



**UNIVERSITY OF
STIRLING**

Residences Regulations (for all University Residents)

Residential Services
Geddes Court
University of Stirling
FK9 4LR



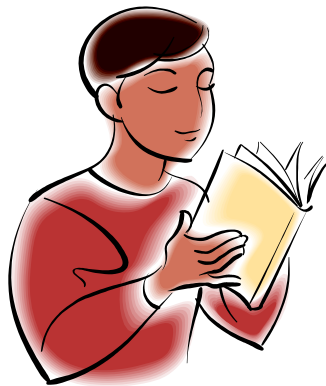
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The Code of Student Discipline

Welcome to the University of Stirling residences. Whether you are a new undergraduate/postgraduate student or a returner you must ensure you read this information booklet carefully, the University has certain rules and regulations in place to ensure that every member of the University community is aware of their obligations.

This may look like the “boring” bit of your literature to read, however, it is your responsibility to read this information – no-one else’s!



Please note, it is no defence to state “I didn’t know that” after an offence has been committed – read the information carefully for future reference. Should you have any queries then contact a staff member who will assist you.

When you sign your registration form at the beginning of the semester, you are agreeing to abide by: -

ORDINANCE 2 CODE OF STUDENT DISCIPLINE

**Full details of the code can be found on the University Portal by following the link:
<http://www.calendar.stir.ac.uk/documents/ordinances-code-of-student-discipline.pdf> **

This is the primary source of this information and should be treated as the definitive Ordinance.

Disciplinary Regulations (Ordinance 2)

In a general statement of disciplinary offences, the Academic Council resolved that the following constitute disciplinary offences: -



- Disruption of, or improper interference with the academic, administrative, sporting, social or other activities of the University
- Obstruction of, or improper interference with the functions, duties or activities of any University student/employee or authorised visitor
- Violent, indecent, disorderly, threatening behaviour or language (however expressed)
- Distributing/publishing offensive, intimidating, threatening, indecent or illegal posters/notices calculated to make others fearful, anxious or apprehensive
- Fraud, deceit, deception and dishonesty as a student or officer of the University
- Providing false/misleading information applying for a University course/activity
- Actions which impair safety/may cause injury on University premises
- Harassment as defined by University policy statement
- Seeking unfair advantage in academic assessment/examination
- Intentional or reckless damage/defacement/misappropriation of property (personal/University)
- Misuse/unauthorised use of University premises/property (including computer misuse)
- Conduct which constitutes a criminal offence
- Conduct which brings the University into disrepute
- Failing to disclose name/information to an officer/employee of the University when the request for such information is reasonable
- Failure to comply with a previously-imposed penalty under the code

In exceptional circumstances the University may also determine what may in addition be considered a disciplinary offence

What happens if I don't abide by the code?

Some discipline cases are treated as minor offences. They may often lead to a warning from the duty concierge or halls/flats assistant in the first instance.

In the residences all disciplinary matters are reported to your residence manager who is an authorised officer of the University. Should the offence merit further action then all the circumstances are investigated, this may include a formal disciplinary meeting held at Residential Services, following which a range of penalties may be imposed which can include the following : -

- An Official Warning (mandatory in all cases in which a breach of discipline has occurred) which may be a Final Warning if the offence falls within twelve months of a previous warning. Official warnings are held on file for one calendar year
- A surety of good behaviour not exceeding £100.00 which is held for a period not exceeding one calendar year. The surety will automatically be lost if a further offence is committed within the same academic year. Sureties must be reclaimed in writing by the student after the expiry date.
- A fine not exceeding £60.00
- Compensation for damage to University or private property without financial limit which may result in a University invoice being raised.
- Exclusion from defined areas/activities of the University for a period not exceeding one calendar month
- Referral to the Head of Residential Services or University Secretary for summary action.
- Police involvement

****NB All fines, sureties and invoices must be paid to the issuing office within ten working days. Non-payment of fines and sureties will result in a University invoice being raised, which will include a further £20.00 non-refundable administration charge****

(The money from fines and void sureties is credited to the Necessitous Students Fund)

Formal disciplinary procedures are only used where an offence merits immediate action under the Code of Student Discipline or where the University feels informal measures will not result in a positive outcome.

The University will not hesitate to call the Police where necessary. Please remember that University students are not exempt from criminal law on campus or in any residence.

The University will not impose formal disciplinary measures whilst an offence is being investigated by the Police. You must note, however, that following the outcome of any criminal investigations, the University reserves the right to take action under the Code of Student Discipline. This can occur some time later – even into the next academic year.

Very serious offences such as physical violence or damage to property may lead to expulsion from the University by the Disciplinary Committee.

An appeal mechanism is available for all cases. In the first instance these are dealt with by the University Secretary. The University Secretary has the authority to increase or decrease the penalties imposed. Additionally, any unsuccessful appeal will have a £20 administration charge added to sanctions already imposed.



