



Lonsdale College

Handbook 2011/12

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**If you require a copy of this handbook
in another format please contact the
College Administrator
juli.shorrock@lancaster.ac.uk**

Please check the online version for any
updates:

[http://www.lancs.ac.uk/colleges/lonsdale/Docs/
Handbook_2011_12.pdf](http://www.lancs.ac.uk/colleges/lonsdale/Docs/Handbook_2011_12.pdf)

**If using a mobile/ calling off campus please put the area
code 01524 and '5' in front of the ext number**

College use on Data

Your data may be shared with other relevant University departments, sections, colleges etc where there is a justified operational need: staff will only receive your information on a need-to-know basis. Our policy is not to disclose any personal information to third parties.

Welcome

Lancaster is one of only a handful of collegiate universities in the country, the others being Cambridge, Durham, Oxford and York (pretty decent company!). Lonsdale College is easily the best college here at Lancaster (maybe I'm biased!) and over your time here we are going to prove it to you. You are fortunate enough to be a member of one of the oldest colleges and also one of the newest ones. Seven years ago the college moved to its new site in Alexandra Park. Each of our 776 bed-study rooms is en-suite and has access to a shared kitchen and you can also take advantage of the study and recreational facilities in Lonsdale House. These facilities include a 'quiet' study room to work in, a computer room to get those essays finished, a Junior Common Room to relax and chill, a Senior Common Room for meetings and for the senior members to relax and the off-campus kitchen. And of course 'The Mane Place', the best bar on campus!

The things that make Lonsdale special are its spirit, its traditions and of course, most important of all – you! Hopefully you will soon be proud to be a 'Lonsdalion'. Virtually all sports are included along with indoor pastimes such as darts and pool and more cerebral activities such as the debating society. If you are not of a competitive nature you can simply sit back smugly knowing you have the best facilities on campus.

Academically we are one of the most successful colleges on campus; yes, study is involved at university, and the college will do all it can to help you to develop to your maximum potential. In first year you will be appointed a College Advisor for your time here in Lonsdale. These are senior members of the university who have been here for a while and understand how the system works. They are there to give you any help and advice you may need. There are also undergraduate 'kitchen reps' who will also be around. They have been through it all and know exactly what you are going through. The kitchen representatives are vital to the system so be nice to them – who knows you could be one next year!

I am sure that you are going to have a fantastic time here at Lancaster and especially here in Lonsdale College – *'Simply the Best'*. We're proud to have you and hope you will be proud to be one of us.

Keith Davidson
Principal

Meet the SCR

The **Principal, Dr Keith Davidson** has overall responsibility for the running of the College and represents Lonsdale on many University committees.



The **Vice-Principal, Michael Pickles** deputises for the Principal in his absence. He is also the Chair of the Travel Grant committee.



The **College Administrator, Juli Shorrock** is in the office next door to the College Residence Officer. Her door is always open to students who wish to discuss problems—academic or personal—or just pop in to meet her. If you are feeling homesick or have any problem then Juli is your first port of call. She is always willing to offer soothing words and a cup of tea! If she can't sort it out, then she will know someone who can do but be assured your problems will seem lighter after talking them over—be assured all conversations are confidential. You're more than welcome to drop in at any time with any query.



The **College Residence Officer, Tracy Hargreaves** works alongside her assistant in Lonsdale House. She deals with all matters relating to your accommodation on Alexandra Park. She hopes over the course of the year to meet you all and is happy to discuss any concerns you may have with regard to your accommodation.



The College Advisor System

The **Senior Advisor, Laura McGowan** is responsible for co-ordinating the College advisor system. She recruits and oversees the work of the advisors and generally ensures that the College pastoral and welfare provision operates as it should. She is always happy to see members of the college if they are experiencing difficulties or, indeed, if things are going well.



