge for replacement cards/keys.

ACCESS BY STAFF TO YOUR ACCOMMODATION

We will usually let you know if we need to visit your accommodation but there are a small number of instances where advance notice will not be provided:

- In an emergency
- Inspection of a vacant room when someone moves out
- Where there may be a welfare or health and safety issue
- If a complaint has been received: e.g. noise, behaviour, illegal activity or issues with visitors

ACCESS FOR REPAIRS AND PLANNED MAINTENANCE

Please remember that access to your property by contractors will be required to complete repairs and carry out general maintenance. If you have reported a fault or if we identified a problem during a routine inspection you should expect a contractor to visit. They will leave a calling card to let you know they have visited.

For planned maintenance, we will advise you in advance if access is required to your flat, house or room. We aim to provide seven days' notice of planned maintenance via your flat tracker and also post details on your residents' life portal www.browzer.co.uk/uwe



Staff will always carry identification. **You should refuse access to anyone who cannot provide University ID.**

Facilities

POST – STUDENT VILLAGE AND WALLSCOURT PARK FLATS

Post is hand delivered to post-boxes located at the front of each courtyard. Your post box will be identified by your flat number and will be secured with a padlock; you will receive your padlock code on arrival.

POST – GLENSIDE AND THE HOLLIES

Post is hand delivered to post boxes located inside and outside the laundry for The Hollies and in the corridor between car parks 4 and 5 for Glenside. Your post box will be identified by your flat number and will be secured with a padlock; you will receive your padlock code on arrival.

POST – WALLSCOURT PARK HOUSES / CARROLL COURT

The Royal Mail deliver direct to your accommodation.

PARCELS

Frenchay Campus

Couriers will try to deliver directly to you using your flat intercom; however in the event that you're not available, the item will be delivered to Wallscourt Park reception (for Wallscourt residents)

and the Quantock post room (for student village and Carroll Court residents).

You'll receive an email if there's a parcel for you - please make sure you collect it asap.

The post room can be contacted via email postroom@uwe.ac.uk or by telephone on **+44 (0)117 32 86239**.

Further details can be found at go.uwe.ac.uk/mailanddeliveries

Glenside and the Hollies

All parcels will go to the Glenside porters' office 1H19, you will receive a notification e-mail from your Residents Assistants when your parcel is ready for collection. Please note collections take place between 18:00 - 20:00.

It is important that all parcels are correctly addressed ie

Full name

Flat/house number

Room letter/ number

Site

Also add your ID number if possible.

You can find the address of your accommodation online: go.uwe.ac.uk/accommodationoptions

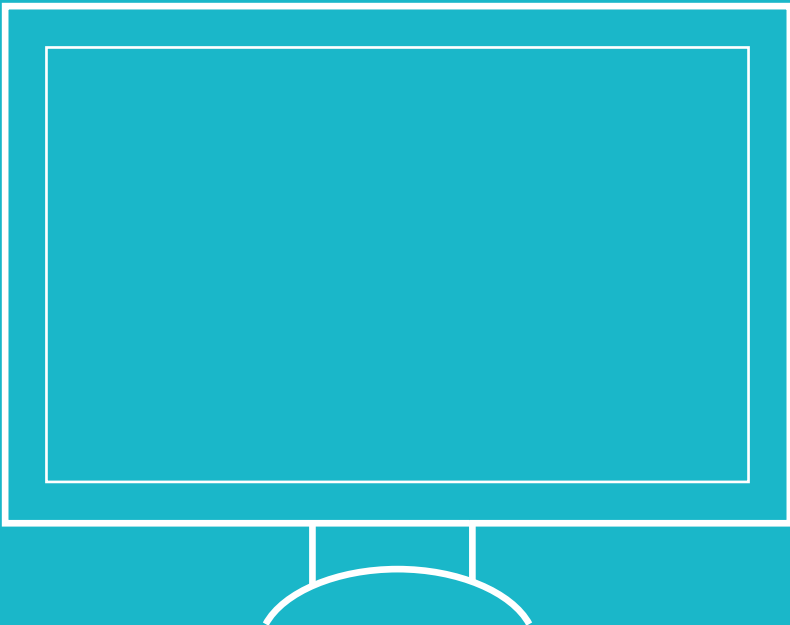
Operating instructions

The Welcome Team will talk to you about how everything works when they come and see you in your Kitchen Meetings. The operating instructions for the various appliances can be found in the communal areas of your flat/house.

TV licence

If you watch or record programmes as they're being shown on TV or via iPlayer, you need to be covered by a TV licence. That includes a TV, laptop, desktop computer, mobile phone, tablet, games console, digital box or DVD/Blu-ray player.

Please visit the TV Licensing website at: go.uwe.ac.uk/tvlicensing



Maintenance

You can report any repairs, maintenance, damage or pest control via our repairs reporting form go.uwe.ac.uk/repairs

You have access to an **online flat maintenance tracker**, where you can view and check the live status of any jobs that have been reported in your flat or house. You will be emailed when a job is logged for your flat and you can follow the progress at any time following this link **facilities.uwe.ac.uk/online/FM/FlatTracker**; please note you have to log in to myUWE first.

