



PRIFYSGOL  
**BANGOR**  
UNIVERSITY

**Residential Life**

# Your Guide to Bangor University Halls of Residence



[www.bangor.ac.uk/halls](http://www.bangor.ac.uk/halls)

# Hello & Welcome to Bangor University's award winning halls




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Well done on choosing Bangor University. If you are returning to us then welcome back. Whether you are a first year student or are returning for another session, we hope you have a great time in halls and that you get the most from your stay with us. We will always do our best to accommodate you, keep you safe and make sure that you have no worries with your new home at university.

Don't forget the Residential Life team are here for you. If you have any worries, concerns, suggestions or just want to chat to us about your halls' experience, we are here to listen and to help.

Take your time to read through this booklet, familiarise yourself with the content and your new home for the next year.

**Wishing you success this year & an enjoyable time in your Hall.**

## The Residential Life Team

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# Welcome to Bangor Halls

**We are committed to providing you with facilities that are safe, comfortable and offer value for money and to help you with any problems you might experience.**

In order to ensure your safety, it is compulsory for you to complete the on-line induction to Halls.

If you have not already completed this task please visit [www.bangor.ac.uk/myroom](http://www.bangor.ac.uk/myroom) as soon as possible and before you move into your accommodation. The Halls' Office will record all students who complete the module and will email those who don't.

This is a guide; please ensure that you have read and understood the Occupation Contract. These can be found at: [www.bangor.ac.uk/accommodation/essentials](http://www.bangor.ac.uk/accommodation/essentials)

**All we ask of you is that you follow the regulations in this booklet and that you show consideration to your fellow students and to the local residents.**

Some of this information is only relevant to students on the Bangor campus. Students in Wrexham should ask for guidance at their reception office.

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# The Halls' Offices

The Halls' Offices at Ffriddoedd and St. Mary's can answer all your questions about living in Halls at Bangor University. We can take payments, discuss room transfers and deal with any maintenance issues, or just be available for a chat.

When you agree to live in University accommodation you will be directed to read the Occupation Contract which may be found at:

[www.bangor.ac.uk/accommodation/essentials](http://www.bangor.ac.uk/accommodation/essentials)



The Residence Agreement and the Occupation Contract are very important and legally binding. A brief summary of them appear below but you should have read them in detail before accepting the Residence Agreement.

## Brief Summary of your Occupation Contract and the University's General Regulations for Students

1. If you leave the University it does not mean that your Occupation Contract is terminated.
2. The Occupation Contract is legally binding and cannot normally be terminated. If you are leaving the University please call at the Halls Office BEFORE you leave bringing with you a copy of your 'Withdrawal from Studies' form issued by Student Services.
3. Residents must read the inventory in their room regarding the contents of their room. Please advise us of any discrepancies or damages within 7 days of taking up occupancy.
4. Residents must keep their room and the communal areas of the flat/corridor clean, tidy and clear of any additional items and obstructions.
5. Residents have a duty to look after their accommodation and common parts. Residents must not damage the walls, doors, floor covering or furniture in the room. Please do not use drawing pins, nails, hooks, adhesive tape etc. Please use the notice boards for displaying notices or posters. Residents will be charged for any damage that occurs and may be called to a disciplinary hearing.

## Brief Summary of your Occupation Contract and the University's General Regulations for Students

6. Residents must only use cooking equipment in the kitchens not in their room. If any electrical equipment is over 12 months old, it will require PAT testing when you arrive. (Please see page 36 for details).
7. Members of University staff or authorised contractors may enter the accommodation at a reasonable time for the purpose of inspection, cleaning, maintenance, or repair. We will give at least 24hrs notice unless it is deemed an emergency.
8. Residents must complete the compulsory Halls Induction module to be found at: [www.bangor.ac.uk/myroom](http://www.bangor.ac.uk/myroom)
9. Residents must not do anything that poses a fire risk or put the health and safety of any other person property at risk; for example, smoking (including e-cigarettes, vaping and pipes), burn candles, oil lamps or incense in the halls, deep fry with oil or cause any other fire risk.
10. Smoking or vaping is not allowed within any University building, or within 5 metres of any University building.
11. No animals are allowed in the Residences except for assistance animals.
12. Residents and their guests should not engage in any illegal activity, such as bringing illegal drugs, psychoactive substances, firearms or any weapon (even a replica) into the halls. The University will report any such incident to the Police.
13. Residents and their guests should not engage in anti-social behaviour cause any nuisance, harassment, or persistent disturbance to others. Serious or persistent noise nuisance may lead to disciplinary action.
14. Students who are causing significant concern and/or presenting a risk of harm to themselves or others within University managed accommodation, may be subject to the Fitness to Reside Policy.  
  