Upon arrival in Lonsdale, you will be allocated a college personal advisor. Advisors are allocated groups of students and your advisor's information will be on your kitchen noticeboard. It is hoped that their experience can be helpful to you during your time at Lancaster, in particular during your first year. The advisor system is a pastoral and academic support system:

Support

The first role of the advisor system is to provide support for junior members of the college throughout their time at Lancaster. Your advisor is somebody whom you will meet and come to know very early on in your life at the University. As such, they are a 'friendly face' within what can often seem a very daunting University bureaucracy, and you may want to seek their advice or help on any number of personal or academic issues.

Academic Excellence

The second role of the advisor system is to promote academic excellence amongst college members. You will therefore hear from your college advisor (or the Senior Advisor) if you are falling behind in your academic work at some point during the year. In some cases, you may simply need a firm push to work harder!

Representation

Occasionally, students fall foul of the academic or disciplinary codes of the University or college and are called to account for their actions. When in academic difficulties, students may be referred to their department or to one of the relevant University committees. There are, of course, numerous avenues of representation available to students at Lancaster but many students feel more comfortable approaching their college advisor to represent and advise them when in difficulty. A college advisor or the Senior Advisor will always be willing to help.

Welcome from the JCR Presidents

Hi everyone and welcome to your new home away from home, Lonsdale College!

First of all I'd like to say huge congratulations for all your amazing results which have managed to get you into one of the UK's top 10 Universities and an even bigger congratulations for being accepted into the best college on Lancaster University campus. Lonsdale College is your new home, your own world, where you can finally do what you want, be who you want, and become part of the Lonsdale bubble. You will soon begin to see, we throw the best socials, have the best banter, the best bar as well as the best college spirit. This week you will have to come face to face with the 7 other average colleges, with their poor banter and lack of college spirit, and you will soon realise why we are the college everyone wants to be in. You are the chosen few who will maintain Lonsdale's superiority and party college reputation. Lonsdale College is now part of your identity, and part of who you are, so be loud, be proud, and be prepared to show every other college you are the best Freshers around.

We are renowned for having sell out socials, and packed events in the bar. Whatever it is you like, and however you like to socialise, we have something for you. Whether it's a quiet chilled out night in the bar with live music, or something a bit crazier, we give it to you. Every week we will bring you something new and exciting. Lonsdale's socials are talked about all over the University. We have sell-out trips to Manchester, Liverpool and Preston, going to some of the biggest clubs around. We bring guest DJs to the bar, as well as Lonsdale's very own DJs, showcasing campus and off campus talent. We have live music nights, with amazing line ups, as well as giving the opportunity for Lonsdale students to get involved. As well as all this, we give you our magical Christmas Ball at the end of this term which always sells out! Lonsdale is also well known for its amazing Extravs. Extrav is our end of year themed College party. This year, our Extrav sold out the fastest of all the colleges, showing just how much better Lonsdale Extravs are than every other mediocre Extrav. I understand you may want a break from drinking, dancing and partying, so why not work off those hangovers and get involved with Lonsdale Sport.

We have the Carter shield, a weekly college sporting event, as well as Football, Netball and much more. However, there is one event in the Lonsdale calendar which dominates summer term: Founders Series. Founders is the original and the best; the one every other college wishes they were a part of. The bitter rivalry between mighty Lonsdale and Bowland College comes to a head on this weekend, where the finest sporting talents from each college compete against each other for the Founders Shield. Take it from someone who has been to two of these events, this is definitely one of the best weekends of the year.

Once you've settled into your new rooms, why not take a walk around campus, and you will soon begin to realise you really did make the right choice. Fresher's week is like no other week you will ever have; a week of meeting new people, having fun, having no work to do, and no lectures to go to. Throw yourself into it, and get involved with everything you can. Remember, everyone is probably feeling as nervous or excited as you are, so don't be afraid to talk to new people. This week, you will meet friends for life, and have an unforgettable week, so my one piece of advice is; to enjoy every single second.

As a JCR, we organise all of Freshers' week, as well as all socials, events, as well as providing academic and welfare support. We play a huge role in your Freshers' week, with one member of the JCR becoming your House Rep, who you will meet on your first day. We are here to help, guide you around, and make your Freshers' week the best it can possibly be. If you ever need anything, don't be afraid to speak to one of us, we are here for you, whatever problem you might have.

