

**Handbook &  
Rules  
2011/2012**

**Bowland College**



[www.lancs.ac.uk/depts/bowland](http://www.lancs.ac.uk/depts/bowland)

**Bowland new students arrive 2<sup>nd</sup> October 2011**

**Academic Term Dates 2011/12**

Michaelmas Term: 7th October 2011 - 16<sup>th</sup> December 2011

Lent Term: 13<sup>th</sup> January 2012 - 23<sup>rd</sup> March 2012

Summer Term: 20<sup>th</sup> April 2012 – 29th June 2012

**Residence Dates**

2nd October 2011 - 9<sup>th</sup> July 2012

## ***Bowland College Handbook 2011/2012***



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## ***Bowland College Rules 2011/2012***

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***Welcome from the Principal of Bowland College***



Welcome to Bowland College, the first of the colleges to be established at Lancaster University. Not so long ago we were the smallest of the 8 undergraduate colleges but despite our recent growth in size we are still considered to be one of the friendliest and most close-knit colleges on campus.

For any new student at University the first week is a bewildering time, with masses of paper with advice and information bombarding you from all directions. If you remember nothing else in your first week, please remember this: the Bowland College Office is the place where you can find the answers to most of your queries. Make sure you know where the Office is located, pop in and introduce yourselves to us so we get to know who you are.

You are about to start on what will probably be the best few years of your life. The more you get involved, the more you will get out of this precious time. This applies to all aspects of your life here, personal and social as well as academic. As past generations of Bowlanders have found, these university years pass all too quickly.

The Lancaster Collegiate system is designed to encourage participation and to break down barriers between students and staff. All staff members at the University are also Senior Members of a College, and are encouraged to take an active part in college activities. Together, the Junior Members (that's you) and Senior Members work to ensure that the College continues to thrive and be able to respond to the many and diverse needs of our Bowland College community.

We aim to foster a College spirit of mutual support and regard for others. Your consideration for, and tolerance of, the variety of opinions, beliefs, abilities and life-styles around you is a crucial factor in ensuring that our open and welcome approach continues. It is also a vital part of your own education.

Always remember that Bowland College is your college and that we are here to assist you while you are at Lancaster University. I hope your time here will be happy and rewarding, and that you will find opportunities to make your own contribution to this great College. And long after you graduate, you will find that your relationship with the College will continue. Once a Bowlander, always a Bowlander!

***Joe Thornberry***  
***College Principal***

[www.lancs.ac.uk/depts/bowland/](http://www.lancs.ac.uk/depts/bowland/)

## ***Welcome from the Bowland JCR President***



Congratulations on being accepted to study at Lancaster University, but more importantly, congratulations on becoming a member of Bowland College. You will soon discover that Bowland is not only full of interesting, friendly students and staff but is also the oldest, friendliest, most resilient college at Lancaster University.

Everyone remembers their first day as an exciting yet perhaps daunting occasion. It is easy to feel isolated and nervous about the prospects of a new beginning, but let me assure you from day one that you will be given the advice and space to find your bearings.

At Lancaster University each college has a JCR (Junior Common Room) Executive and an SCR (Senior Common Room) Exec. The JCR Exec is a group of students with specific roles, carried out in the interest of the students, elected by the students (you can read more about the positions in this booklet). The SCR has Officers with their offices situated near the porter's lodge (which you will become familiar with almost straight away).

After Freshers' Week there will be at least one social per week organized by Bowland JCR – you will know each specific date as a social calendar will be provided in your kitchen and advertised around the college. Bowland College also has annual events such as the Christmas Ball and Summer Extravaganza (a massive themed party at the end of the academic year) which are particularly well attended.

There are lots of sporting opportunities as Bowland is famous for being fantastic and having consistently high participation when it comes to sports. Everything you can imagine, from netball and hockey to dodgeball, darts and dominos, there is always a chance to join in and represent the college or the University. Even if you are a beginner and just want to try something new there is plenty of room for you! Highlight of the sporting year is the Founders' Trophy, a full weekend of outdoor and bar sports played in summer term against our old rivals Lonsdale College. It's called Founders because Bowland and Lonsdale were the founding colleges of the University (but we were the first!)

There is so much more I could write, but you must come and see it all for yourselves.

***Anastasia Rattigan***  
***Bowland College JCR President***

## ***The Bowland Connection***

All of the eight undergraduate Colleges at Lancaster University are named after regions connected with Lancashire.

For many of you the word "Bowland" may mean nothing more than the College which you have chosen to become a member of, or to which you have been allocated, and for all time the "Trough of Bowland" may be only the name of your local pub. But if you lift your eyes to the East beyond the University skyline, you will see a group of fells, the Forest of Bowland, which for over 40 years has been officially classed as a 300 square mile "Area of Outstanding Natural Beauty". It is this western extension of the Pennine chain, hunting forest, after which our College is named. The College bar also follows the themed naming scheme and is called the "Trough of Bowland".



Locally, "Bowland" is pronounced "Bollund", to rhyme with Holland. If you take the back road from the University to the village of Quernmore, you are soon in the heart of Bowland country. A narrow road from there twists and turns its way through a steeply sided and wooded valley, the original Trough of Bowland. The whole area is worth a visit, especially in autumn when the fells are covered in heather. The sheep far outnumber the people, and the villages are small with attractive hostelries to rival even our own College bar. Try the "Hark to Bounty" at Slaidburn, and the tea-room by the river!

The lady in our College logo represents the personification of Bowland Forest. It is from a Lancashire map drawn by William Hole for the 1622 edition of a poem "Poly-Olbion, or a Chorographical Description of ... the Renowned Isle of Great Britain", the lifetime's work of Michael Drayton, a friend of Shakespeare. The poem is in the University Library and a copy of the map is in the College Bar.

## ***The Senior Common Room (SCR)***

All staff and students at Lancaster University join, or are allocated to, a College. Undergraduate students become members of that College's Junior Common Room (JCR). All staff who have been allocated to a specific College, and (in the case of Bowland College) any postgraduate student who wishes to become directly involved in the College as an Advisor, become members of that College's Senior Common Room (SCR). Such members are collectively known as 'Senior Members'. Like the JCR, the Senior Members organise their own social activities under the guidance of the SCR Social Secretary.

Within the structure of the SCR, all Senior Members are invited to become actively involved in the College. Some choose to become College Advisors (see further details in this booklet), some take on more formal responsibilities and duties to assist with the smooth running of the College such as Senior Advisor, College Dean, Social Secretary, Web Manager etc.

## ***The College Officers & Key Staff***

**The Principal, Joe Thornberry**, is responsible to the University Council for the effective working and good order of the College and its associated activities. The Principal sits on the University Senate and represents the College's views on a number of University committees, and is also the financial officer for the College.

**The Vice-Principal and Dean, Simon Corless**, is responsible to the Principal for College Discipline and is the senior disciplinary officer of the College, and also acts for the Principal in his absence. The Dean investigates breaches of College rules and also disturbances of a non-disciplinary nature, with the aid of three **Assistant Deans: James Stone, Laura Ettenfield and Dean Crabb** (all live in the College). The College Rules (later in this booklet) gives details of how we are all expected to behave in the College.

**The Senior Advisor, Bob Blake** is responsible to the Principal for the co-ordination of the College advisory and welfare system. The Senior Advisor is always happy to talk with any member of the College about problems or difficulties of any sort. The **Assistant Senior Advisor, Pat Brown**, works with the Senior Advisor and deputises for him when he is unavailable.

**The College Administrator, Pat Brown**, is responsible to the Principal and ensures the efficient, effective and helpful day-to-day operation of the College. She is the main point of contact for Bowland students who have queries or problems, so please get to know her!

**The College Residence Officer, Alison Platt**, is responsible to the Head of the College and Residence Office for the day to day operation of all the College Residences. She is also a very active member of the SCR.