This can be found here: [www.bangor.ac.uk/accommodation/essentials](http://www.bangor.ac.uk/accommodation/essentials)
15. Residents may not sublet their room to any other person or allow any other unauthorised person to live with them in their accommodation, and residents are responsible for all their visitors and their behaviour while on University premises.  
  
(The University appreciates that some students will want to bring friends back to their accommodation who may wish to stay overnight. Therefore, Welsh Government guidelines permitting, we may allow occasionally a family member or friend to share the student's room for a maximum of two nights in any 7 day period. Residents should register their guests names by going to [www.bangor.ac.uk/myroom](http://www.bangor.ac.uk/myroom) and completing the on line form before their guests arrive. Guests must be over the age of 18).
16. Residents are reminded that members of the Residence Support Team and Security team are members of University Staff and in accordance with the Occupation Contract, their instructions must be complied with at all times. Verbal abuse of staff will not be tolerated.

For full details please see: [www.bangor.ac.uk/accommodation/essentials](http://www.bangor.ac.uk/accommodation/essentials)

# Your Halls

**We aim to give students the best experience in their Halls, by keeping them safe and supported and by promoting their participation and ownership of an equal and responsible communal society.**

Students' experiences in Halls are often the most important of their educational life. Creating a suitable environment for study, social opportunities and communal living underpinned by good support is crucial.



## Residents' Charter

This Residents' Charter sets out in general terms the services provided to you by the Halls of Residence. The Charter also defines your responsibilities and obligations both to the Halls of Residence and to your fellow residents.

**The Charter does not replace the Occupation Contract to which you must agree before taking up residence in a hall.**

The Occupation Contract may be found at:

[www.bangor.ac.uk/accommodation/essentials](http://www.bangor.ac.uk/accommodation/essentials)

## Before you arrive at the University:

- ▶ You will receive clear information regarding making an application to live in a hall of residence, explaining the process involved and the closing dates for applications and all costs involved.
- ▶ If your application is successful, once you are offered accommodation you will be given clear information on how to accept the offer including deadlines.
- ▶ You will be given clear information regarding arrival at the University and about your Hall of Residence.

## In Halls of Residence you can expect from us:

- ▶ Access during the period of your contract to clean, secure and safe living accommodation which conforms to or exceeds the UUK code of practice and current health and safety practice.
- ▶ A friendly service that will be equitable and transparent and provide value for money.
- ▶ An environment conducive to study free from unreasonable noise, discrimination, harassment or intimidation.
- ▶ Repairs and maintenance carried out efficiently and as swiftly as possible.
- ▶ Respect and privacy, giving adequate notice for non urgent maintenance work.
- ▶ Access to assistance at all times from Halls staff, Security staff or the Residential Support Team.
- ▶ Pastoral care from the trained Residential Support Team.
- ▶ Communal laundry facilities.
- ▶ Student lounges.
- ▶ Cleaning of communal areas under a clearly defined Service Level Agreement as detailed in the Occupation Contract.
- ▶ Provision of a mail collection service with clearly displayed opening hours.
- ▶ Access to a well defined complaints procedure – see: [www.bangor.ac.uk/accommodation/essentials](http://www.bangor.ac.uk/accommodation/essentials)

# During your period of Residence we will expect you to...

## Code of Student Conduct

[www.bangor.ac.uk/regulations/documents/StudentCodeofConduct201801.pdf](http://www.bangor.ac.uk/regulations/documents/StudentCodeofConduct201801.pdf)

## Student Charter

[www.bangor.ac.uk/studentcharter](http://www.bangor.ac.uk/studentcharter)