If your fault is **urgent** please refer to this site specific guide **go.uwe.ac.uk/emergencyrepairs**

All maintenance and pest control issues are prioritised depending on urgency, our response times are outlined on our service standards pages here **go.uwe.ac.uk/repairsservicestandards**

REPORTING DAMAGES

Please report any damage that occurs in your property using the repairs reporting form above.

We are aware that accidents happen from time to time and the sooner we are made aware, the sooner we can get the item fixed and working again for you. We won't charge you for damage

that is considered fair wear and tear, but do expect you to look after your accommodation.

If during inspection we find deliberate or malicious damage in your property we will investigate to ascertain who is responsible and arrange for them to be charged for the repair.

Waste and recycling

REDUCE, REUSE, RECYCLE: join the rubbish revolution!

Use the table to see what you can recycle.

Use the caddies in your kitchens to collect the recycling. Make sure to put stuff in the right bins outside, and only use the large red general waste bins for rubbish that can't be recycled!

Recycling is great, but it's even better to reduce and reuse! Often what you throw away costs more than you realise. You could save £30–£50 per month just by following a few simple tips to reduce food waste.

Check out www.lovefoodhatewaste.com

Paper and cardboard are collected together, and so are plastics and cans.



Material	What happens to it?	Yes please ✓	No thanks ✗
Glass bottles and jars	Processed into new glass bottles	All colours of glass bottles and jars	Ceramics Pyrex Wine glasses Beer glasses Non glass items
Cardboard	Saves more trees	All boxes and brown card Cereal boxes Pizza boxes	Half eaten pizzas
Electrical items and clothing	For charity Used to raise money for heart disease research	Small electrical items such as toasters, kettles and hairdryers Unwanted clothing Shoes	

Material	What happens to it?	Yes please ✓	No thanks ✗
Paper	Saves trees Turned into newspapers, tissue and packaging	Newspapers Magazines Note pads Envelopes Letters Any paper products	Beverage cartons (e.g. juice cartons) Non-paper items
Food scraps	Composted locally Creates fertilizer and generates electricity	Meat and fish – raw and cooked including bones Fruit and vegetables – raw and cooked Dairy products such as eggs and cheese Bread, cakes and pastries Rice, pasta and beans Uneaten food from your plates and dishes Tea bags and coffee grounds	Packaging of any sort Plastic bags Liquids Oil or liquid fat
Plastics	Reduces crude oil extraction Turned into garden furniture, fleece jackets and more bottles	Empty plastic bottles Bottle caps Drinking straws Yoghurt pots Margarine tubs Plastic vending cups Coffee cup lids	Shrink wrap Carrier bags Bin liners Polystyrene Non-plastic items
Cans	Eliminates mining activities Turned into buses, car parts and more cans	Aluminium and steel cans e.g. beer cans Soft drinks cans All beverage cans Food tins etc. Foil	Hard metal items e.g. cutlery Non metal items

Safety



FIRE SAFETY

Your welfare is our top priority.

We are fully compliant with the Universities UK Code of Practice (see page 48) which, among other things, aims to ensure you live in a safe environment.

FIRE HAZARDS AND PREVENTION

YES

- Make sure you know how to operate your cooker and hob.
- Keep cookers, ovens and grill pans clean.

NO

- Do not leave cooking unattended.
- Do not use pans or deep fat fryers or heat up a large amount of oil in any item.
- Do not smoke or vape within the buildings.
- No open flames are allowed in your accommodation – candles may look pretty, and incense smells nice, but these can cause serious damage.

TO ENSURE YOUR SAFETY

YES

- Fire doors – keep them shut.
- Keep fire escape routes and fire exits clear – trip hazards such as bikes, rubbish, ironing boards or any other items must not be put into hallways or corridors.
- Remember to switch off appliances such as irons and hair straighteners before you go out.

NO

- Do not interfere with any fire safety equipment – this means not tampering with items such as smoke detectors, fire blankets or extractor fans.
- Do not purposely activate a fire alarm if there is not a fire – this is a criminal offence – the University will consider prosecution.
- Do not overload plug sockets.
- Do not use vacuum cleaners to pick up wet spillages.

Fire safety

FIRE ALARM

If you hear the fire alarm, leave the building **IMMEDIATELY.**

FIRE EVACUATIONS

- For your safety and the safety of those around you, it is imperative that fire evacuation instructions are followed in the event of a fire or fire alarm activation. Please read and understand the fire action notice in your bedroom.
- Familiarise yourself with fire exits when you move into the property.

For further information about fire drills and disciplinary action please visit our web page: go.uwe.ac.uk/firedrills

SOFT FURNISHINGS

Please do not bring any additional furniture into the accommodation without prior permission from your Accommodation Manager.

Any additional furniture brought into the building **must comply with the Fire and Furnishings Regulations 1988** and should be labelled as such.

PORTABLE ELECTRICAL APPLIANCES

Your electrical equipment should be compatible with the UK electricity supply and be fitted with a three pin plug with an appropriate fuse. Any electrical appliance brought into accommodation must be new or PAT tested. **Please do not bring portable heaters into your accommodation.**

The University reserves the right to inspect and remove any hazardous electrical items brought into University accommodation.

ELECTRICITY SUPPLY

Care must be taken not to overload the electricity supply. The electricity supply in bedrooms is restricted so that only small electrical appliances such as your laptop, stereo, hairdryer or TV may be used. Kettles, microwaves, rice cookers etc. can only be used in kitchens.