Before I go, I just want to leave you with a few things that might come in handy during your Freshers' week. Remember, we are the best, and never forget that. Say 'Hi' to as many people as possible. Barker House Farm is a great hangover cure. Your Kitchen representatives and House representatives are always there for you to talk to as well as College Officers. Join a society or sports team. Don't get on the wrong side of the porters. Buy some throat soothers for all the chanting we do. Finally, and most importantly, have an amazing week.

See you all around,

Rachel Essex
Lonsdale President 2011

Meet the JCR

President: Rachel Essex

Is responsible for the overall running of the JCR Executive to the highest possible standard. They represent Lonsdale students to the Students' Union and the University, and liaises with the Senior Common Room (SCR). Their main task is to organise the big end of year post-exam party namely the 'Extrav', at which roughly 1000 students watch live bands, DJs and enjoy attractions such as hot tubs and foam cannons.



Vice-President: Jess Newton

Heads the JCR Executive's welfare and academic side and represents Lonsdale at several committees, discussing university policies and key academic issues. The Vice President's main task is to create the events affectionately known collectively as 'Freshers' Week'.



Chair: Kaitlin Woods

Is responsible for organising college elections – the JCR Executive is elected from within the college towards the end of November each year. They also oversee Students' Union elections, take charge of the college constitution and chair JCR Exec meetings.



DJ Manager: Sion Elliott

Is responsible for maintaining all the DJ equipment in Lonsdale's well-equipped DJ Booth. They also personally DJ on a range of occasions and also source outside acts to play at certain times of the academic year.



Male Equality, Welfare & Diversity Officer:

Tom Woodburn

Holds an office hour once a week where students can discuss a range of issues. They are responsible for co-ordinating Student Union campaigns and acting as a liaison officer between Students and the Students' Union Welfare Department. They also give out free condoms!



Female Equality, Welfare & Diversity Officer:

Grace Fitzpatrick

Beyond the remit stated above, the EWD Officers are also responsible for ensuring all college members understand and adhere to the college's Equal Opportunities policy, as well as making sure all college members are treated fairly and represented in the correct manner. They are also responsible for the fair and wide representation of Lesbian, Gay, Bisexual and Transgender (LGBT) individuals as well as providing help and advice for students with disabilities.



General Secretary: Matt Haslam

Has the responsibility of taking the JCR Meeting Minutes. Their most important role is holding the responsibility for the JCR budget, and the distribution of the executive's funds.



Magazine Editor: Holly Sutton

ROAR is Lonsdale College's Official Magazine and it is produced, on average, once a term. The magazine covers any issue you care to write about – poetry, cartoons or gossip. Anyone can make contributions; you don't have to be a literary genius. It is the Magazine Editor's job to edit these contributions and along with their own, form a magazine.



Publicity Officer: Amy Wareing

Through posters, billboards, leaflets and magazine adverts, it is the Publicity Officer's job to ensure everyone in the college is up to speed with all the latest events. The post involves advertising social events, JCR and Student Union meetings/elections and general news.



Social Secretaries: Ahmed Gaal, Amy Harvey & Matt Lancaster

Organise and encourage support for various events ranging from quizzes in the college bar to nightclub trips and formal events such as the Christmas Ball. The Social Secretaries work closely with all members of the JCR to ensure that events appeal to a variety of tastes.



Sports Reps: Jade Goveia & Danny Worthington

Are involved in organising teams for the Carter Shield, which is a fun sporting competition that takes place every Sunday. They also play a crucial role in the organisation of Founders – a sporting competition held every June against our bitter rivals from Bowland College!



Web Master: Erin O'Reilly

Is responsible for the website and is always looking for ideas and contributions. As well as the website, they are responsible for maintaining Lonsdale's Facebook Fan Page (<http://www.facebook.com/lonsdalecollege>) as well as the various Lonsdale groups. Expect to get a lot of important messages from this person!