## Essentials

[www.bangor.ac.uk/accommodation/essentials](http://www.bangor.ac.uk/accommodation/essentials)

## We will expect you to...

1. Adhere to the Occupation Contract and the University regulations
2. Have due consideration for other residents and not to cause undue disturbance.
3. Respect the rights and health and safety of other residents and staff.
4. Exercise care in the safekeeping of Keys / cards at all time and report any loss to the Halls' staff as soon as possible.
5. Ensure prompt payment of all fees due.
6. Maintain a level of hygiene and cleanliness in communal kitchens and bathrooms, and in your own study bedroom and shower room.
7. When permitted, remain responsible for your guests at all times and register any overnight guests as detailed in the Occupation Contract.
8. Conserve energy, respect the environment and recycle responsibly.

**Deirdre McIntyre**  
Head of Residential Life

# Fire & Safety

**At Bangor University Halls of Residence your safety is our highest priority. Please take a couple of minutes to familiarise yourself with the following pages. We have a zero-tolerance policy on behaviour that puts yourself or others at risk**

It is compulsory for you to complete the on-line induction module before, or as soon as you take up residence in your Hall.

This may be found at [www.bangor.ac.uk/myroom](http://www.bangor.ac.uk/myroom)

The induction will highlight some of the potential health and safety issues arising from living in Halls. This compulsory induction forms part of the University's Health and Safety Policy, which is reproduced in the Student Guide 2024-25.

**Failure to complete the module will be viewed as a breach of the Occupation Contract. A record will be kept of all those who complete the module.**

This induction is additional to any other such information provided by your department. It is your responsibility to fully familiarise yourself with the remainder of the University's Health and Safety Policy.

## Fire

There have, unfortunately, been a number of incidences of fire in Halls of Residence. The primary cause has been through carelessness and/or negligence by residents e.g. unattended cooking. The University treats all behaviour which constitutes a fire risk, including tampering with fire equipment and fire doors, as a very serious breach of University rules and regulations.

**Any student who breaks an alarm glass to raise a false alarm or interferes in any way with the fire fighting equipment, including alarms, smoke/heat detectors, fire extinguishers etc. commits a criminal offence and will be subject to University Disciplinary Procedures, as well as being reported to the Police.**

Please familiarise yourself with the regulations regarding Fire in the Occupation Contract.



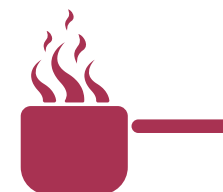
## Fire Alarm

When an alarm is sounded, loud warning sounds can be heard in all areas and you should immediately leave the building following the "Evacuation Procedure" on page 14. ALL students and visitors must EVACUATE each and every time the alarm sounds regardless of circumstances.

## Fire Alarm Testing

The fire alarm system will be checked weekly. Notices are displayed indicating the times and dates of tests. In these circumstances, the fire alarms may sound for periods of up to 15 seconds before being silenced and you need not evacuate the building. However, if the alarm continues to sound, you must immediately evacuate the building.

**Unattended cooking can cause fires and endanger life.**



## Fire Precautions

Your attention is drawn to the fire precautions, which are posted throughout the Halls. These should be read carefully and observed. You are advised to make a mental note of your nearest fire exit and fire assembly point. To prevent the unnecessary triggering of fire alarms or the spread of fire and/or smoke, you should always ensure doors are closed and never wedged open. This includes bedroom, kitchen and corridor doors. Cooking in rooms and the use of candles are strictly prohibited and may lead to dismissal. Smoking and vaping is NOT permitted in any University buildings, including bedrooms or within 5 metres of any University Building.

## Fire Drills

In the normal course of events two fire drills are held each year in order to test evacuation procedures. You must always evacuate a building in response to the continuous sounding of the fire alarms (see "Fire Alarm Testing" on page 13). The fire drill will need to be repeated if residents fail to evacuate the building within 3 minutes of the sounding of the fire alarm.

It is your responsibility to make sure you know the location of the Fire Assembly Point for your accommodation (see Fire Notice posted in each individual student room). Anyone failing to evacuate a building when the alarm is sounding may be subject to disciplinary action (see the Occupation Contract).