**The Licensee, Ian Thomson**, is responsible to the Commercial Director of Trading Activities for the good order, management, and day-to-day running of the College Bar: 'The Trough of Bowland'. He works closely with the Principal and JCR President in planning social activities for the College.

**The College Porters** are an integral part of college life. They report to the Head of University Security (who happens to be a Bowland Senior Member) and liaise closely with the College Officers and college staff. Most students will see more of them on a day-to-day basis than any other University Officer. There are four Porters in Bowland with one of them always on duty 24 hours a day during term time.

## ***College Advisors***

All first-year students are allocated in small groups to a College Advisor who will be responsible for helping them to settle into the University and for supporting and advising them on welfare and other matters in their first year. College Advisors are senior members of the College and may be teachers, researchers, administrators or other members of the University staff. They are all volunteers who are committed to helping students make the most of their time at the University and to ensuring that they have the support to overcome any difficulties they may face.

In Bowland, students living in the College are allocated according to the kitchen they use in their residence, so you will have the same Advisor as your neighbours. This makes it easier for students to meet their Advisor as a group to discuss common problems or just to socialise.

For many new students this will be their first time living away from home without the immediate support of family and friends. For others, it may be a return to full-time education after a break of a number of years. Making that transition can often be stressful, and sometimes traumatic. It involves meeting many new people, having to build new friendships, dealing with new demands and having to get by on a tight budget. This is where the College Advisor stem comes into its own. Your Advisor will be available to help you meet these new challenges by providing information and guidance on a wide range of matters, and by acting as your supporter and advocate if you run into difficulties. Even if you have no problems, your College Advisor will be glad to hear from you about your progress and your participation in University life.

Your College Advisor is the first person to see about academic, financial or personal difficulties. He or she will always deal with you in strict confidence. A College Advisor who cannot immediately deal with the problem will always be able to guide you towards the best source of help. You may prefer to go directly to Student Based Services in University House, to the Counselling Service, to the JCR Education and Welfare Officer or to the Students' Union Welfare department. That is your own choice. However, you should **ALWAYS** tell your College Advisor if you are in significant difficulty, if only in very general terms.

The effectiveness of the College Advisor system depends to a great extent on the personalities of the individuals involved and their ability to form a useful working relationship. Advisors will often arrange social events for their groups, but don't be shy about taking the initiative yourself and getting together with the rest of your group to invite your Advisor for a drink or for a meal in your kitchen. In ways like this students develop close relationships with their Advisors that last during their time at Lancaster University and often beyond.

***Please do not forget that it is your degree and your responsibility to seek help if you are experiencing difficulties. The University will do whatever is possible to assist you within the Rules and Guidelines of the University, if you are having problems whether financial, personal or academic, provided that we are aware of those problems.***



The **Senior Advisor** is Bob Blake who also works as a Student Learning Adviser. As Senior Advisor he is responsible for co-ordinating the College Advisor system. He recruits Advisors and oversees their work and generally ensures that the College pastoral and welfare provision operates as it should. He also runs weekly study drop-ins. Bob is always happy to see members of the college if they are experiencing difficulties or, indeed, if things are going well.

## ***How the College is run***

The University Statutes require the **College Syndicate** to be formally responsible for the strategic governance of the College. The Principal chairs the College Syndicate and all senior members of the College are members of Syndicate, together with the current JCR Executive Officers. The Junior Common Room annually elects three other Syndicate members from its ranks. Meeting at least once a year, Syndicate has overall responsibility for the strategic development and governance of the College, including the welfare of the student members and disciplinary matters. It also may discuss general matters relating to Colleges and the University as they arise, and report College views to **University Senate** – which is the governing academic body of the University.



In practice most decisions relating to the day-to-day running of the College are discussed and determined at **Management Committee** meetings. The Management Committee reports to Syndicate. All Senior College Officers and JCR Executive Officers are members. Meetings are held at approximately five-week intervals in term time and matters for discussion come forward from individuals, the JCR, the Syndicate and the University. Meetings are chaired alternately by the Principal and the JCR President.

There is a Management Board which oversees the financial management and expenditure of funds received from Benefactors - The Bowland College Trust Fund. The Board reports directly to Syndicate

## ***The Bowland College Office***

***The College Office*** is the place to go to:

- discuss matters of discipline, e.g. noise, theft;
- apply for a College Loan, Travel Grant, or Scholarship;
- pay fines, charges for College Socials (not JCR ones) etc.
- make appointments to see the College Officers, such as the Principal, Senior Advisor, Assistant Senior Advisor, Dean or Assistant Deans;
- discuss any personal problems (in confidence) or seek advice on any matters.

The College Office is in Bowland College Admin Wing, past the Porter's Lodge, and is run by the College Administrator, ***Pat Brown***. The College Residence Officer, ***Alison Platt***, is in the office next door.



**Pat**



**Alison**

### **Contact:**

**College business: Pat Brown**

01524 (5)94506

email: [p.m.brown@lancs.ac.uk](mailto:p.m.brown@lancs.ac.uk)

**Residence related: Alison Platt**

01524 (5)94498

email: [a.platt@lancs.ac.uk](mailto:a.platt@lancs.ac.uk)

### **Normal Office Opening Hours**

10.00-13.00 and 14.00-16.30 Monday-Friday

## ***The JCR and its Officers***

The Junior Common Room (JCR) is not only the place beside the bar where you can relax and play games, but also is the traditional title for the group of people comprising all the student members of the College. The JCR members elect a number of JCR Executive Officers (the "Exec") in Michaelmas term to hold office for the next calendar year. Many JCR Officers are first year students when elected. Their job is to run social and sports events in the College, to help students (or tell them where to get help), and to represent Bowland student views at College and in the Students Union (LUSU). There are three formal JCR meetings per term, often entertaining and always well attended. You should always try to go to these as without your own contributions the Exec cannot represent you.

The JCR Exec has an office in the College Admin wing, normally open daily (if it is not and you wish to speak to a member of the Exec, you should email the relevant officer or JCR President).

### **JCR Officers**

#### **President**

To work closely with the Principal for the good of the College, be responsible for liaising with LUSU, Union Council and JCR members. To attend the relevant LUSU and College meetings. To be responsible for internal college democracy and co-ordination of the JCR Executive committee. If the President is a final year student, they shall provide a 5-6 week training period for their elected replacement before leaving University. To be jointly responsible for the discipline of the JCR Executive. To Chair the relevant sub committees.

#### **Vice President**

To be responsible for JCR property, attend LUSU Academic Council; liaise with the JCR members. Deputise for the President when necessary. Oversee the production of the college magazine and give final approval before publication. To be jointly responsible for the discipline of the JCR Executive. To Chair the relevant sub committees.

#### **Chairperson**

To be responsible for the oversight of JCR Executive Committee meetings and of college democracy. To write and distribute the agendas of JCR and JCR Executive Committee meetings. To attend the relevant LUSU committee meetings. To run elections within the college, ensuring adherence to the college constitution and the fair conduct of all candidates. To be jointly responsible for the discipline of the JCR Executive. .

#### **General Secretary**

To write and distribute the Minutes of JCR and JCR Executive Committee meetings. To liaise with the welfare team in particular the International and Diversity officer to ensure that all LUSU committees and campaign responsibilities are fulfilled. To raise green awareness through the college. To attend all relevant LUSU committee meetings regarding green issues. Sit on relevant sub committees and undertake other secretarial duties as required

#### **Treasurer**

To be responsible for Finances, the budget, LUSU liaison concerning finances, attending the Management Committee.

#### **Male Education & Welfare Officer**

To campaign for men's issues and liaison with the LUSU. To liaise with LUSU and sit on EWD Council, Academic Council and other relevant LUSU and University committees. To hold an advertised office hour at least once a week. To sit on campaigns sub committee. Only a male member of Bowland JCR is eligible to hold this position.