In the interests of safety we discourage the use of adaptors – only adaptors with circuit breakers (usually of a long bar design) are acceptable.

If you are an international student, you need to ensure that electrical appliances are suitable for use with 240V electrical supply.



General safety

Staying safe and looking out for your friends is really important. Here are a few basic tips when you are out and about:

LATE NIGHT DO IT RIGHT

- **Try to walk home with a friend** – if you can't, make sure someone knows where you are and when you'll be back.
- If you leave before your friends – **let your friends know where you are going** and with whom.
- **Look confident** – even if you don't feel it.
- **Keep on busy, well-lit roads** – short cuts are not worth the risk.
- **Walk facing the traffic.**
- Carry some change and **enough money for a taxi** if you can.
- **Make sure the taxi has a Bristol City Council registration plate** (near the number plate); don't get into a taxi if you feel uneasy about it.



NIGHT OUT

- **Minimise the amount of valuables you carry with you** – don't advertise your mobile phone, as mobiles are a popular target for thieves.
- **Carry a personal attack alarm**– keep it in your hand.
- **Cover up jewellery** and tuck in the ends of scarves so they can't be grabbed from behind.
- **Be aware of your surroundings at all times** – wearing headphones could prevent you from hearing an attacker approach.
- **Carry your bag tucked under your arm.**
- **If someone tries to grab your bag, let it go.** Your safety is more important than your belongings.
- If you pre-order a taxi / Uber, **check the name on the side of the taxi / number plate** is the same as the one you booked and that the driver asks for you by name.
- If you're a cyclist, **avoid dark and badly lit routes.** Remember to lock your bike in a well-lit and secure place.



PUT ICE (IN CASE OF EMERGENCY)
NUMBERS ON YOUR PHONE.

Safe and secure

TIPS FOR KEEPING YOUR ACCOMMODATION SECURE:

- **Make sure you lock all room and flat doors** when you go out.
- Keep your accommodation keys/ access card safely and **do not keep your address with them.**
- Don't hold the entrance doors open for someone you don't know.
- Don't allow people into your room or flat that you don't know.
- **Always ask contractors and staff for ID** – if you are unsure about their identity, ask them to wait and telephone Accommodation Services to check.
- If you see someone or something suspicious, **tell a member of staff or call the police.**
- Do not leave valuables, **especially laptops** in your accommodation during vacations.

LAPTOP SECURITY

A free software package is available which you can download onto your laptop to activate in the event your laptop is stolen or goes missing. Setup is easy by creating a user id; once logged in you have access to activate the tracker by changing various settings including location. If your laptop has a built-in camera, the software will also activate the camera to take a picture of the person using it. For more information on this, please visit www.preyproject.com



We encourage students to register **property** such as mobile phones and bicycles at www.immobilise.com.

This is a free service which helps police identify stolen property and makes insurance claims for lost property easier as you will have all of the information required to hand.

You may also wish to **mark your property using a UV pen**. We also recommend you mark all of your textbooks, study notes, USB sticks, etc. so they are easily identified in case they are handed into University lost property.

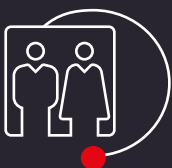
E-LISTENING – HOW TO REPORT CONCERNS/ISSUES TO STAFF

Our **E-listening tool** allows you to report online any issues that you feel should be brought to the attention of accommodation staff.

You can feel comfortable in the knowledge that all issues will be taken seriously. Our intention is to make your accommodation safe and enjoyable.

The information can be left anonymously if you wish, although this may restrict our ability to investigate further.

go.uwe.ac.uk/elistinging



If you are burgled you should contact both the police and Accommodation Services immediately.

Be safe

CRIMESTOPPERS

Official website backed by a registered charity, The Crimestoppers Trust - a partnership between the police, media and local community to fight crime.

+44 (0)800 555 111

www.crimestoppers-uk.org

SARI

SARI (Stand Against Racism & Inequality) provides support for victims of any type of hate crime including racist, faith-based, disablist, homophobic, transphobic, age-based or gender-based.

Freephone +44 (0)800 171 2272

Email: sari@sariweb.org.uk

www.sariweb.org.uk

SURVIVE

Survive is an innovative local charity working towards freedom from domestic abuse for women and children in Bristol and South Gloucestershire.

Freephone +44 (0)808 2000 247

www.survivedv.org.uk

THE BRIDGE

Help after rape or sexual assault.

Freephone +44 (0)117 34 26999

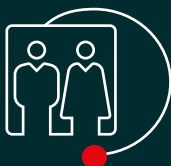
www.thebridgecanhelp.org.uk

VICTIM SUPPORT

Support and information for anyone affected by hate crime.

+44 (0)808 16 89111

www.victimsupport.org.uk



Safety – useful telephone numbers

Transport

CYCLING

Bristol is a great cycling city, with high quality cycle routes connecting our campuses to the city centre.

Bring your own bike or take advantage of our bike loan scheme for just £50 for the year www.uwe.ac.uk/cycling

BICYCLE STORAGE

All accommodation has dedicated external secure cycle parking. Bikes are not allowed in hallways or bedrooms.