## Are e-cigarettes safe?

Check out the link below to learn more about e-cigarettes and the risks involved.

[www.electricalsafetyfirst.org.uk/search/?q=e-cigarettes](http://www.electricalsafetyfirst.org.uk/search/?q=e-cigarettes)

If you discover a fire:

**Immediately operate the nearest fire alarm.**

**Evacuate the area immediately.**

## Evacuation Procedure

1. If safe to do so, close all doors and windows of the room you are leaving.
2. Leave the building by the nearest safe exit.
3. Do not use the lift.
4. Do not stop to collect personal belongings.
5. Do not re-enter the building until instructed to do so by the Fire Service or a member of staff.
6. Proceed to the designated assembly point and wait further instructions.
7. Fire escapes are only to be used in the event of an emergency.

## Remember...

- ▶ Do not bring illegal drugs, or legal highs into halls.
- ▶ Do not cover heat or smoke detectors.
- ▶ Do not smoke or use e-cigarettes within 5 metres of any University building.
- ▶ Do not burn candles, incense or oil lamps.
- ▶ Do not bring weapons into halls. This includes illegal knives, guns, replica weapons, taser guns, BB guns etc.
- ▶ Do not leave chargers plugged in when disconnected from the appliance.
- ▶ Please place chargers on hard surface when in use and disconnect once charged.

**It is a serious offence to cover any smoke or heat detector. This will result in a disciplinary hearing & you could be asked to leave the Hall permanently!**





# Mentors & Senior Wardens

Wherever you live on the Bangor Campus you will have access to the Residential Support Team who are responsible for your welfare and for disciplinary matters within Halls. We are all either students or staff members of the University living amongst you and are available to support you at any time during your stay in Halls.



**MENTOR**

## What sorts of problems can Residential Mentors help with?

We are here to ensure students welfare within the residences, which means we are here to help resolve any issues that may jeopardise that. This might mean a noisy neighbour, messy flatmates, if you are homesick or not happy with your course, food thieves... or any other unexpected "surprise" throughout the year. Anything you tell your Mentor will be treated in the strictest confidence, so please don't be afraid to approach us.

## How do Residential Mentors resolve problems?

Now you have left home and are living independently, we consider you to be young adults and therefore to behave as such. We would always encourage you to try and resolve a problem amongst yourselves first. You may want to speak to your Mentor for advice on how to do this - in our experience, the simplest and quickest way to resolve any issues is by talking to your flatmates.

If you've tried this and it hasn't worked again you may wish to approach any one of us for advice and we will help mediate a discussion to establish the problem and agree a solution. If it is an issue concerning your whole flat, we may call a flat meeting; otherwise we can arrange a smaller meeting between those involved. We will monitor the situation until things improve.

If things still don't work out, the Senior Wardens have the authority to pursue disciplinary measures against any resident who is putting the welfare or safety of other residents at risk; generally this would start with a warning but when appropriate the Senior Warden may call you in for a disciplinary and in more serious cases remove the student from University accommodation. Ideally, we would prefer for issues to be resolved before reaching this stage and, when handled properly, they usually can be. As members of a community we all have communal responsibilities.

## What can I expect from my Residential Mentors?

- ▶ Residential Mentors are a friendly and approachable bunch and we would like you to feel like you can talk to us about any concerns you may have. We encourage you to come to us for help and advice, especially if you've already tried to work things out yourself first. You can come to us with any problem, issue or concern you have and if we don't have the answer we will point you in the direction of someone who does.
- ▶ There is a Residential Mentor on call 24 hours a day 7 days a week. We live in Halls so are never hard to find.
- ▶ Residential Mentors have a vast range of experience in working with students. We will treat any information you share with us as strictly confidential. We will always provide you with the opportunity to tell your version of events in any dispute or issue and we will always treat residents fairly and with respect.
- ▶ We like to resolve problems as swiftly as possible so once all the facts have been established, you can rest assured we will be doing whatever necessary to find a solution. If we don't know the answer to something, we are very well-placed to find out or refer you to the right place.