### **Female Education & Welfare Officer**

To campaign for women's issues and liaison with the LUSU. To liaise with LUSU and sit on EWD Council, Academic Council and other relevant LUSU and University committees. To hold an advertised office hour at least once a week. To sit on campaigns sub committee. Only a female member of Bowland JCR is eligible to hold this position.

### **International and Diversity Officer**

To represent the needs of international and LGBT students. To be responsible for the co-coordinating and facilitating of campaigns for the rights of all students within the College. To raise awareness and challenge prejudice and discrimination against any member of a minority group. To ensure all students within the College are treated equally and fairly. Shall attend the appropriate LUSU meetings and liaise with the appropriate LUSU Officer/s. To sit on campaigns sub committee.

### **Male Sports Representative**

Organisation and promotion of sporting activities of the JCR in liaison with the college Sports Committee and the AU, with a particular focus on the promotion and encouragement of participation in Carter Shield and The Founder series. To sit on relevant sub-committees. Only a male member of Bowland JCR is eligible to hold this position.

### **Female Sports Representative**

Organisation and promotion of sporting activities of the JCR in liaison with the college Sports Committee and the AU, with a particular focus on the promotion and encouragement of participation in Carter Shield and The Founder series. To sit on relevant sub-committees. Only a female member of Bowland JCR is eligible to hold this position.

### **Magazine Editors (2 positions)**

To be part of the publicity team. To be responsible for the College Magazine. To liaise with the Vice President regarding the final approval of College Magazine before publication. At least one PTM Officer must be available at the request of either The President, The Vice President, Socials Secretaries or Sports Representatives, to attend events in order to provide journalistic and/or photographic "coverage. To sit on the relevant sub committees.

### **Communications Officer**

To be part of the publicity team. To be responsible for continually updating, maintaining and controlling the JCR Executive Committee website. Is primarily responsible for the production of all posters and postering. To publicise all JCR socials and events through all appropriate mediums. To communicate appropriate news and information to Bowland JCR. To sit on the relevant sub committees. Is responsible in communicating information received in sub committees to the rest of the publicity team.

### **Social Secretaries (4 positions)**

Organisation of the social activities of the JCR Convening Social Committee. To attend the Management Committee. One Social Secretary shall be appointed by the JCR Executive Committee to be head of the four social secretaries, and take lead when necessary in organising and arranging activities. To act as a point of communication between the JCR and the JCR Exec, specially in reference to socials and events. To sit on the relevant sub committees.

**All Officers aim to promote a community spirit within the college and encourage all members to involve themselves in college life.**

The JCR Exec has an office in the College admin wing, open daily, telephone ext.92398.

## ***College Facilities***

### **Sports and Games**

**Pool:** There are 2 pool tables in the JCR.

**Darts:** There are two dartboards in the JCR. As this game can cause damage to the building fabric, no playing of darts is permitted in other areas of the College.

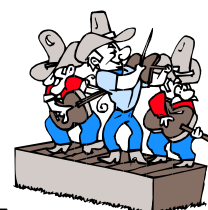
**Games machines:** Games machines are to be found in the JCR and may be used up to midnight.

**Board Games:** There are numerous board games available on loan from behind the bar on production of a library card. These include dominoes, chess, playing cards, draughts and backgammon.

### **Parties and Discos**

Parties may be held in selected areas, such as kitchens, but the permission of the College Residence Officer must be obtained at least three working days in advance. An application form can be obtained from the College Residence Office.

No parties or noisy functions will be held during the University examinations "Quiet Period", which spreads through nearly all the summer term.



**Television.** There are satellite TVs in the JCR and the bar for use during normal hours. For late night viewing permission must be applied for three days in advance through the College Office. Residents should note that a personal mains operated television set is not covered by the College TV licence and requires a separate licence. It is the student's sole responsibility to obtain a television licence for use of a TV in their room.

**Off-Campus Students' Room.** The College has made special provision for students who live off campus by providing a social space and meeting room in the admin wing. There is also a fully-equipped kitchen, bookable lockers and computer facilities for these students. Lockers can be hired from the College Office **for £15 for the academic year (£10 refunded at the end of year when keys must be returned to the office).**

***Bowland off campus students should check the internal pigeon holes situated in Bowland Foyer as internal mail is sent to them through this system.***

**External Telephones.** There is an internal phone located in Bowland foyer. There is an external phone box situated in Edwards Robert Court (Opposite LUSU).

**Telephones in Residences.** A telephone is located in each study bedroom, which has free connection to all internal campus telephones. Residents can subscribe to use the external call services; see Uni-tel cards and leaflets in your room.

## ***The College Bar***



### **'The Trough of Bowland'**

Our bar licensee, Ian Thomson, runs the College bar next to the Junior Common Room. The 'Trough of Bowland' offers a wide range of beers, spirits, wines and soft drinks. It is the social centre of the College, well used by Junior and Senior members. Ian works closely with the JCR and SCR in planning and providing the many social events which have made the Trough so famous throughout the university.

### ***Ian Thomson***

Bar Manager

### **Licensing Laws**

Licensing Laws are complex, and it is important that the College does not disobey them. The College Licensees have sole responsibility under the law for good order on the various licensed premises. You must obey their instructions.

Our Alcohol Licence requires that the bar, the JCR, Pool Room and the quad are the only areas of Bowland College licensed for the sale of alcohol. The Licence is an ordinary open licence with the restriction that "Members of the University, their guests, and those attending conferences and meetings only may be served". Your guests are welcome, but should be introduced by you to the Licensee. Children are not allowed in any part of the licensed premises, including the JCR and games rooms, unless accompanied and supervised by an adult. They are not permitted in the bar area at any time.

Drinks bought in the bar may be taken to the JCR or into the quad, which is part of the licensed area. Alcohol may not be sold elsewhere unless a special licence (occasional) is obtained. Alcohol cannot be sold except by persons licensed to do so, i.e. **NEVER** legally by students to each other. Drinks purchased elsewhere (e.g. a supermarket) must **NOT** be brought onto our licensed premises.

### **Conduct in the College Bar**

All members of the University are expected to conduct themselves in a civil and courteous manner on licensed premises. It is impossible to lay down detailed regulations for acceptable behaviour in the College bars. However, as a responsible member of the University community you must conduct yourself in accordance with common sense and an adult understanding of the difference between proper and improper conduct.

A licensee who feels that a person is behaving unacceptably has the legal right to ask him or her to leave the bar. The person concerned is legally obliged to give his or her name and address on request to the licensee or to Security Officers/College Porters if their assistance has been requested.

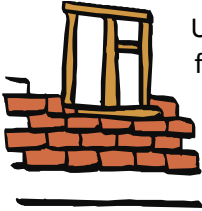
Serious misconduct could lead to disciplinary action resulting in being barred from using ALL the College bars and Junior Common Rooms, and may also result in Police action leading to criminal proceedings and expulsion from the University.

## ***College Residences***

### **Insurance**

While you are living in the College, the University's insurance policy will cover your possessions while they are in your room or in transit between room and home. This provides for up to £4500 of personal possessions including up to £2500 for computer equipment. For full information see <http://www.cover4students.com/blockhalls/summary/lancaster>

### **Repairs and maintenance**



Urgent problems such as fused lights, sockets without power, flooding or keys not functioning should be reported to the Porter at once. Essential repairs and maintenance to buildings may be carried out at all times of the year but disturbance to residents will be minimised during the examination period. All faults in residence rooms can be entered personally onto a central system (see residence handbook).