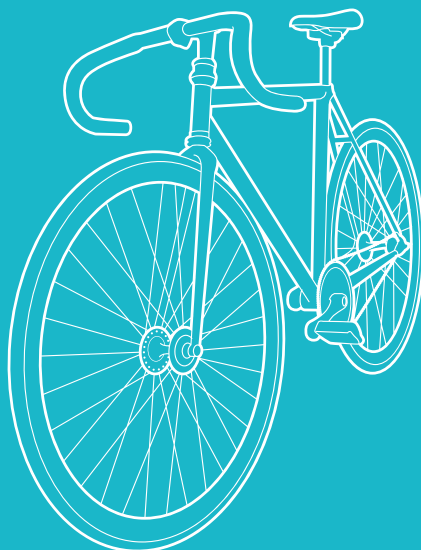
Your bike is not covered by your basic contents insurance. To extend your insurance to cover your bicycle contact www.cover4insurance.com

BUS TRAVEL

All campuses are served by a range of buses to the city centre and beyond including late night buses at Frenchay Campus.

Download the bus checker app for live bus times travelwest.info/bus/bus-checker-app

Buy annual or semester student bus passes to save money, available with either Wessex or First Bus. Check www.uwe.ac.uk/transport for more details.



Parking

STUDENT PARKING

Frenchay Campus – You cannot bring a car to Frenchay Campus or park in nearby residential areas at any time.

This is one of the conditions of your Licence to Occupy whilst living in UWE Bristol accommodation.

Glenside Campus – There is extremely limited parking available and parking spaces are not guaranteed. To apply for a permit see our parking pages go.uwe.ac.uk/carparking

The Hollies – There is extremely limited parking available and parking spaces are not guaranteed – please contact Accommodation Services.

The University provides priority parking for blue badge holders.

PARKING FOR VISITORS

There is visitor parking at Frenchay and Glenside campuses during working hours (Monday-Friday, 09:00-17:00).

Visit car parking guidance for visitors for more information.

www.uwe.ac.uk/parkingguidance

TAXIS

If you book a taxi to collect you from Frenchay Campus you should arrange a pick up at the taxi rank near Frenchay bus stops.

TRAIN STATIONS, AIRPORTS AND CITY TRAVEL

The nearest train stations to Frenchay campus are Bristol Parkway (20 min walk) and Filton Abbey Wood (15 min walk).

There are regular direct buses to Parkway from Frenchay Campus.

Low-cost Megabus coaches connect to cities across the UK and stop right next to the Frenchay campus student village. www.uk.megabus.com

There is a travel Information Point by the Frenchay bus stops for any travel related queries.



BE CONSIDERATE
OF YOUR FELLOW
FLAT/HOUSE MATES

EXPECTATIONS

Behaviour

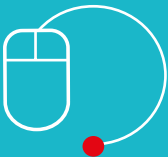
CONDUCT WITHIN UNIVERSITY ACCOMMODATION AND DISCIPLINARY ACTION

As a member of the University, and a resident of University accommodation, you are expected to work and behave, both within and outside the institution, in ways that reflect the University's values and to be considerate and respectful of others at all times. For the majority of residents, this won't be a problem.

Make sure you are familiar with the following information:

- Terms and conditions of your Licence to Occupy University accommodation: go.uwe.ac.uk/termsandconditions
- Accommodation Services Drugs Policy: go.uwe.ac.uk/drugspolicy
- All accommodation conduct rules and escalation procedures can be found at go.uwe.ac.uk/conductprocedures

If you behave in a way that has a negative impact on others, breaches any of the terms and conditions of your licence, or commit a criminal offence there are a variety of penalties that may be invoked. Each incident will be assessed on a case by case basis depending on severity. Your behaviour will also impact on any accommodation reference you may request from us in the future.



ILLEGAL DRUGS AND PSYCHOACTIVE SUBSTANCES

Accommodation Services has a strict drugs policy which is available via our website: go.uwe.ac.uk/drugspolicy

ALCOHOL

We recognise that alcohol can be a big part of the student lifestyle. Here we seek to achieve a 'Healthy University' through information and support, enabling you to make informed choices. Check out www.drinkaware.co.uk for the facts.

LATE NIGHT? DO IT RIGHT.

- **Avoid rounds** – you may feel pressured into drinking more than you want to.
- **Know the strength of your drinks** – don't overdo it and spoil your night out.
- **Never** leave drinks unattended.
- **Include water/soft drinks at intervals.**

NOISE

We ask that you **keep noise to a minimum between 23:30–08:30**. During exam time please be especially considerate to your neighbours and keep noise to a minimum at all times.

Excessive noise is the greatest source of friction between residents in accommodation – requests to turn down music should be responded to in a positive manner. Headphones are a wise investment for large electrical musical instruments or equipment and also if you wish to play music late at night. We take complaints of noise pollution very seriously.

Behaviour

SMOKING

All University accommodation is offered on a non-smoking basis. You must not smoke in any internal area within the accommodation, including e-cigarettes. If you want to smoke outside, please use the ash bins and smoking shelters where provided.

VISITORS

Whilst visitors are welcome, please note basic guidelines are as follows:

- **All visitors** must be 'signed in' and issued with a visitors pass.
- **Overnight visitors must be over 18** and may only stay two nights in any consecutive seven.
- **You are responsible for your visitor's behavior at all times.** You should not leave your visitors unaccompanied within the accommodation.
- **Visitors are expected to behave in a responsible and considerate manner** and may be asked to leave if they are causing a nuisance.