### Contact the Residential Support Team

If you need to contact us in an emergency please call our **24hr Security on 01248 382795**

For non-emergencies or to book an appointment you can email **wardens@bangor.ac.uk** or call **01248 382667**

## What do my Residential Mentors expect from me?

- ▶ Please make yourself aware of the Occupation Contract (summary on page 7). **We will not accept "I didn't know..." As an excuse when things go wrong.**
- ▶ You will be sharing your flat with several other students so please be considerate and respectful of their needs. Just because you don't have lectures until lunchtime, doesn't mean they're in the same position. Some people have lectures before midday; some people like to study in their rooms; some people like to go to bed early. We want you all to have fun but not at the expense of others. We aim to balance the needs of many different people and your cooperation is vital for this to work.
- ▶ Your flat is going to be your home for the next 10 months or so and YOU have a shared responsibility to keep it clean, tidy and safe. We are here to help when things go wrong but it is your responsibility to make sure your home is a happy one. If you leave cooking unattended, you are not only risking your life but also the lives of your flatmates and neighbours. If you leave your corridor door open or your room unlocked you are jeopardising the security of your flatmates and all your belongings. We would like you to look out for each other at all times and help create a happy community for us all to live in.
- ▶ Occasionally, we may need you to accept that there are some issues that we can't help you resolve. When you share a flat/hall with several other people and live on a busy residential site, some problems are inevitable: the kitchen will rarely be pristine, there won't very often be complete silence, you may not become best friends with the person next door to you and you probably won't always get your own way. Sometimes we need to make the best of what we have and if you are willing to compromise on some things, we will be able to help you much more effectively.

**The Residential Support Team hopes that you enjoy your time in Halls and will help you live in a happy and safe community.**

# Campus Life Programme

Bangor University Campus Life Programme is run by the Residential Life Team and Campus Life Crew, for all residents of University Halls on the Bangor Campus

## The Programme

The Campus Life Programme allows you to take a break from your studies and the lecture theatre, meet new people and participate in activities you already enjoy, or perhaps try your hand at something new!

## The Calendar

The Campus Life calendar of events is known for its friendly competition between halls, we want you to get involved, regardless of your skills or abilities and enhance the community spirit. We hold a wide variety of events every month throughout the year, from yoga to high ropes courses, sewing classes to live music, trips across north Wales and weekly free food events.

The great news is, it's all included!

We are always looking for new event ideas so, if you want to see something on our next calendar speak to one of your Campus Life Crew!



WELCOME WEEK 2024

## WHAT'S WHAT

- Special Stuff
- Food Stuff
- Fun Stuff
- Chilled Stuff
- Active Stuff
- Trip Stuff
- Life Stuff
- Social Stuff

If you see this symbol it means you need to book your place at [shop.bangor.ac.uk](http://shop.bangor.ac.uk) as space is limited.



### 23 - 30 SEPT

- Mon 23**
  - Bubble Tea Party**  
Braint and Barlows | 3pm
  - Big Win Bingo**  
Braint Common Room and Barlows | 7pm
- Tues 24**
  - Mental Health Matters**  
Barlows | 11am + Braint Common Room | 12pm
  - Money Matters**  
Braint Common Room | 1.00pm + Barlows | 2.00pm
  - Outdoor Cinema**  
Ffridd Village | 8pm
- Wed 25**
  - Serendipity**  
Canolfan Brailsford | 11am - 4pm
  - Drosi Bike Workshop \***  
Ffridd Village | 10am-4.30pm  
Email [campuslife@bangor.ac.uk](mailto:campuslife@bangor.ac.uk) to book your place!
  - Quiz Night**  
Braint Common Room and Barlows | 8pm
- Thurs 26**
  - Serendipity**  
Canolfan Brailsford | 11am - 4pm
  - Curry Club \***  
Bar Uno | 6pm / 7pm
  - International Culture Night**  
Rathbone Hall | 6pm
- Fri 27**
  - Macmillan Coffee Morning**  
Ffridd and St Mary's Halls Office | 10am - 12pm
  - Sustainability Matters**  
Braint | 5pm - 6pm
  - One Big Welcome**  
Main Arts | 9pm
- Sat 28**
  - Trip! Llandudno \***  
Meet outside Reichel Hall | 10am
- Sun 29**
  - Escape and Explore Bangor**  
Ffridd and St Mary's Halls Office | 12-1.30pm
  - Outdoor Cinema**  
Ffridd Village | 8pm
- Mon 30**
  - Wellbeing Journal Giveaway**  
Ffridd and St Mary's Halls Office | 12-12.30pm