### **Continued Residence in Bowland College**

Many students want to live in Bowland, but the number of rooms available is normally less than the demand. For this reason, priority residence allocations cannot be made on financial grounds alone. Special cases are granted residence at the discretion of the Senior Advisor. Priority may be given on medical grounds, or because a student needs to be on campus (e.g. monitoring long scientific experiments). Students who have spent the previous year abroad normally have a guaranteed room in College in their final year providing they apply by a certain date which they will be notified of by email. Students who feel that they have a strong case for priority should write a letter setting out their case to the Senior Advisor or before the deadline given by the residence officer for submission of applications. Normally no case for priority, solely on financial grounds, will be accepted.

All other students (including those whose claim for priority is not accepted) will be contacted by email to advise them of when and how to apply. There is then a ballot on an agreed date, usually either just before the end of Michaelmas term or early in Lent term, which is the same for all Colleges, to prevent any students from getting an advantage. The ballot will be operated by selected JCR and SCR members - usually the JCR President, the College Administrator and the College Residence Officer. Everyone entered in the ballot will be informed by email whether they have been successful or not; those who are unsuccessful will automatically be placed on the waiting list in the order their names are drawn in the ballot. During the year additional rooms may become available when, for example, a student relinquishes the accommodation they have been offered, and these are filled from the waiting list, with priority always given to Bowland College students.

If you are living off-campus LUSU Housing can help find accommodation and also acts as landlord for some off-campus houses. For advice on off-campus issues LUSU Advice will be able to assist you.

### **Changing College**

The procedure for a change is quite simple. You obtain a "Change of College" form from the College Administrator of the college you are presently a member of. However, approval for a transfer will be given only if there are compelling reasons and if both Colleges involved agree to the transfer.

Final year students will not be permitted to change college after the end of the Michaelmas term. Anyone wishing to graduate with a different college must have changed colleges before this point and have a valid reason to change which would not include 'to graduate with friends.'

## ***The College Porters***

The College Porters are an integral part of college life and have a number of duties ranging from sorting out the mail and receiving information about defects and faults on College premises, to being on hand to deal with and record any incidents relating to disciplinary problems or disturbances within the College residences. The Porters Lodge telephone number is 92348.

There are four porters working shifts in Bowland College, ***Rob Farquharson, Brian Dixon, Chris Holmes and Suzanne Wareing***. Normally there is continuous coverage at all times during term, but as the porters have many duties they are not always available at once. See the Lodge door for a note on where to find the duty porter if he/she is not in. In emergency telephone Security, ext. 94541, who will be able to contact him/her at once by radio.



**Rob Farquharson**



**Chris Holmes**



**Suzanne Wareing**



**Brian Dixon**

## ***Security and the Postal System***

### **Security**

Do not leave any valuables lying about. ***Always be sure to lock your room door when you go out, even if for only a few minutes, and DO lock your kitchen.*** Thefts from residence and from teaching areas are frequent!



**IF YOU ARE LEAVING YOUR RESIDENCE ROOM FOR MORE THAN 48 HOURS, YOU MUST HAND YOUR KEYS TO THE PORTERS BEFORE YOU LEAVE**

### **Collection of post**

**ALL STUDENTS, WHETHER RESIDENT OR NOT, SHOULD CHECK THE PIGEON HOLES** (in the College foyer) **REGULARLY, AS INTERNAL MAIL FROM DEPARTMENTS AND STUDENT REGISTRY IS SENT TO THEM THROUGH THIS SYSTEM.** A key for the appropriate boxes can be obtained from the Porter. External mail is often received for off campus students and the Porter will allow access to the appropriate mail boxes on production of identification (e.g. library card). Mail is placed in the mailbox of the first letter of your family name e.g. Smith would be placed in the mailbox 'S'.

Please put other peoples' mail back in the correct pigeonhole/mail box after looking through for your own. Any mail received for you will be placed in the pigeon holes/mail boxes. It will not be delivered to you, ***so you must check for your own mail regularly.***

### **Valuables in the post:**

**Important and valuable items of mail should be sent to you by recorded delivery.** They will be kept in the porters' lodge for you to collect personally. The porters will also keep all parcels plus anything obviously precious and all items clearly marked by the sender '**Keep in the Porter's Lodge**'. If any items are retained in the lodge for you, your name will be entered on the mail lists (displayed outside the Porters Office). **The lists should be checked regularly whether you reside on or off campus.** You then hand the list with your name on to the Porter (with your library card as identification) and he/she will then hand you the item(s).

## **Financial Assistance**

### **College Grants and Loans**

The College can provide direct financial assistance for Bowland students by means of emergency college loans and college welfare grants.

#### **Emergency College Loans.**

Students with modest, and temporary, emergency financial problems can apply at any time to the College for an interest-free college loan of up to £100. These are expected to be repaid as soon as funding allows and by agreement with the Assistant Senior Advisor. Application forms are available from the College Office.



#### **College Welfare Grants.**

These are fairly small non-repayable cash grants to students who have suffered unforeseen exceptional financial difficulties, which are not of their own making, e.g. expenses concerned with illness, disability or accident. Applications may be made at any time to the College by a letter sent to the College Office marked "Welfare Grant Application".

## **College Awards and Scholarships**

### **Vacation Travel Awards**

Applications may be made by students of Bowland College for travel awards to undertake trips in the Easter and Summer vacations. Awards are made for voluntary activities undertaken in the U.K. or abroad which will benefit a student's academic studies. This might involve attending a course or conference, an academic project, a study visit or an expedition. Normally the College cannot support compulsory elements in a degree scheme (e.g. a year abroad, a field course etc.) that are the responsibility of an academic department. The awards are usually between £50 and £150. A condition of all awards is that a written report of at least 1000 words is submitted to the Senior Advisor after the project has been completed.



Application forms can be obtained from either the College Office or the Senior Advisor and should be returned to the College Office by the end of February for Easter vacation awards, and before the end May for Summer vacation awards.

### **The Meredith Award**

Professor David Meredith was Principal of Bowland College from 1984-1989. The Meredith Award – a certificate and book token - is presented annually to the student who submits the best Travel Grant Report.

### **The Willcock Scholarships**

When Professor Malcolm Willcock left the University in 1980, he had been Principal of Bowland College for 13 years, 1966–1979. In recognition of the outstanding service he had given to the College, a scholarship fund was established with the objective of making funds available to Bowland students who would have difficulty achieving their full academic potential because of financial hardship. Applications for the fund must be made before the end of Lent term. Up to £2500 may be available for awards in any year. The deadline for applications for this academic year is **27<sup>th</sup> April 2012**.

### **The Bowland College Lancashire - Cumbria Studentships**

Two awards of £600 each are available to incoming first-year students from the Lancashire and Cumbria regions. The College is looking to assist students who are in need of additional support due to their specific situations, for example: students with dependants who have costs associated with child-care, disabled students and students with special needs, etc. All first-year students who are, or who will be, members of Bowland College for entry 2011 and who have a home address postcode within the Lancashire and Cumbria region are eligible to apply.

Please submit a letter of application to Pat Brown, Bowland College Administrator, stating your full name and address, course of study, UCAS number and an explanation, on no more than one side of A4 paper, as to what your specific circumstances are and how the studentship would help you.

**Application deadline: 14th October 2011.**

### **The Saunders Award**

Dr Ian Saunders was Bowland College Principal for 10 years, from 1989 to 1999. The Saunders Award is awarded to final year Bowland students who have shown outstanding contribution to college activities. Recipients of the Award are nominated jointly by the JCR and SCR.

### **The Louise Banton Award for Creative Enterprise**

The purpose of the Louise Banton Award is to encourage and support creative enterprise in Bowland College. The Award is made for a proven initiative, activity, project or creative enterprise which has demonstrable benefits (e.g. health, ethical, environmental, financial, organisational, community, support-based etc) and which could be introduced and/or rolled-out for wider adoption/implementation. The financial value of the Award is £500 and all undergraduate members of Bowland are eligible to apply.

Dr. Banton was College Principal from 1999 to 2008.