ALCOHOL-FREE ENVIRONMENT

When living in an alcohol-free flat, you are expected not to drink alcohol within the flat at any time. This includes not using alcohol for cooking or providing alcohol for guests. You can however store alcohol in your room and drink alcohol outside the flat.

DRUGS

UWE has a zero-tolerance stance on drug use on campus, and in all university accommodation. You must not bring any illegal drugs, or legal highs, to university.

If you're concerned about your own drug use or someone else's, support is available.

SPACED (Stimulant, Psychoactive, Alternative, Club and Experimental Drugs) offers free and confidential information, advice and support: <http://spaced-sg.org.uk/>

WELLBEING

Support is available:

- UWE's Wellbeing Service on **0117 32 86268** or www.uwe.ac.uk/wellbeing
- Online counselling via Kooth Student: www.uwe.ac.uk/kooth

If you or a friend gets into difficulty, call 24/7 Security on **0117 32 86404** or the emergency services (**0117 32 89999** from a mobile).

We want you safe and well!

LIVING IN SHARED ACCOMMODATION

Most residents of University accommodation will share their flat/house with other students.

We recommend during the first week of term you sit down together and discuss some of the following issues:

- **Cleaning rota** for communal areas.
- **Washing up arrangements.**
- **Organising a kitty** for cleaning products.
- **Study/quiet time.**
- **Noise** – what is and isn't acceptable.
- **Sharing of personal property.**
- **Respecting each-others privacy and personal space.**

If you agree to take on any financial responsibility on behalf of the group, be very sure that everyone is clear what the arrangements are. You are advised to put all arrangements in writing so there is no confusion. Resident Assistants are available to help.

Cleaning/housekeeping

RESIDENTS' RESPONSIBILITIES

You are responsible for keeping the property in a clean condition at all times. Basic cleaning equipment including a vacuum cleaner, mop, bucket, dustpan and brush are provided.

The University arranges a regular clean of common areas i.e. communal entrances, hallways, staircases and lifts; you're expected to keep these free from litter and in good order.



Good housekeeping creates a pleasant environment and keeps your accommodation safe. Poor hygiene can attract germs and pests, and increases the risk of the hazards in your accommodation.

Routine Inspections are carried out by Accommodation staff at least twice during the licence period. These checks are conducted to monitor maintenance issues, health and safety considerations and to ensure that flats/houses are being kept in reasonable order. You will be given advance notice of these inspections and will be told what is required.

WHAT HAPPENS IF I DO NOT GET ON WITH THE PEOPLE I AM LIVING WITH?

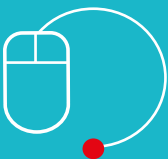
Occasionally people simply do not get on, so if you are experiencing difficulties with your flat/housemates then you should first of all discuss the problem with them and work together to resolve it. Sometimes the issues can be resolved by talking to each other. It can be helpful if you can involve a mutual friend or flat/housemate in the discussions.

If you find that you are unable to resolve the situation you may wish to **seek advice or help from a Resident Assistant**.

Although Accommodation Services staff are not experts in mediation or counselling your Accommodation Manager may be able to help you with practical suggestions to resolve any difficulties.

If the situation cannot be resolved they may be able to arrange for you to move to alternative University accommodation.

HELP



Our cleaning services are able to provide a quick, value for money cleaning service across all University accommodation which could help you reduce your end of year cleaning costs.

If you want to take advantage of any of these services, they can be booked via the online store. Find out more: go.uwe.ac.uk/cleaninghelp

Licence agreement and fees

DEPOSIT

When you were offered accommodation you were asked for a payment of £250. This is your deposit payment and **must be paid as part of the acceptance process.**

This deposit will be used to reduce your final rent instalment, which is taken on the first of May. If after moving out there are any requirements for cleaning or damage repair you will be invoiced together with an administration charge.

RIGHT OF APPEAL

If you disagree with anything that you have been charged for, then you have a right of appeal. Please refer to our complaints procedure which is available from our website: **go.uwe.ac.uk/makingacomplaint**

DAMAGE

Damage is considered to be any deterioration to the property over and above that which is accepted as 'fair wear and tear'.

Some damages are easy to identify – e.g. where items have been broken. Some damages are less immediately obvious – e.g. marks left on walls due to use of blu-tack.

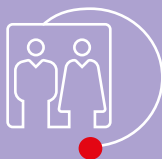
Any damage should be reported to Accommodation Services immediately. We will need details of the person(s) responsible for causing the damage – once a repair has been organised those responsible will be expected to pay the full cost of the repair.

INSURANCE

Whilst living in university managed accommodation **your possessions are automatically insured** by the Campus Block Halls Policy. You do not have to do anything, your possessions are insured from the day you arrive. However there are different levels of insurance.

Please make sure that the level of cover provided is adequate – you can arrange extra cover with the same company if you need to. Please note that bicycles are not insured within the policy provided so if you are bringing a bike, we advise you to take out additional insurance.

Full details of the cover provided and the optional extensions available to you are provided online at go.uwe.ac.uk/insurancecover email: blockhalls@cover4students.com or phone **+44 (0)870 99 08590**.