How the College is run

College involvement and democracy

Lonsdale is run by a very simple committee structure that allows pretty much everyone who wants to be involved to get involved. The Syndicate and Management Committees decide all College policy and are made up of members of both the SCR and JCR.

Syndicate Committee

Syndicate is the governing body of the College and deals with College management, reports directly to Senate and has open membership to all college members: All the SCR, JCR and six student members. It meets during the Lent term annually.

The five on campus students and the five off campus students are appointed by a JCR General Meeting. Please contact the JCR President if you wish to be involved in the College Syndicate.

Management Committee

Management makes day-to-day decisions about the running of the College. It meets once in the Michaelmas and Summer term and its membership comprises:

- a. The College Principal
- b. Vice Principal
- c. The Senior Tutor
- d. One representative of the college tutors
- e. The Dean
- f. The Assistant Deans
- g. The College Administrator
- h. The College Residence Officer
- i. The JCR President, Vice President, General Secretary, one Equality, Welfare & Diversity Officer, one Social Secretary
- j. Bar Steward
- k. Porter

College Facilities

The College Bar

Is the only area of the 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.

Off-campus Kitchen

Is situated on the ground floor adjacent to the college offices. Feel free to use the facilities in the kitchen. To obtain an off-campus locker, see Juli in the college office (£10 deposit payable).

The Junior Common Room

Is situated on the first floor of Lonsdale House and is strictly a 'no alcohol' space. There is a pool table, refreshments machine and daily newspapers. To use the TV/DVD player, leave your library card with the College Porter.

Computer Room including printing facilities

Situated on the first floor, Lonsdale House with priority for Lonsdale students.

Quiet Study Room

Opposite the computer room, providing a quiet environment.

Senior Common Room

Mainly for Senior Members but and is centrally bookable. To use the piano in this room, see the Porter.

Board Games for loan

There are numerous board games available on loan from the Porter on production of a library card.

Parties

May be held in kitchens, but permission of the Dean via the College Administrator must be obtained at least 2 days prior to the event. Forms are available to download from the college website www.lancs.ac.uk/colleges/lonsdale

Welfare Advice

You should never feel that there is no one that could possibly help you with your particular problem, no matter how difficult or trivial it may seem, there is always someone who will understand and advise you. If you pop into the College Office, Juli will be able to advise and point you in the right direction. There is a huge network of support stretching from Lonsdale, your own College, to the Students Union and to University House and your own academic departments:

College:

The Senior Advisor, is immediately responsible for the welfare and pastoral care of all Lonsdale students. The principal way that this is accomplished is through the College Advisor System, a system operated uniformly by all Colleges in the University to provide 'local' pastoral care. When you arrive at Lonsdale you will be allocated a Personal College Advisor who will normally remain your tutor throughout your degree. A 'Pie and Peas' will be in your welcome pack inviting you to meet your Personal College Tutor in Week 2 of the Michaelmas term.

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.

Department:

If you prefer to seek advice from your department your year/scheme tutor, supervisor or departmental office will offer guidance.

Student Based Services :

The Base is an information drop-in service based on A floor in University House next to reception.

<http://www.lancs.ac.uk/sbs/>

Students' Union:

Lancaster University Students' Union (LUSU) has a Student Advice Centre housed within the Students' Union Building which can deal with a range of enquiries. <http://advice.lusu.co.uk/>

International students:

The International Student Advice Service can help you with cultural advice and visa or immigration questions. <http://www.lancs.ac.uk/student-services/international/>

Counselling:

Provides a free, confidential and professional service for individual consultations and group sessions 5 days a week for appointments with one their Counsellors tel. 92690 <http://www.lancs.ac.uk/student-services/counselling/> Please go and see Juli in the College Office if you need any help with completing an on-line form or just some advice.

LUSU NIGHTLINE:

A friendly voice at the end of the phone run from 10pm to 8am during term time tel. 94444 Or tel. 01524 594444

Appeals:

You may be required to appear before the Standing Academic Committee as a result of continued poor academic performance or exam failure.