**Application deadline: 23rd March 2012**

### **ACADEMIC AWARDS**

Every year Bowland College presents Certificates and book tokens to recognise the academic achievement of individual students in the first, second and final years. Four awards are given for each year for each of the University Faculties – Arts and Social Sciences, Science and Technology, Management, and Health and Medicine.

### **The Bevington Award**

Professor John Bevington was the first Principal elected within Bowland College in September 1964 and served until 1966. The Bevington Award is given for outstanding academic performances by Bowland students in their first year.

### **The Bowland Society Award**

This award is for outstanding performance to second year Bowland students.

### **The Brooke Award**

Professor John Brooke served as Principal from 1979 – 1984. This award, in his name, is given to Bowland students who have achieved academic excellence in their final undergraduate year.

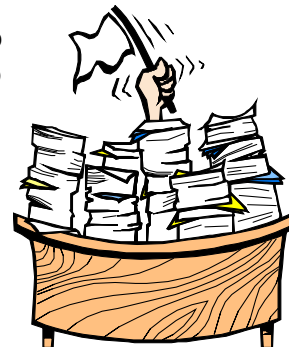
## Academic Issues

We hope you have an enjoyable and productive time at Lancaster, but recognise that sometimes problems can affect your ability to study.

Please do not forget that it is your degree and your responsibility to seek help if you are experiencing difficulties. The University will do whatever is possible to assist you, within the Rules and Guidelines of the University, if you are having problems provided that we are aware of those problems. The problems may be personal, financial or academic. If you find yourself getting into difficulties we strongly urge you to consult the College in the first instance, (the College Office, your Personal Advisor or the Senior Advisor), or the Counselling Service, Student Based Services, your department, or the Students' Union Advice Centre.

### Appeals

If you get into serious academic difficulty in Part 1 or Part 2, you may be required to attend a Review or Appeals Committee, or the Standing Academic Committee, or to see the Vice-Chancellor. Your College Advisor or the Senior Advisor may be able to help you by discussing your position with you, or by accompanying you to the meeting to help you present your case. Please ask for this assistance - it could save your university career and affect your whole life!



### Intercalation

Intercalation is an official period when students are allowed to interrupt their degree studies and temporarily leave the campus. It is normally granted on compassionate, medical or financial grounds, and usually runs for 3 terms. The most common grounds for applying to intercalate are major medical or psychiatric problems, domestic or family disruption, severe financial difficulties or a temporary loss of ability to pursue academic work.

The procedure for obtaining permission to intercalate is quite straightforward. It is initiated by the student, (usually advised by the College Advisor) arranging an appointment to see a Student Support Adviser, (University House, ext. 93395) who will discuss the application and outline all of the implications for intercalation.

## Learning and Development support

If you need to develop effective study strategies, improve your academic writing or experience problems with study, there are three faculty-based Student Learning Advisors. They can also advise you about any effective study and writing courses available in your department or faculty. There also may be writing courses for International students.

THE FACULTY BASED STUDENT LEARNING ADVISORS	
Faculty of Science & Technology Faculty of Health & Medicine	Robert Blake
<a href="mailto:studyadvice.fstandshm@lancaster.ac.uk">studyadvice.fstandshm@lancaster.ac.uk</a>	
Lancaster University Management School	Gill Burgess
<a href="mailto:studyadvice.lums@lancaster.ac.uk">studyadvice.lums@lancaster.ac.uk</a>	
Faculty of Arts & Social Science	Joanne Wood
<a href="mailto:studyadvice.fass@lancaster.ac.uk">studyadvice.fass@lancaster.ac.uk</a>	

## Careers and Jobs

During your first year you may want advice on choosing Part II courses, finding vacation work, placements or work experience, or part-time work to supplement your finances. The Careers Service (on the first floor of the University Reception Building) holds workshops on applications, interviews, CVs etc. and advisors are available to help you at any point in your studies.

Advice on careers and job opportunities is also available within University Departments, most of which have a careers tutor who will be glad to help you if you are taking their courses.

**MyPlace** is a quick and easy way of establishing and keeping your own on-line space and record while studying for your degree here at Lancaster. You can use it to share ideas, work on projects, as well as storing personal information to use on CVs and application forms. **MyPlace** is part of the Virtual Learning Environment (LUVLE) and can be found at <http://myplace.lancs.ac.uk>

## Equality and Diversity

You are admitted to the University on your academic record. The University welcomes all students and has an array of support services to ensure no student feels disadvantaged.

Bowland follows University Policy and strives to make itself an inclusive college. It is possible that you have already had support from the Disabilities Service as part of your admissions process. **Debbie Hill** in the Disabilities Service will continue to provide guidance and support by working with Bowland College to ensure your learning support needs are met, especially with regards to exams and assessments. There is also financial help available.

You can contact the Disabilities Service at any time in your time here if you feel you might need advice (for example you might want to be assessed for dyslexia). The person to liaise with in Bowland College with any issue concerning disability, equal opportunities or unfair treatment (even harassment) is the Bowland Senior Advisor. He is also the person to contact if you have any medical concerns that impact on your studies that you would like the Department to take into account.

If using the library is an issue because of dyslexia, a disability or medical condition, get in touch with Fiona Rhodes, [f.rhodes@lancaster.ac.uk](mailto:f.rhodes@lancaster.ac.uk), for advice and help.

Confidentiality: if it's useful for you, do talk in confidence to any of the staff named here - but please remember that you may not be able to access all the support available to you unless we can inform other staff involved in support arrangements.

You may also find it helpful to look at some of the following web pages for local and national background:

Lancaster equal opportunity web pages: <http://www.lancs.ac.uk/depts/equalopp/>

Lancaster Disabilities Service: <http://www.lancs.ac.uk/depts/disabilities/index.htm>

Links to national equalities bodies and organisations: <http://www.lancs.ac.uk/depts/equalopp/links.htm>

## ***Student Based Services***

**Student Based Services** are located on the ground floor of University House - 'The Base'. The Base provides both specialist and general guidance and support to students, and assists individual students if they encounter serious difficulties that cannot easily be resolved by their college or academic department.

Specialist advisers are available to help students with disabilities and dyslexia, international students' issues, and students with financial problems. Information and advice is also available for students who may, at some point in their university life, encounter difficulties which mean they have to suspend their studies, to seek a transfer or withdraw. You can also come and talk to someone if you have a more general problem which is causing you concern.

**Tel: 92525**

**See website:** <http://www.lancs.ac.uk/sbs/>

Student Based Services also includes:

The **Counselling Service**, situated in Furness College. This is a free, confidential and professional service, open 5 days a week for appointments with one of six Counsellors. **Tel: 92690**

### **CEEC (Centre for Employability, Enterprise and Careers)**

The Centre provides advice, guidance and information on careers and employability. It may be used throughout your time at Lancaster and is situated in The Base. **Tel: 92480.**

## **Other services to support students**

### ***The Chaplaincy Centre***

A centre providing another source of welfare, faith advice and practical support to people of all faiths and none. The team of Chaplains are available to offer pastoral care to all members of the University community, students and staff regardless of denomination, belief or faith. **Tel: 01524 5-94071**

<http://www.chaplancs.org.uk>

### ***Harassment Network***

The Harassment Network provides confidential support for any student or staff member who feels they are subject to harassment. Contact network members by phone (see internal telephone directory) or by email at [HarassNet@lancaster.ac.uk](mailto:HarassNet@lancaster.ac.uk).

