

Bowland College Rules

2023 – 2024



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Useful Contacts

EMERGENCIES	999
Bowland Porters	01524 592 348
College Manager	01524 594 506
Accommodation Manager	01524 594 498
Counselling and Mental Health Service	01524 592 690
Lancaster Medical Practice	01524 387 780
Library Service Desk	01524 592 516
Lancaster University Students' Union	01524 593 765
LUSU Living	01524 592 170
Security (444 from an internal phone)	01524 594 541
Student Funding Helpline	01524 594 848

A Message from the Dean

The primary role of the Dean and Assistant Deans is to promote good communal behaviour within the college. We have a large number of people living closely together within the College community and it is important that all members of the college are respectful of the rights of others and behave in a considerate manner. The rules are there to promote a harmonious environment.

The Assistant Deans and I work on your behalf to ensure that every college member has a safe environment in which to live, work and socialise. We will investigate alleged breaches of College Rules or Student Discipline Regulations and this may result in disciplinary action. The full disciplinary procedure can be found in the Student Discipline Regulations on the University website.

We work closely with the Principal, College Manager, Accommodation Manager, Porters and your elected student representatives of the college. Should you experience a problem with any of your fellow residents or within any of the communal areas of the college then please do not hesitate to contact the Porters or any member of the deanery team. We can of course only investigate complaints made against named individuals but all complaints will be treated with the strictest confidence and as far as possible, your confidentiality will be assured.

I would like to take this opportunity to ask that you familiarise yourself with the College Rules in this booklet along with the rules in your Residents Handbook and the Student Discipline Regulations. If you are unsure of what is and is not acceptable behaviour then please contact a member of the deanery team at bowlanddeanery@lancaster.ac.uk.

Jo Humphrey
College Dean

Bowland College deanery team 2023 - 2024



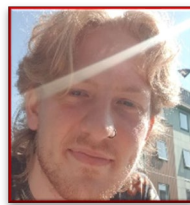
Jo Humphrey
College Dean



Olivia Draycott
Assistant Dean



Adam Rowling
Assistant Dean



Will Farley
Assistant Dean

Application of the College Rules, the Student Discipline Regulations, and the Residents Handbook

The College is part of the University and College members must comply with all the University Student Discipline Regulations, with the Bowland College Rules, the Residents Handbook, 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 family 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 living in college accommodation. For serious or persistent breaches of the rules, a referral to the Accommodation Manager will be made and a review of your accommodation contract may be undertaken.

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 provided to all residents of the College and an electronic version will be available to all students registering as members of the College.

IGNORANCE OF THE RULES, REGULATIONS, AND THE RESIDENT'S HANDBOOK IS NOT AN ACCEPTABLE EXCUSE

1. General Rules

1.1 College Membership

All student members of the College, including non-residents, are required to pay a College Membership Fee. This sum is non-refundable.

1.2 Changing College

Applications to change College must be made to the College Manager.

1.3 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 Dean, Assistant Deans, any College Accommodation Manager and to any Porter or University Security Officer when so requested.

1.4 Deanery Meetings

Deanery meetings must be attended on the date and time mentioned. If, without good cause and prior notice, you fail to attend, a fine of £50 will be levied in line with Student Disciplinary Regulations.

1.5 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 accommodation block when this is requested by any University Officer listed in Rule 1.3.

1.6 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 and/or the University.

1.7 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 and/or the University.

1.8 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 and/or University.

1.9 Harassment

Unacceptable behaviour towards students, staff or members of the public, including verbal or written abuse in any media; bullying of any kind, harassment as defined under the Equalities Act or sexual misconduct (see the Bullying, Harassment and Sexual Misconduct Policy) will be considered a breach of these regulations.

1.10 Smoking

Smoking and Vaping is prohibited in all internal areas of the University and its College. Smokers and Vapers are requested not to smoke or vape outside a building adjacent to the entrance or adjacent to the windows of rooms in which people work.

1.11 Illegal Drugs

The possession, use of or supply of controlled substances is not tolerated.

1.12 Animals

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

1.13 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.

1.14 Non-members and non-residents of Bowland

Non-residents and non-members, who are not sanctioned guests of a College resident, are required to leave College premises at midnight, excepting pre-arranged functions in the Common Room. 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.

1.15 College Bar

Drinks bought in the College Bar may be taken only to the Junior Common Room or Bowland Quad. Glasses may be borrowed from the bar only with the permission of the Bar Manager or his/her deputy and must subsequently be

returned to the Bar. Alcoholic drinks purchased elsewhere, e.g. supermarkets, may not be brought onto the licensed premises.

1.16 Pictures and Posters

Pictures and posters may be affixed to plastered or painted walls or to the woodwork of the College using "White tac" only. Sellotape or similar products, are 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.

1.17 Copyright & IT

1.17.1 You must not copy or share any material, data or programs that do not belong to you (e.g. copyrighted films or music files, software that is not licensed to you, information that you are not authorised to share, etc.)

1.17.2 You should never use your University IT account for illegal, abusive or threatening purposes such as the creating of indecent material, aggressive messaging, or ridiculing of others.