If you need support at an academic appeal your departmental tutor, supervisor, college advisor or LUSU advice centre can all offer advice and representation.

PLEASE REMEMBER ADVICE AND GUIDANCE ARE AVAILABLE BUT ULTIMATELY IT IS YOUR DEGREE AND IT IS YOUR RESPONSIBILITY TO SEEK HELP IF YOU ARE EXPERIENCING ANY DIFFICULTIES. PLEASE GO AND SEE JULI IN THE COLLEGE OFFICE AND SHE WILL BE ABLE TO HELP/ SIGNPOST YOU TO THE CORRECT PLACE.

Health and well-being

Remember that if you are ill or some problem prevents you from attending your lectures or seminars or handing in work – YOU MUST KEEP YOUR DEPARTMENT INFORMED. If you need a medical certificate of an illness for your department, download one from <http://www.lancs.ac.uk/sbs/download/forms/>

Doctor: All students are required to register with a local GP. The Health Centre on campus offers surgeries Monday to Friday. The practice also has a surgery in King Street, Lancaster which may be more convenient if you live off campus Ext 94130

Pharmacy: The pharmacy is behind Bailrigg house.

Dentist: A private dentist has a surgery behind Bailrigg house. (As it can be difficult to find an NHS dentist we suggest that if you are registered with an NHS dentist at home you stay with them. If you are not registered with an NHS dentist then the nurse-led unit offers advice on finding an NHS dentist and an emergency dental work number.)

Mental health: A mental health advisor can be contacted via Student Support. <http://www.lancs.ac.uk/sbs/mentalhealth/>

Sports centre: The University sports centre, Colleges and LUSU Athletic Union provide opportunities to take part in team and individual sports.

Pre-School centre: Caters for children from 3 months to school age.

Alternative Health Care: At the Chaplaincy there is an alternative and complementary health care service with discounted rates for students Ext 94071

Spiritual Support: The Chaplaincy Centre welcomes people of all faiths and none. The centre offers opportunities for worship, spiritual support and pastoral care. The Islamic community welcomes people of all faiths and none to the Islamic Prayer Room. <http://www.chaplancs.org.uk>

Harassment: 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/ check orange posters on noticeboards) or by email: harassnet@lancaster.ac.uk

Security: Porters are on call to College residents for help with noise, lost keys and other emergencies. There is security cover 24/7 and Porters are on duty 24/7 in term time. There is a campus police officer and community support officer. In an emergency Security is available on 94541.

Financial Advice

Maybe for the first time you are having to manage alone on a budget - and probably a very tight one at that. There is plenty of advice available on how to live within your means.

If you need to discuss your finances there are three sources of specialist advice:

Financial Officers in Student Based Services can help with any issues to do with student funding, including Access to Learning Fund, bursaries, scholarships and opportunity funds and dealing with the Student Loan Company. <http://www.lancs.ac.uk/sbs/funding/>

The LUSU Student Advice Centre can help advise you on benefits that you might be eligible for and have a qualified debt counsellor. <http://advice.lusu.co.uk/>

JULI IN YOUR COLLEGE OFFICE

Lonsdale College Loans

If your overdraft has exceeded its limit and all other sources have dried up, you can approach the College Office and request an interest-free College Loan to tide you over for necessities.

Travel Grant Applications

During the Lent term, you are invited to submit an application to help fund travel that will help your degree, but isn't part of your degree. The college have funded amounts from £50—£500 for Camp America and travel to Europe as well as Australia for example. For further information: http://www.lancs.ac.uk/colleges/lonsdale/travel_grant.htm

Disciplinary

The **Dean, Dr Richard Austen-Baker** is the Senior disciplinary officer of the College and investigates alleged breaches of university or college rules



Students are responsible for their own behaviour and that of any of their guests, who should be signed in with the college porter. The College Dean, assisted by a team of four assistant deans who live in the college, are responsible for maintaining discipline.