**Students' Union Advice Centre:** in LUSU in Slaidburn House offers a full range of financial and welfare advice to students. **Tel: 92200**

**Nightline:** A listening service run by the Students' Union, operated by trained students between 10pm and 8am during term time. **Tel: 94444.**

**Health Services on Campus**

**Emergencies:** In case of an emergency requiring an ambulance on campus you should dial 999 on an **internal telephone** (or 01524 594541 if using another telephone) in order to contact the Security Office — staffed 24 hours every day of the year. Security will arrange for an ambulance and will direct it to the location of the emergency. **Please do not use mobiles for direct emergency calls. Precious time can be lost when the ambulance driver is unfamiliar with the University.**

**Medical Practice:** a General Practice, housed at the Health Centre on campus (located on the perimeter road near to the Pre-School Centre), and available to students registered with the Practice. Registered patients can also be seen at the King Street Practice in Lancaster. **Tel: 94130.**

**Dental Clinic:** offers private treatment to students who are registered, and is adjacent to Bailrigg House, at the north end of campus. **Tel: 94595.** The Local NHS Trust provides a Dental Access Clinic offering emergency treatment for those not registered locally.

**Pharmacy:** located alongside the Dental Clinic.

**Alternative Health Care:** at the Chaplaincy Centre there is an alternative and complementary health care service with discounted rates for students. **Tel : 94071**



**Your Departments:** Although your college is normally the first point of contact for first year students, you may wish to speak with a departmental adviser, or one of your lecturers, particularly if you are experiencing difficulties with adjusting to a new academic regime. Departmental secretaries will provide information about departmental advising systems, which may be different in each of your Part I departments.

Further details of Lancaster’s Support Network is available on <http://www.lancs.ac.uk/studentssupport/network/>



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## ***A Message from the Dean***

I am responsible, along with my Assistant Deans, for discipline within the College and its environs. We are required to deal with complaints, which may be made to us directly or indirectly, and which usually relate to a person or persons infringing the College Rules. Our work is not only judicial but also investigatory in nature. However, in dealing with any particular case, one of the team would normally act as an investigator and the responsibility for implementing the appropriate disciplinary procedures would be left to another Dean. The investigating Dean may enlist the help of the President of the JCR (or his/her deputy) in carrying out the enquiries. For more serious cases, the Head of Security or Deputy Head of Security, (both senior University Security Officers) may be requested to assist, and the University Dean may become involved. My Assistant Deans live in the College and maintain a duty rota which ensures that one of them is always on call to assist the Porters in the preservation of good order in the College either during their nightly patrols or by a call out procedure. They can thus deal with infractions of the rules on the spot, whilst at the same time providing liaison with myself when and if necessary.

On the completion of the investigation, the associated Dean involved implements the disciplinary procedure. This takes one of two forms, either Summary Procedure or a College Tribunal. In the former the matter is settled directly and informally between the Dean and the person(s) concerned, whereas in the latter the case is handled very formally by committee of staff and students. Although the foregoing may sound very rigid and legalistic, this is not so at all. Usually disciplinary matters are sorted out rationally and reasonably amicably, which is borne out by the fact that it has proved necessary to have a College Tribunal only once in the past decade. Appeals and disputes are referred to the University Dean, who ensures justice is served in all cases.

In addition to our primary role outlined above, we also serve on the College Management and University Rules Committees. You will find more information on all this in the section on College Rules later in this booklet, which you should read and attend to. The rules are agreed to by the JCR and are not intended to spoil anybody's enjoyment of their time at Lancaster, but on the contrary to protect you as a member of our College community from disruption of your life by a selfish and thoughtless minority.

***Simon Corless***  
***Vice-Principal and College Dean***

## ***The Deanery Team***



***Simon***  
***College Dean and Vice-Principal***



***Laura***  
***Assistant Dean***



***James***  
***Assistant Dean***

## ***Application of the College and University Rules***

The College is part of the University and College members must comply with all the general regulations of the University, with the College Rules and with the regulations of other Colleges when on their premises.

Unless otherwise stated, the Rules of the College apply to graduate students and to the occupants of married accommodation in the same manner as they apply to undergraduates.

The Rules of the College apply to persons visiting the College in the same manner as they apply to members of the College.

Members of the College are responsible for the conduct of their guests while the latter are on College premises.

In particular, the rules apply to those resident in the College. For serious or persistent breaches of the rules, expulsion from residence forthwith or at the start of the following term may be imposed as a result of the appropriate disciplinary procedure. In all such cases, an appeal may be made to the Principal. Any later re-admission to residence will require specific approval by the Principal, after he has consulted with the Dean. The College member involved may request such approval at any time. Occupation of a College residence automatically ceases upon completion of the course or if membership of the University is withdrawn or suspended.

The College is a community in which a large number of people live and work closely together. Consequently, all College members and others who use the College are required to respect the interests of their fellows and to observe the spirit as well as the wording of the following regulations.

A copy of these rules will be made available to all students registering as members of the College. Replacement copies may be obtained from the College Office in the event that the originals are lost or mislaid.

***IGNORANCE OF THE RULES IS NOT AN ACCEPTABLE EXCUSE. DO READ THEM!***

## **1. General Rules**

### **1.1 Registration of Change of Address**

Students are required to register with the College Office any changes of local or home address or personal details.

### **1.2 College Membership**

All student members of the College, including non-residents, are required to pay a College Membership Fee either in advance or when they first register. This sum is non-refundable.

### **1.3 Changing College**

Applications to change College must be made to the Principal via the College Office.

### **1.4 Identification**

While on College premises, all persons are required to give both correct name and College/address to any Senior College Officer of any College, to the University Dean or his/her Deputy, any College Residence Officer and to any Porter or University Security Officer when so requested.

### **1.5 Disciplinary Meetings**

Disciplinary meeting must be attended on the date and time mentioned. If, without prior notice, you fail to attend, a fine will be levied of up to £50 in line with University Rules.

### **1.6 Obstruction of Officers and Employees of the University**

The obstruction or hindering of officers or employees of the University or its Colleges whilst they are carrying out their duties will be considered an offence. Such obstruction includes the use of abusive language or behaviour. Furthermore, College Residents are required to emerge from their residence room when this is requested by any University Officer listed in Rule 1.4.

### **1.7 Violence**

Actual or threatened violence by any student or other College resident will be viewed as a serious offence and may lead to criminal proceedings along with any penalties imposed by the College or the University.

### **1.8 Theft**

Theft or attempted theft by any student or other College resident will be viewed as a serious offence and may lead to criminal proceedings along with any penalties imposed by the College or the University.

#### **1.8.1 Wilful Misuse of Property**

The wilful misuse of university, college or personal property belonging to others may lead to criminal proceedings along with any penalties imposed by the college or university.

### **1.9 Discriminatory Action**

Actions by individuals or groups that involve the practice or incitement of discrimination on grounds of gender, race, politics or faith are not permitted.

### **1.10 Harassment**

Any student or other college resident found guilty of harassment of any kind, including by e-mail, telephone calls or similar messages, will be subject to severe disciplinary measures, including possible exclusion from residence. Action will be taken at the discretion of the Dean.

### **1.11 Smoking**

Smoking is prohibited in all internal areas of the College.

### **1.12 Illegal Drugs**

The use of illegal drugs is not tolerated on College premises. By the very nature of this activity, being illegal, criminal prosecution will be the likely outcome of the contravention of this rule.

### **1.13 Animals**

No animals, except guide dogs, may be kept in or brought into any part of the College buildings.

### **1.14 Roofs and Covered Way Roofs**

Access by unauthorised persons to the roofs of the College, is forbidden. Flat residents are, however, granted access to the roof immediately adjacent to their flat. For safety and to reduce damage, covered way roofs are strictly out of bounds.

### **1.15 Non-members and non-residents of Bowland**

Non-residents and non-members, who are not guests of a College resident, are required to leave College premises at the locking-up time of midnight on Sunday to Thursday and 1.00 a.m. on Friday and Saturday. At the discretion of a College porter or any Senior College Officer, any non-member or non-resident who disturbs or causes a nuisance to residents may be required to leave immediately.