TRANSFERRING PROPERTIES OR ROOMS

It is important that you allow yourself time to properly adjust to University life and settle into your accommodation. However, if you feel unhappy, please speak to your Accommodation Manager, who will work with you to find a solution.

Common questions

CAN I SMOKE IN THE ACCOMMODATION?

No – smoking is prohibited in any part of the building/flat/house/room, but smoking shelters are provided.

CAN I BRING MY OWN CAR AND PARK ON CAMPUS?

No parking is permitted on Frenchay and there is very limited parking at The Hollies and on Glenside Campus. View our parking policy go.uwe.ac.uk/carparking

CAN I GET A REFUND IF I GO HOME DURING THE HOLIDAYS/OR BEFORE THE END OF MY CONTRACT?

There is no refund of licence fees whether you go home during the holidays, are absent through sickness or if your academic programme finishes before the end of the licence period.

WILL I NEED TO CLEAN MY ACCOMMODATION?

Yes – you are responsible for keeping your accommodation clean and tidy, reporting all maintenance and damages and are responsible for your visitors.

CAN I CHANGE MY ROOM?

Yes – but you may not change rooms or accommodation without prior permission from Accommodation Services.

WILL I GET ASKED TO MOVE TO ANOTHER ROOM OR ACCOMMODATION?

It is unlikely that the University would ask you to move to alternative accommodation but we reserve the right to do so if it is absolutely necessary. For example if you have received a final warning you are likely to be transferred to alternative accommodation.

WILL I NEED TO PAY FOR DAMAGES?

Yes – if you cause any damage, by accident or on purpose.

WHAT IF I BREAK THE CONDITIONS OF MY LICENCE AGREEMENT?

You must not behave in an anti-social way i.e. make excessive noise, use drugs, activate fire alarms, have visitors for more than two consecutive nights, or damage your accommodation in any way. Breaking the terms of your licence could lead to disciplinary action or legal action by the University.

Details can be found on:

go.uwe.ac.uk/conductprocedures

DO I GET A REFUND IF I AM ASKED TO LEAVE THE UNIVERSITY ACCOMMODATION?

There is no refund of licence fees if you are asked to leave the accommodation for breaking the terms and conditions of the licence unless another suitable student can be found to sign a licence agreement for your room.



FACILITIES
ON CAMPUS

SERVICES
AND SUPPORT

Activities

RES LIFE

Res Life is a comprehensive programme that surrounds the experience of living “on and off campus” in a **residence** hall at university.

Res Life offers support, events, sports, activities and other extra-curricular, social and development opportunities, **designed to enhance your accommodation experience.**

go.uwe.ac.uk/hallslife

BROWZER – FOR SOCIAL EVENTS, SPORTS AND STUDENT SUPPORT

Browzer is a website designed to make sure you’re up-to-date with everything that’s happening on your campus and in your area.

From the latest offers in cafes, bars and shops on campus to the events happening in your halls, Browzer will make sure you never miss out on a thing.

Packed full of useful news and guides to the city, Browzer helps you get the best from your life at the University.

Also be sure to **download the Browzer app** to receive news straight to your phone, and use the offers section to get discounts and special offers in our campus outlets.

For more information and details of how you can get involved email browzer@campuslife.co.uk

www.browzer.co.uk/uwe

Sport and fitness

Play, workout, have fun, compete or relax... find a sport or activity that's perfect for you at the Centre for Sport. We're more than just a gym and you can join our Active Card membership to access:

- Two gyms on Frenchay Campus packed with Life Fitness equipment, the Synrgy Rig, a large free-weights area, Boditrax and more
- Over 45 exercise classes per week
- Fitness-on Demand
- Coached courses, drop in sessions, intramural leagues and Halls sport leagues through the Social Sport programme
- Discounted rates on facilities and services including court bookings and physiotherapy
- Squash court hire and use of the climbing wall

Alongside our membership packages, we've also got the fantastic EDGE Sports Volunteering Programme and an elite Performance Sport Scheme, so be sure to get in touch today or drop in to find out more.

CONTACT US

Visit: Centre for Sport, Student Village
Wallscourt Farm Gym

Email: centreforsport@uwe.ac.uk

Phone: +44 (0)117 32 86200

Web: www.uwe.ac.uk/sport



uwecentreforsport



uwesport



uwesport

OPENING HOURS:

Centre for Sport:

Monday to Friday 07:30–22:30

Saturday and Sunday 09:00–20:30

Wallscourt Farm Gym:

Monday to Friday 07:30–20:00

(term time only)



Shopping

On the Frenchay Campus there are **three convenience stores** – the Student Union Shop in the Student Union building, the Student Union shop in the centre of the campus and the Village Store at the Centre for Sport. You can buy essential items such as milk, toiletries etc. as well as newspapers, drinks and snacks. There are also cash points on campus and a fruit and veg stall – so you can be sure to get your five a day!

Within walking distance of Frenchay campus there are three supermarkets (ASDA, Lidl and Sainsbury's) and a large retail park. There are frequent bus services from campus that stop at the retail park and also into Bristol City Centre and the large regional shopping centre at Cribbs Causeway. Maps and more information regarding shopping centres etc. can be obtained from your Customer Service Desk.

The Students Union run a shop on the Glenside Campus, and a fruit and vegetable stall opposite the library, open Tuesdays and Wednesdays. Fishponds is the nearest local shopping area with a range of supermarkets, banks and a variety of local stores. There are regular buses into the city centre from here.