2. Disturbance and Vandalism

2.1 Anti-Social Behaviour

- 2.1.1** Noise in college accommodation 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** At all times during the "Exam Period", designated by the University, noise must be kept to a minimum.
- 2.1.5** During the times specified in Rule 2.1.3, or at any time during the Exam Period, noisy gatherings must disperse immediately when requested by a College Porter, Security Officer or Senior College Officer. Those persons, who do not disperse or who re-gather, subsequent to an instruction to disperse, will be held in breach of 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 college accommodation.
- 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 to remove the noise source.
- 2.1.9** Those students who persistently cause disturbance to others or who regularly break College rules may be declared to be ineligible for a further period of residence.

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 alarm sounding, all persons within the building must leave immediately and congregate in the 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 firefighting or warning equipment must be reported immediately to the porter or to the College Accommodation Manager.
- 3.1.3** It is a serious offence to tamper with or misuse any firefighting or fire warning equipment.
- 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 accommodation area will each be liable to a fine.
- 3.1.6** Due to potential danger from fire, all students, whilst using the cooker, toaster, microwaves or any electrical device within the kitchen, must remain in attendance at all times.

3.2 Heating, Lighting and Flame Burners

- 3.2.1** Electric fires, electric fan heaters, gas, oil or paraffin heaters must not be used on College premises.
- 3.2.2** Candles, Incense 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 (including kettles) are not permitted to be utilised anywhere other than the kitchen in any accommodation.

3.4 Dangerous Behaviour

- 3.4.1** In view of the extreme danger involved, no one should intentionally throw, suspend or drop objects from windows or balconies.
- 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 windowsills 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.

Disciplinary Procedure

Where a College Dean, or Assistant Dean acting on their behalf, identifies that a student may have breached the College Rules, the Residents Rules or the Student Discipline Regulations, the following procedure will occur.

Where the breach is uncontested, i.e., the student readily admits it to a University officer or staff member, a record will be agreed by both parties and reported to the College Dean. The College Dean may either, at their discretion, ask an Assistant Dean to hold an informal College Disciplinary Meeting with the student, or write to the student to confirm the breach and any associated penalty. This will be normally provided within five working days. Should the student disagree with the penalty they must inform the College Dean within five working days of receipt.

Where the student does not agree the alleged breach or the subsequent penalty, where an investigation is required, or where a more substantial penalty is being considered, the student will be required to meet formally with the College Dean.

Investigations, if required, normally will be conducted by an Assistant Dean following University guidelines.

The College Dean, having taken account of the student's academic schedule, will inform the student in writing of the date and time of the meeting. Students will be given at least 48 hours' notice of any meeting. The written summons will include details of the alleged breach, including key evidence and supporting documents to be considered, and refer to these regulations, the student guidance notes and detail the nature of the hearing and the possible outcomes. Additional materials considered non-key need not be provided in the first instance, but will be available to the student on request.

The College Dean will formally meet with the student, detail the case and invite the student to comment. They will then discuss the case.

The College Dean will determine an appropriate outcome and communicate this to the student either at the time or afterwards, for example where additional information is required. Students will normally be formally notified of the outcome in writing within five working days.

The College Dean can impose the following penalties:

- a formal warning which will be taken into account in any subsequent procedure;
- a fine of up to a maximum of £300 (which may be suspended in whole or in part). Fines can be doubled for repeat offences (up to the maximum);
- a requirement to pay for any damages or cleaning charges incurred;
- a ban from a communal area, including, as appropriate, the College bar;
- in collaboration with Security, as required, confiscation of equipment or items causing unreasonable disturbance to others or damage to property;
- a requirement to submit a written apology to those affected by the breach;
- a referral to the University Dean for a higher stage of disciplinary action;
- a referral to the Accommodation Office where the breach involves elements of the licence agreement;
- any combination of the above.

The student may appeal against the outcome by submitting a written request for an appeal with all relevant details to the College Principal within five working days of the date of issue of the written confirmation.

The College Principal will make a prima facie decision on the appeal. The grounds for appeal will be:

- there is evidence that could not reasonably have been made previously available; or
- there is evidence of a material procedural irregularity; or
- there is evidence that the judgement did not follow the principle of natural justice.

The College Principal will normally inform the student of its determination within five working days.

College Complaints Procedure

The College wants 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 01524 592 348; if the Porter is unavailable, you may ring Security on 01524 594 541. You may also call into the College Office to register any complaints or queries.

If your comment takes the form of a formal complaint about something in the College, 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 elected student representative or alternative university representative. 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 has a full Student Complaints Procedure. Information on this procedure can be found on the University website at <https://www.lancaster.ac.uk/strategic-planning-and-governance/student-complaints/>

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 accommodation. The Porters Lodge telephone number is 01524 592 348.

There are four porters working shifts in Bowland College, Brian Dixon, Suzanne Wareing, Michael Rutherford and Kurt Pollock.

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 they are not in.

In an emergency, telephone Security on 01524 594 541, who will be able to contact the porter at once by radio.

Security and Postal System

Security

Do not leave any valuables lying about. Always be sure to lock your study room door when you go out, even if for only a few minutes. Thefts from accommodation and from teaching areas are rare but can occur.

Collection of post and parcels

All mail is delivered to the Porters' Lodge. The Porter will hold any registered mail and parcels, you will receive a QR code to your Lancaster email address once your parcel is ready for collection. You are required to show the QR code to the Porters so they can issue your parcel to you. Please do not attempt to collect your parcel until you have received the email confirming it is ready for collection.

Please use your full name as it is registered with the University rather than any aliases, and your full term-time address for all mail.