### **1.16 College Bar**

Drinks bought in the College Bar may be taken only to the JCR. Glasses may be borrowed from the bar only with the permission of the Bar Steward and must subsequently be returned to the Bar. Alcoholic drinks purchased elsewhere, e.g. supermarkets, may not be brought onto the licensed premises.

### **1.17 Pictures and Posters**

Pictures and posters may be affixed to plastered or painted walls or to the woodwork of the College using "blue tac" only. Sellotape is not allowed on any surface. Self-adhesive stickers may not be applied to the College fabric under any circumstances. Persons infringing this rule will be liable for the payment of any consequent removal and re-decoration costs.

### **1.18 Cash Payments to the College**

A Cash payment to the College Office will not normally be accepted if it involves in excess of 50 pence in copper or £5.00 in silver.

## ***Disturbance and Vandalism***

### **2.1 Anti-Social Behaviour**

- 2.1.1** Noise in residential areas should always be kept to a reasonable level.
- 2.1.2** Unreasonable noise must be terminated or reduced when this is requested by a College Porter or Senior College Officer.
- 2.1.3** All loud noise must cease between 11.00 p.m. and 8.00 a.m. on Sunday to Thursday, and between midnight and 8.00 a.m. on Friday and Saturday.
- 2.1.4** During the times specified in Rule 2.1.2, noisy gatherings of more than four people must disperse forthwith when this is requested by a College Porter or Senior College Officer. Noisy gatherings of four or less will normally be given an initial warning prior to an instruction to disperse. Those persons who re-gather, subsequent to an instruction to disperse, will be held in breach of this rule.
- 2.1.5** At all times during the "Quiet Period", designated by the University, noise must be kept to a minimum. Parties that have been sanctioned by the College Residence Officer/Dean must also adhere to this rule.
- 2.1.6** Sports, ballgames or any other activity likely to cause damage, annoyance or disturbance is not permitted within the College or its precincts.
- 2.1.7** Anti-social behaviour may lead to disciplinary action including exclusion from residence. Action will be taken at the discretion of the Dean.
- 2.1.8** Any student who persistently causes disturbance to others by the use of noisy equipment of any kind (e.g. musical instruments, electronic apparatus, etc.) may be required either to remove the noise source from campus or leave it for storage in the college at his/her own risk.
- 2.1.9** Those students who persistently cause disturbance to others or who regularly break College rules may be declared by the Dean to be ineligible for a further period of residence. An appeal may be made to the Principal in such cases.

### **2.2 Damage**

- 2.2.1** Members of the University are liable for the full cost of damage caused by them to any College property.
- 2.2.2** Any person who intentionally or recklessly damages College property is guilty of an offence and, in addition to liability under rule 2.2.1, will be subject to a fine or other disciplinary action.
- 2.2.3** Students and other College residents may be held jointly responsible for damage to their communal areas or to equipment in these areas.

## ***3. Safety***

### **3.1 Fire**

- 3.1.1** In the event of the fire bells ringing, except for brief times during alarm testing that have been notified in advance, all persons within the building must leave immediately and congregate in agreed fire assembly point.
- 3.1.2** Fire alarms, hose reels, extinguishers, fire blankets and fire signs are provided to ensure safety within the College. It is the responsibility of all College members to ensure that such equipment

remains in good working order. The discovery of defective fire fighting or warning equipment must be reported immediately to the porter or to the College Residence Officer.

- 3.1.3** It is a serious offence to tamper with or misuse any fire fighting or fire warning equipment. Infringement of this rule may lead to the institution of criminal proceedings in addition to any penalties imposed by the College or the University.
- 3.1.4** Anyone who witnesses or is aware of the misuse or vandalism of fire prevention equipment must report it as soon as possible to the porter. Failure to do so will itself constitute an offence.
- 3.1.5** It is a legal requirement that designated fire doors are not wedged open and that their self-closing mechanisms are not tampered with in any way. In particular, in respect of any kitchen or staircase fire door, if those responsible for any breach of this rule cannot be identified, the official users of that residence area will each be liable to a fine.
- 3.1.6** Due to potential danger from fire, all students, whilst using the cooker, toaster or any electrical device within the kitchen, must remain in attendance at all times.

### **3.2 Heating, Lighting and Flame Burners**

- 3.2.1** Open bar electric fires (with or without grilles), electric fan heaters, gas, oil or paraffin heaters must not be used on College premises.
- 3.2.2** Candles, Joss Sticks, Oil Burners, barbecues or other similar naked flame burners must not be used on College premises or its precincts.

### **3.3 Electrical Equipment**

- 3.3.1** It is an offence to tamper with any electrical installation in the College.
- 3.3.2** Any person using electrical equipment of any kind on College premises must ensure that it is in a safe condition and is used in a safe manner.
- 3.3.3** Electrical Items for the use of cooking are not permitted to be utilised in any residence room excepting that of the kitchen.

### **3.4 Dangerous Behaviour**

- 3.4.1** In view of the extreme danger involved, those who intentionally throw, suspend or drop objects from windows or balconies risk immediate expulsion from residence and/or the imposition of large fines.
- 3.4.2** Those who climb onto window ledges or who sit dangerously on balcony perimeters will also be held in breach of this rule

### **3.5 Dangerous Obstructions and Litter**

- 3.5.1** It is an offence to leave in public places materials such as glass and other sharp objects likely to cause injury to others.
- 3.5.2** The placing of objects on outside window sills or balconies is prohibited due to the safety hazard this presents.
- 3.5.3** Any article or articles left obstructing corridors, stairwells and communal areas may be removed without notice and disposed of. Persistent breach of this rule may result in disciplinary action.

### **3.6 Offensive Weapons**

**3.6.1** Offensive weapons and their replicas are not permitted in the College or its precincts.

### **3.7 Fireworks**

**3.7.1** Fireworks must not be let off in the College or its precincts.

### **3.8. Security Devices**

**3.8.1** It is an offence to disable any security features in the college, including (but not limited to) door and window locks.

## **4. Residence**

### **4.1 Tenancies**

**4.1.1** Residents are required to organise the prompt payment of the residence charges for which they are responsible. They must also agree to remain in residence for the full academic year.

**4.1.2** A tenancy may be changed or ended prematurely only with the permission of the College Residence Officer. Normally, permission to end a tenancy prematurely will not be given unless a suitable alternative occupant can be found and at least one month's notice is given.

**4.1.3** Residents are required to vacate their room by 10.00 a.m. on the last day of their stay in residence.

**4.1.4** Sub-letting by College tenants is not permitted.

### **4.2 Payment of Residence Charges**

**4.2.1** Termly residence charges should be paid online at:  
<http://www.lancs.ac.uk/users/finance/onlinepayments/>

Residents paying online will be advised on their invoice the date by which payment is due. If you are unable to pay online you may pay your residence charges at the Cashiers Office on the ground floor of University House. In exceptional circumstances it may be possible to pay residence charges on a monthly basis, permission should be sought from the College Residence Officer.

**4.2.2** Those unable to pay residence charges by the due date must consult the College Residence Officer before that date. Where the non-payment is for a good reason outside the control of the resident, charges will not become due until a later agreed time. The non-delivery of a student loan will normally be accepted as grounds for such deferred payment. Accounts overdue without advance agreement may be charged £20 in the first instance and £50 if the payment remains outstanding at the end of the term.

### **4.3 Kitchens**

**4.3.1** Residents who are issued with keys for lockable kitchens will be held communally responsible for the maintenance of good order. If the University property in these kitchens is damaged, misused or lost and the culprit(s) cannot be identified, the cost of renovation and repair will be shared among the residents equally. Those members not wishing to use these facilities should hand their kitchen key to the College Residence Office in order to nullify this rule.

**4.3.2** Kitchen users are required to observe reasonable standards of hygiene and cleanliness and, in particular, to clean cookers and refrigerators. Failure to observe this rule may lead to disciplinary action and/or closure of the kitchen. In such cases, the consequent cleaning costs will be charged to the users. All freezers, including freezer compartments of refrigerators should be regularly defrosted.