Health

SEEING A DOCTOR

- It's a good idea to register with a doctor (also known as a GP) while attending University.
- You can register with either the University Health Centre (based on Frenchay Campus) or The Old School Surgery (Fishponds) and be seen at either place.
- You'll need to register online before booking an appointment. Activation after registering online normally takes around 48 hours.
- The University Health Centre is a NHS establishment on Campus and the closest doctors for those living on Frenchay Campus. It's located at 23 Carroll Court, Frenchay Campus. Telephone **+44 (0)117 32 86666**. www.uwe.ac.uk/healthcentre
- The Old School Surgery is a local surgery in Fishponds and the closest surgery for Glenside and The Hollies. Telephone **+44 (0)117 965 3102**. www.oldschoolsurgery.org.uk
- If you don't live on campus, you can still register at the University Health Centre or the Old School Surgery – or you can find your local doctors' surgery by entering your postcode online: www.nhs.uk

If you're an international student, you may need to pay a healthcare surcharge (called the 'immigration health surcharge' or IHS) as part of your immigration application. You can find out if this is applicable to you here: go.uwe.ac.uk/immigrationhealthsurcharge

NHS WALK-IN CENTRE

A **walk-in centre** offers access to a range of treatments, **dealing with minor illnesses and injuries**. Including: infections and rashes, stomach aches, vomiting and diarrhoea, minor cuts/bruises, minor burns and strains.

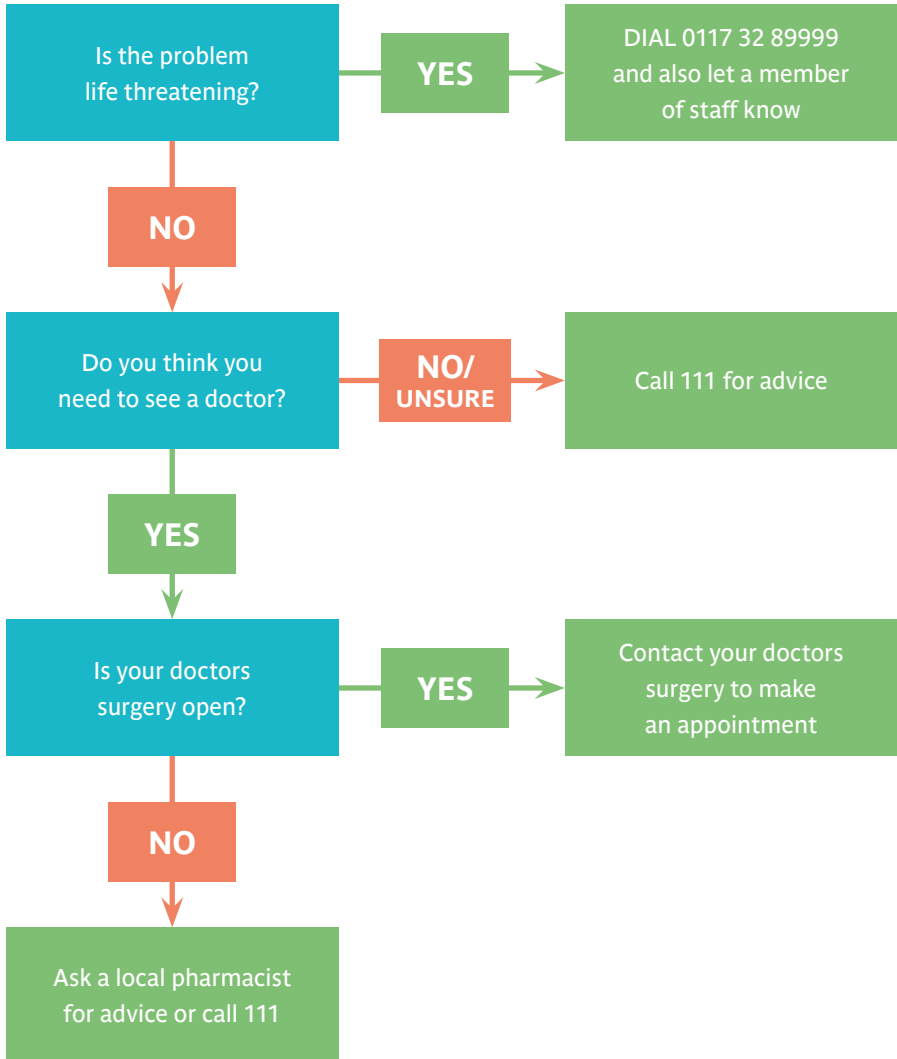
- Broadmead Medical Centre, 59 Broadmead, Bristol, BS1 3EA
- Telephone: **+44 (0)117 95 49828**
- Open Monday to Saturday 08:00–20:00
- Open Sunday and Bank Holidays, 11:00–17:00 (except Christmas Day and Easter Sunday)

Local pharmacies may also be able to help with many minor illnesses.



For 24 hour medical advice you can call NHS 111.

Health problems



Accidents

For Emergency Services (including life threatening health problems or accidents) call **0117 32 89999** from a mobile phone or **9999** from a campus telephone.