Behaviour on and off campus is covered by a combination of the following rules:-

- University Rules (<http://gap.lancs.ac.uk/policy-info-guide/5-policies-procedures/rules-of-the-university/Pages/default.aspx>)
- Residence Rules (<http://www.lancs.ac.uk/accommodation/residentshandbook.pdf>)
- College Rules (see below)

By registering with the University all students agree to abide by these rules.

Infringement of University, College or Residence Rules will result in disciplinary action. Full details may be obtained from the College Office or from the University Rules. Any student who wishes to complain about a breach of College, Residence or University Rules should do so initially to the Administrator, Porter, Assistant Deans or Dean as soon as possible after the event. All complaints are treated in the strictest confidence.

Remember that your time at University will hopefully be one in which you make many friends, enjoy a great social life and stretch yourself intellectually. It is important to remember that you are part of a community - both within the University and outside of it. Showing respect and tolerance for others is essential for everyone to enjoy University life to the full.

LONSDALE COLLEGE RULES:

1.1 Membership fee

All student members of the College, including non-residents, are required to pay a College Membership fee of £30 (£10 if registered for a year or less).

1.2 Changing College

Applications to change College must be made to the College Administrator who will refer it to the Senior Tutor. **Final year students must change college before December in order to graduate with their new College the following summer.**

1.3 Identification

While on College premises all persons are required to give both name and library card number to any Senior College Officer of any College, to the University Dean or his/her deputy and to any porter or University Security Officer when so requested.

1.4 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.

1.5 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 including the withdrawal of residence agreements and exclusion from the residences and other College facilities.

1.6 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 University.

1.7 Non members and non residents of Lonsdale

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 1am on Friday and Saturday.

At the discretion of the College Porter or any Senior College Officer, any non member who disturbs or causes a nuisance to residents may be required to leave immediately.

1.8 College Bar

The bar steward/licensee is empowered to decline to serve any person abusing bar facilities and may require them to leave the bar. The Licensee has the authority to ban someone from the bar for any period and will usually act in conjunction with the Dean.

1.9 Quiet Period

Quiet period is the period leading up to exams. It is especially important at this time that residents are allowed to study in peace. You will receive notification in advance of the exact dates of quiet period but generally it is the first eight weeks of the third (summer) term. Noise fines are doubled to £40 during Quiet Period.

1.10 Lonsdale Study Room and Computer Room

No food or drink may be taken into this room.

1.11 Parties and Discos

Permission for parties in kitchens must be obtained from the Dean via the College Administrator granted only for Fridays and Saturdays; forms available to download from the College website. Discos may be held in the bar, but permission must be obtained from the Dean via the College Administrator. **No parties or noisy functions will be approved during the University Examinations Period. (this is known as the Quiet Period).**

2 College Discipline

2.1 A junior member of the university is required to give his or her name (and room number where relevant) if asked to do so by:

- A Senior member of Lonsdale College (including the Assistant Deans)
- The University Dean or appropriate deputy
- Any University Porter or Security Officer

Failure to supply this information will be treated as obstruction of duty and will result in fines or other disciplinary action.

2.2 Complaints against Senior or Junior members of the College should be referred to the Administrator, Porter, Assistant Deans or the Dean who will arrange for further investigation.

3 Anti Social Behaviour

3.1 Noise in residential areas should always be kept to a reasonable level. Unreasonable noise must be terminated or reduced when requested by a porter or senior college officer.

3.2 All loud noise must cease between the hours of 23:00 and 08:00 Sunday to Thursday and between 01:00 and 08:00 Friday and Saturday.

3.3 Noisy gatherings must disperse forthwith when requested to do so by a porter or senior College Officer.

3.4 In those parts of the College designated as 'Quiet Areas' noise must always be kept to a minimum.

3.5 Sports, ball games or any other activity likely to cause damage, annoyance or disturbance are not permitted within the College or its precincts.

3.6 Anti social behaviour may lead to disciplinary action up to and including exclusion from residences. Action will be taken at the discretion of the Dean.