The table below illustrates just some typical offences and also the kind of penalties which may be imposed by an authorised officer of the University. They are intended as a guide only as every case is judged individually.

| Offence | Comments | Example of Sanctions |
|--|--|---|
| Tampering with fire equipment and / or detector within residence | May also lead to prosecution by the fire brigade | <ul style="list-style-type: none"> ❖ Formal Warning ❖ £100.00 Surety ❖ £60.00 Fine |
| Vandalism to university property | Police / security may also be called | <ul style="list-style-type: none"> ❖ Formal Warning ❖ £30.00 Fine ❖ £30.00 Surety ❖ Recharge for all repair works (including parts, labour and VAT) |
| Verbal abuse towards a staff member | Police / security may also be called | <ul style="list-style-type: none"> ❖ Formal Warning ❖ £40.00 Fine ❖ £50.00 Surety |
| Noise nuisance | Please note zero tolerance to noise during exam periods. If the noise is coming from a students room the student with the contract for that room will be called in for interview | <ul style="list-style-type: none"> ❖ Formal Warning ❖ £30.00 Fine ❖ £30.00 Surety |
| Failure to evacuate during fire alarm | | <ul style="list-style-type: none"> ❖ Formal Warning ❖ £20.00 Fine ❖ £20.00 Surety |

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| Unauthorised Guest | Please follow overnight guest and signing in procedures | ❖ Formal Warning ❖ £20.00 Surety ❖ £20.00 Fine |
| Smoking in unauthorised areas | Please note that smoking in public places is against the law in Scotland | ❖ Formal Warning ❖ £30.00 Fine ❖ Report to Director of E & CS |
| Illegal entry to a building | Security for all residents is paramount | ❖ Formal Warning ❖ £20.00 Surety ❖ £10.00 Fine |
| Repeated breaches of ordinance 2 | Authorised Officer can impose and immediate 10 day exclusion from residences | ❖ Referral to University secretary ❖ Exclusion from University |

Discipline and University Residences

Entrance to University residences is permitted only to residents, their guests and members of staff in pursuit of their duties. Any person entering a University Residence must comply with the instructions of any Residential Services staff member.

****Please note that you will be held responsible for all the activities that happen in your study room whether you are there or not. Keep your door locked when you are away from your room****

The following list provides a guide as to many (not all) of the common offences which will merit formal disciplinary action: -

- Failing to keep to agreed signing-in procedures(if in doubt ask your Hall Assistant or read the notices for clarification) in the halls of residence
- Failure to show ID to a member of University staff (including Halls and Flats Assistants) upon request
- Handing over keys to another person
- Not entering the building through a designated entrance
- Unauthorised use of fire exits
- Allowing extra people to sleep in your study room which is a breach of fire safety regulations
- Remaining overnight in a flat/chalet without the prior permission of the residents of the flat/chalet
- Remaining overnight in any area other than a study room or guest room
- Entering an individual study bedroom without the consent of the resident
- Changing room without the permission of Residential Services
- Use of a kitchen not allocated to you
- Failure to adhere to basic kitchen standards which may result in the kitchen being locked-off (Halls only) and/or students being re-charged for additional cleaning costs

- Unauthorised access to areas such as stores, offices, reception desks, plant rooms, roof voids and the roof area
- Creating excessive noise (**Note that after 23.00 all residents can expect the right to sleep without disturbance**) inside or in the vicinity of a residence
- Holding unauthorised parties (without Residential Services permission) in the social areas of the halls of residence. Parties must not be held in kitchens, corridors or study bedrooms
- Holding parties in flats/chalets without the prior consent of Residential Services and your Flats Assistant/Liaison Student/Senior Concierge
- Alcohol consumption in halls social areas
- Having a dangerous weapon (as defined by Residential Services) in a residence (including air rifles, firearms, laser pens and dangerous sporting equipment)
- Keeping/using any drugs in a residence (**NB THE POLICE WILL ALWAYS BE CALLED**)
- Breaching Fire Safety Regulations which must be observed AT ALL TIMES. Bicycles and other bulky items must not be stored inside a residence.
- Using supplementary heating
- Having candles/incense/fireworks or any smouldering material – which are not permitted in any residence
- Keeping any kind of pet
- Dropping litter from windows
- Playing ball games within 100 metres of any residence

And finally.....

These regulations apply to ALL residences. It is in your own interests to familiarise yourself with them and the full Code of Conduct for Student Discipline.

Also, any official notices posted by staff in your residences have the same status as these rules.



If you break a regulation, it is no excuse to state that you were not aware of the regulation in question.

Remember, many of the University's disciplinary regulations are designed to protect your well-being and enjoyment - not to prevent you having a good time.

Thank you for reading this information and enjoy your time at the University of Stirling residences.