**4.3.3** Disciplinary action will be taken against any unauthorised person(s) who remove, consume or damage food or interfere with property belonging to a College kitchen.

**4.3.4** All kitchens are no smoking areas.

**4.3.5** It is essential when cooking the kitchen must not be left unattended.

#### **4.4 Repair and Renovation**

**4.4.1** Residents are required to report to the porter or College Residence Officer any damage to their room, floor or block as it occurs.

**4.4.2** Residents are not permitted to effect repairs to the fabric or to the furnishings, nor to paper or paint walls and ceilings, of any part of the College.

#### **4.5 Right of Entry**

**4.5.1** The University reserves the right to enter residence rooms to make any necessary repairs or to re-decorate. Normally, notice will be given and, if possible, the work will be timed to suit the residents. However, in emergencies, entry will be made without notice.

#### **4.6 Absence from Residence**

**4.6.1** Residents intending to be absent for more than one week must notify the porter with whom a forwarding or contact address should be left. **Keys must be handed to Porter if leaving residence for 48 hours or more.**

#### **4.7 Guests in Residence**

**4.7.1** All guests of a College resident who stay overnight in that resident's room must either be registered in advance or on arrival. A visitor's registration book is provided in the College porters lodge for this purpose. Guests may not stay overnight in the College if their host is absent from residence.

**4.7.2** Normally, guests are allowed to stay in residence for a maximum of three nights in any one week. In special cases, the College Residence Officer may permit guests to stay for longer periods.

#### **4.8 Parties and Noisy Functions**

**4.8.1** The holding of parties or noisy functions in residences is not permitted without the prior approval of the College Residence Officer from whom application forms may be obtained. Completed forms must be returned to the College Residence Officer/Dean not later than three working days before the date proposed for the party. The holding of parties is not usually permitted during the quiet period.

#### **4.9 Responsibility for misuse of equipment**

**4.9.1** Residents are responsible for ensuring that equipment in their room is not misused by other people. This includes, but is not limited to, telephones and computing equipment.

### ***Complaints Procedure***

The College is anxious for you to enjoy your time at Lancaster University and especially within Bowland College. However, there will be times when things go wrong and should this happen we hope that you give us the opportunity to put them right. To do this we must know about them and therefore encourage you to report any problems to us. This is done initially by ringing the Porter on extension 92348; if the Porter is unavailable, you may ring Security on extension 94541. You may also call into the College Office to register any complaints or queries. All of which will be dealt with in the strictest confidence.

Comments relating to any aspect of the College are welcomed, including comments relating to College Staff or College Officers which should be addressed in the first instance to the Principal.

If your comment takes the form of a formal complaint, you should submit this in writing to the College Principal from whom you will receive a written reply. If you wish to remain anonymous, you should direct your complaint through an officer of your JCR. It will be easier to proceed with the complaint if you specify the details of the complaint giving names, dates, times etc that will assist the Principal to deal more quickly with the matter.

The University also has a Students' Charter, which contains information and guidance on many matters including student problems and complaints. A copy of this is available from the Students' Union, Slaidburn House.

### ***Disciplinary Procedure***

Complaints about harassment, misbehaviour, victimisation, etc. and other alleged breaches of the College rules are normally investigated by the Dean or an Assistant Dean. However, in suitable cases and at the Dean's request, enquiries may be made by the JCR President or his/her deputy. Nearly all disciplinary cases are settled informally by Summary Procedure, as described below. Very serious cases, where the defendant does not admit guilt, are considered by the College Tribunal. This tribunal can impose much more severe penalties than those available under Summary Procedure. In addition, a formal account of any proven case may be appended to the University record of the accused.

A time limit for the payment of any fines or costs will be given, and those fines unpaid by this date, without a good reason for the delay, may be increased by a maximum of £100 at the discretion of the Dean.

Following a College Disciplinary Hearing there is a right of appeal against any penalty imposed for summary disposal and College Tribunal, or any finding of guilt of a breach of the rules for College Tribunal. The student should be informed, in writing, of his/her right of appeal and that any appeal must be lodged within ten days from the date of the letter.

An appeal against the findings of the disciplinary hearing may be lodged by the student on the following grounds:

- The production of new evidence, not previously available
- That the disciplinary hearing procedures were not properly followed
- That the level of fine was excessive in relation to the offence, and/or the offence was disproportionate to the damage or loss caused

All appeals must be made in writing. Normally, the appeal will be heard by the University Dean. In circumstances where this is not appropriate (i.e. where the University Dean is aware of the nature of the incident and the penalty imposed **before** the appeal is lodged) he/she may appoint an alternative representative.

After the appeal is heard, the University Dean or his/her representative may decide to reduce, suspend or cancel the relevant penalties. However, the penalties may be increased if it is deemed that the original punishment was too lenient or that the appeal was made on trivial grounds.

### **Summary Procedure**

The Dean will inform the defendant of all relevant details of the disciplinary procedures, including the offence that is alleged. The Assistant Dean(s) will act for the Dean in appropriate cases.

Under Summary Procedure one or more of the following penalties may be imposed:

- (i) A fine or suspended fine up to a limit of £300 for the abuse of fire equipment or £100 in other cases. Suspended fines will, at the discretion of the Dean, become payable in the event of a subsequent breach of the College Rules by the defendant.
- (ii) Where appropriate, costs for the repair or replacement of damaged property.
- (iii) Exclusion for a stated period of time from a particular area of the College associated with the offence, including residential areas.
- (iv) Exclusion from residence.

### **College Tribunal**

In the event of a College Tribunal having to meet, Syndicate will appoint a panel of four Senior members, not including any current College Officers, and the JCR will appoint a panel of four Junior members who shall be students of the University in the following year. The College Tribunal will consist of two senior and two junior members from these panels, invited to serve on the Tribunal by the Principal. The Tribunal members will, in consultation with the Principal, appoint a suitable Senior member of a University College, other than Bowland College, to act as Chairperson for the Tribunal. No person may serve on the Tribunal who has been personally involved in the case or who may be influenced by private knowledge. The Chair will convene the Tribunal. He/she will also notify the defendant(s) of the charges brought and advise them regarding the tribunal procedures.

The Dean or his/her deputy will first present evidence and the defendant(s) will reply. Both may call witnesses and question each other and the witnesses. Each accused student may be accompanied by a College Advisor or another member of the University to assist at the hearing. Tribunal members may question any of those present and can agree to accept written evidence. The verdict and any penalty imposed will be determined by a simple majority. In the event of a tie, the Chair shall have the deciding vote.

In exceptional circumstances, complaints may be withdrawn from the College system of discipline and be referred to the University Dean for summary disposal or to the University Tribunal. These procedures are fully described in the University Rules.

<i>EMERGENCIES</i>	999
Bowland Porters	92348
Careers Service (CEEC)	92767
College Office (Pat Brown)	94506
College Residence Officer (Alison Platt)	94498
Counselling Service	92690
Create	94462
Dean & Vice Principal (Simon Corless)	94296/94506
Disabilities Service	92111
Green Lancaster	92841
Guest Room Bookings	92899
Health Centre	94130
International Student Advisor	94619
Bowland Bar	92355
JCR (coffee bar)	92356
JCR (office phone)	92398
Library Service Desk	92516/92517
LUSU/Student Union	93765
LUSU (off campus accommodation)	92170
LUVU (Volunteering Unit)	92828
Nightline	94444
Pre-School Centre	94561/94464
Principal (Joe Thornberry)	92392
Assistant Deans	94506
Assistant Senior Advisor	94506
Safety Office	92017
Security	94541
Senior Advisor (Bob Blake)	94506
Student Based Services (The Base)	92525
Student Funding Helpline	94848
Student Loans (College)	94506