4 Damage

4.1 Members of the university are liable for the full cost of damage caused by them to any college property.

4.2 Any person who intentionally or recklessly damages College property is guilty of an offence and in addition to the liability for the full cost of the damage will be subject to a fine or other disciplinary action.

5 Disciplinary procedure

5.1 Breaches of College rules will normally be dealt with under

summary disposal by the College Dean who will consider both the guilt of the person concerned and also the penalty to be imposed. The Dean has the power to impose fines up to the maximum allowable under the university regulations and to add the cost of repairs or replacement in the case of damage through vandalism. The Dean may also exclude offenders from entering particular parts of the college or from using particular college facilities.

5.2 Members of the college who fail to attend a hearing arranged by the Dean or his designate will be subject to an immediate penalty of £50. Hearings will only be re-scheduled on the production of written evidence of a previous commitment that cannot be avoided.

5.3 If the parties cannot agree on summary disposal the College Disciplinary Committee will sit. This committee consists of the college Senior Advisor, a senior member of the college (nominated by Syndicate) as chair and a junior member of the college nominated by the College JCR committee. If a conflict of interests is involved then deputies nominated by the Syndicate or JCR may be used as replacements. The committee hears the evidence brought before it and reaches a decision and a verdict by a simple majority vote. The College Disciplinary Committee may impose fines up to the maximum allowable under the university regulations and to add the cost of repairs or replacement in the case of damage through vandalism. The committee may also exclude offenders from residence within the college and/or from entering particular parts of the college or from using particular college facilities. Exclusions may be permanent or for a fixed period. The committee may invite college advisors to attend its meeting in a consultative capacity.

5.4 Normally the Dean or deputy will first present evidence to the committee and the defendant(s) will reply. The dean and the defendant may call witnesses and question each other and the witnesses. The committee may also question those presenting evidence and may agree to accept written evidence.

5.5 Students appearing before either the Dean or the College Disciplinary Committee have the right to bring with them their advisors or any other member from the university to speak for them, advise them and assist at the hearing (provided that the representative is not a practising lawyer).

5.6 All fines and costs must be paid to the College Administrator by the date stipulated by the Dean or Chair of the Disciplinary Committee. Failure to pay by this date without good reason and the agreement of the Dean or the Chair of the Disciplinary Committee will result in the penalty being doubled. Students who consistently refuse to pay will be reported to the University Dean with the recommendation for exclusion from the university.

6 Appeals

6.1 In the case of summary disposal there is no appeal against the verdict itself but an appeal may be lodged with the Principal against the level of the punishment imposed. Following a College Disciplinary Hearing there is a right of appeal against both any penalty imposed or any finding of guilt of a breach of the rules. The student will be informed in writing of his/her right of appeal and that any appeal must be lodged with the College Administrator within three working days from the receipt of the letter.

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

6.3

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

6.4 All appeals must be made in writing. Normally the appeal will be heard by the Principal of the student's own College. In circumstances where this is not appropriate (i.e. where the Principal is aware of the nature of the incident and the penalty imposed before the appeal is lodged) the Principal will ask the Head of Student Support to appoint an alternative College Principal.

6.5 The student has the right to have his/her appeal heard by the Principal of another college. In this case the appeal should be made directly to the Head of Student Support.

6.6 The Principal will notify the appellant of the outcome of the appeal in writing. It should be noted that the Principal has the power to increase the level of punishment should he feel the offender has

been let off too lightly!

6.7 All fines and costs must be paid to the College Administrator by the date stipulated in the notification from the Principal. Failure to pay by this date without good reason and the agreement of the Principal will cause the penalty to be doubled.

7 Safety

7.1 Fire. In the event of the fire alarm sounding, except for brief times during alarm testing that will be notified in advance, all persons within the building must leave immediately and congregate in the appropriate muster area.

7.2 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 office.

7.3 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 University. In the past this has led to heavy fines and expulsion from residence.

7.4 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.

7.5 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 fire door, if those responsible for breach of this rule cannot be identified the official users will each be liable to an equal share of the appropriate fine and the cost of repairs.