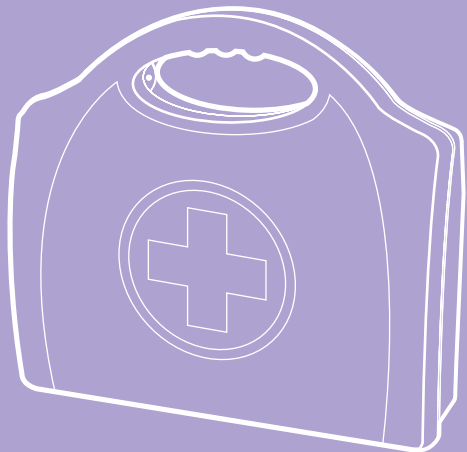
REPORTING ACCIDENTS

All accidents causing injury or near misses in University accommodation must be reported as soon as possible so that we can take steps to prevent a recurrence.

- If an emergency occurs, contact staff on the Customer Service Desk in the first instance.
- Our Security Team provide emergency cover 24/7. If you need them, call **+44 (0)117 32 86404**.

Please remember that in the event of an emergency you should make every attempt to contact a member of staff or emergency services. Make sure you don't risk injury to yourself or others.

Following an incident you will be asked to complete an accident report form with your Accommodation Manager.



Health issues

MENINGITIS

A classic symptom of meningitis is a blotchy rash that doesn't fade when a glass is rolled over it, but this doesn't appear in all cases.

If you, or someone you know is ill, and you suspect meningitis, contact a doctor immediately. If a doctor isn't available go straight to the nearest hospital. For more information or support contact:

Meningitis Now Helpline
+44 (0)808 80 10388 (24 hours).

You should also notify an Information Point (**+44 (0)117 32 85678**) or Accommodation Services as a matter of urgency to ensure that other students can be informed of the risk.

Meningitis signs and symptoms:
[go.uwe.ac.uk/
meningitissignsandsymptoms](http://go.uwe.ac.uk/meningitissignsandsymptoms)

MUMPS

Mumps is an acute viral illness that causes fever, headache and painful swollen glands. It can also lead to more serious conditions. It is spread through coughs and sneezes and direct contact through saliva.

If you have only had one of the two MMR doses required, **you are advised to visit your GP** to get a second FREE dose as soon as possible.

To find out more,
see www.uwe.ac.uk/healthcentre

MENTAL HEALTH

The Wellbeing Service offers support through counselling, mental health and specialist mentoring appointments.

Drop-in sessions are available Monday to Friday, 10:00–12:00 and 14:00–16:00 on Frenchay Campus during term time in 2FC50 Felixstowe Court (behind Cribs cafe). Or, if you'd prefer, you can phone Wellbeing on **0117 32 86268**.

Online counselling is available via Kooth Student– you just need to register with your UWE Bristol email address.

www.uwe.ac.uk/kooth

The Wellbeing Service provide support for students who may be feeling overwhelmed, anxious or depressed and are finding things a bit difficult at the moment.

FEEL GOOD

The university offers a wide range of **health and wellbeing activities** throughout the year, most of which are free. There's plenty to get involved in from social sports, colour runs to wellbeing and emotional resilience workshops. Find out more at www.uwe.ac.uk/feelgood



DENTIST

There are two types of dental care available – private and National Health Service (NHS) funded. All dentists will provide private dental care but not all will accept NHS patients. **For emergency information** and/or treatment call +44 (0)845 12 06680. A full list of all dentists in the Bristol area is available at www.nhs.uk

Student support

If you have any questions, however big or small, the Information Points have the answer – or know someone who does!

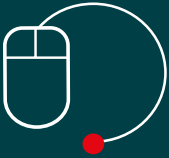
You can access all of the University's support services through an Information Point.

infopoint@uwe.ac.uk

+44(0)117 32 85678

**[www.uwe.ac.uk/students/
informationpoints](http://www.uwe.ac.uk/students/informationpoints)**

Feedback



GETTING IT RIGHT

We welcome suggestions on how our accommodation or service could be improved. There are suggestion boxes at customer services desks, or you can email us with your ideas at accommodation@uwe.ac.uk

UNIVERSITIES UK CODE OF PRACTICE FOR THE MANAGEMENT OF STUDENT HOUSING

The University has committed to the Universities UK Code of Practice for the Management of Student Housing in respect of its accommodation sites at Carroll Court, Glenside Campus, The Hollies, Wallscourt Park and the Frenchay Student Village.

The code aims to promote best practice over a range of management activities including; health and safety standards; maintenance and repair regimes; environmental quality; landlord and tenant relationships; student welfare and anti-social behaviour.

Information about the code and details of the full code can be viewed on the Universities UK website at [go.uwe.ac.uk/accommodationukcode](https://www.universitiesuk.ac.uk/accommodationukcode)

A complaints procedure external to the University exists in respect of breaches of the Code, should any complaint not be resolved through the Accommodation Services or University complaints procedures.



UWE Bristol Accommodation Services
1US, University of the West of England
Frenchay Campus
Coldharbour Lane
Bristol BS16 1US
UK

ACCOMMODATION SERVICES



www.uwe.ac.uk/accommodation

Email: accommodation@uwe.ac.uk



Telephone: +44 (0)117 32 83601

Fax: +44 (0)117 32 82285

Monday to Thursday 09:00–17:00 and Friday 09:00–16:30
(excluding bank holidays)