7.6 As damage or misuse of fire equipment is a serious offence and endangers the lives of others, the University recommends the following penalties, which will be applied by the College.

7.7 Deliberate activation of the fire alarm system e.g. breaking the glass of a call point or applying a heat source to a heat detector.
First offence – immediate exclusion from residence or £150 fine
Subsequent offence or aggravated first offence – immediate exclusion from residence.

7.8 Activation of the fire alarm system as a consequence of unacceptable behaviour e.g. the activation of a smoke detector by discharging a dry power extinguisher 'for fun'.
First offence £100
Subsequent offence or aggravated first offence - £150 fine

7.9 Inadvertent activation or damage of the fire alarm system due to behaviour at the time which could have been expected to activate the alarm e.g. playing ball games in the corridor where the glass of a call point is broken, or smoking under a smoke detector.
First offence £50 fine
Subsequent offence or aggravated first offence - £100 fine

7.10 Interference with the fire alarm system that does not result in the system being activated e.g. muffling or interfering with the sound of a fire bell or sounder. Damage to sounders and other fire equipment
First offence - £50 fine, subsequent offence or aggravated first offence £100

7.11 Interference with fire equipment e.g. discharging a fire extinguisher when there is no fire. Removal and taking away fire fighting equipment.
First offence - £50 fine, subsequent offence or aggravated first offence - £100 fine

7.12 Vandalism of installed fire precautions e.g. removal or disconnection of a door self closing device. Removal, or the application of graffiti to fire notices
First offence - £30 fine, subsequent offence or aggravated first offence - £60 fine

7.13 Interference to installed fire precautions e.g. tampering with a door self closing device. Breaking the seal on a fire extinguisher

resulting in service charges

First offence - £15 fine, subsequent offence or aggravated first offence - £60 fine

7.14 It should be borne in mind that where a culprit cannot be found the residents with access to the areas concerned (those who hold the keys) might be held jointly responsible.

7.15 Any breach of the procedures or other requirements laid down in the University's policy on smoking. Fine £50

8 Electrical equipment

8.1 It is an offence to tamper with any electrical installation in the College.

8.2 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. Use of toasters is not permitted in areas other than kitchens.

9 Dangerous behaviour

9.1 In view of the extreme danger involved, those who intentionally throw, suspend or drop objects from windows risk immediate expulsion from residence and/or the imposition of large fines.

10 Offensive weapons

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

11 Fireworks

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

Contacts

EMERGENCY call 999 on an **INTERNAL PHONE**. University Security will then call an ambulance if necessary. This is to aid the speedy delivery of emergency services as Security will know the best way to direct them around campus.

College		
Lonsdale College Office	Juli Shorrock juli.shorrock@lancaster.ac.uk	92296
Lonsdale Residence Officer	Tracy Hargreaves t.hargreaves1@lancaster.ac.uk	94970
Lonsdale Principal	Dr Keith Davidson k.davidson@lancaster.ac.uk	93728
Lonsdale Dean	Dr Richard Austen-Baker r.austen-baker@lancaster.ac.uk	94757
Lonsdale Senior Tutor	Laura McGowan lonsdalecollege-senioradvisor@lancaster.ac.uk	93724
Lonsdale Assistant Deans	Joe Gardiner Marina Kalashnikova Brendan Stuart Siobhan Weare	
Lonsdale Bar	Andy Shaw a.j.shaw@lancaster.ac.uk	92257
Lonsdale Porters	lonsdale.porters@lancaster.ac.uk	92250
University Contacts		
Security	94541 (<i>please contact if you are unsuccessful in contacting a Lonsdale Porter</i>)	
Student Based Services	student.services@lancaster.ac.uk	92525
Counselling Service	counselling@lancaster.ac.uk	92690
Nightline	94444	
Health Centre	94130	
Sports Centre	10600	
Students' Union	www.lusu.co.uk	93765
University Switchboard	01524 65201	
Directory Enquiries	95000	