### 19 - 22 SEPT

- Thurs 19**
  - Campus Life Gazebo**  
Ffridd and St Mary's Village | 9am-5pm
  - Chill and Chat**  
Bar Uno and Barlows | 7pm
- Fri 20**
  - Campus Life Gazebo**  
Ffridd and St Mary's Village | 9am-5pm
  - Chill and Chat**  
Bar Uno and Barlows | 7pm
- Sat 21**
  - Campus Life Gazebo**  
Ffridd and St Mary's Village | 9am-5pm
  - Bangor Brownie Giveaway**  
Bar Uno and Barlows | 6pm
- Sun 22**
  - Campus Life Gazebo**  
Ffridd and St Mary's Village | 9am-5pm
  - Campus Life Welcome BBQ**  
Bar Uno and St Mary's Quad | 4.30pm
  - Barlows Live Lounge**  
Barlows, St Mary's | 8pm

Don't miss out on these great events, which are included for residents of Bangor University Halls. If you have any questions or event ideas just get in touch at [campuslife@bangor.ac.uk](mailto:campuslife@bangor.ac.uk). Don't forget to keep an eye on your inbox for event details and special events!

Make sure you follow us on social media and we'll see you at an event soon!

CAMPUSLIFEBANGOR



# Covid-19 and other Communicable Diseases



**The Covid-19 pandemic was an extremely difficult time for many of us, with lots of rules in place that impacted on our lives.**

Some of the things we did to look after ourselves and others during the pandemic not only helped to protect us against Covid-19, they also significantly reduced the risk of exposure to other communicable diseases. Our actions, such as mask wearing, physical distancing, cleaning, limiting travel and contacts resulted in a significant decline in two of the most clinically important endemic respiratory viruses—influenza and respiratory syncytial virus (RSV). Covid-19 actions also resulted in a significant decline in Norovirus infections.

We have all learned from the pandemic, and you will find some of this learning evident across the University. Lecture rooms are better ventilated now, we have viricidal soaps in toilets, there's more space and we are all generally more aware of the potential of spreading infections and diseases. In addition, if you wish, please feel free to continue wearing a face covering in lectures, computer rooms, and anywhere else you feel appropriate to do so.

If you feel unwell and suspect you may have Covid-19 please do not attend lectures or mix with others, isolate yourselves and look after yourself and others. If you cannot attend a Lecture then notify your absence as instructed, and please don't risk transmitting the virus to those who may be at greater risk than you.

Student Services offers help and information on all manner of health risks, in addition to Covid-19. Advice on emerging threats, such as Monkeypox, and on safeguarding against and spotting meningitis, measles, mumps and rubella and of course on how to register with a local doctor, can also be found on the [Student Services website](#).



# Looking After Yourself

Being a student is a busy job. In between lectures, socials, coursework and clubs, it's easy to forget about looking after yourself. Remember to give yourself time to relax, sleep, exercise and eat well.

## Local Surgery

You will have been advised in your Welcome Week diary to register with a local GP in Bangor. Please ensure that you confirm your Bangor address with your new doctor after your arrival.

To provide medical facilities not normally available in general practice, the University has contracted with one local practice to provide special services for students.



**01248 364492**  
8.00am - 6.30pm  
weekdays



**Bodnant Medical Centre**  
Menai Avenue Bangor  
LL57 2HH

## Local Hospital

The local hospital is Ysbyty Gwynedd and this has an accident and emergency department. If you suffer an injury please ask security staff to call an ambulance. The Security officers will direct the ambulance to your room and advise the Residence Support team of your situation.

**If you need an ambulance, please call security on 01248 382795 so that they may direct the ambulance to your room and advise the Residence support team of your situation.**

## Drug & Alcohol help

Wales has a free and bilingual telephone drugs helpline providing a single point of contact for anyone wanting further information or help relating to drugs or alcohol.

### Wales Drug and Alcohol Helpline

Freephone: **0808 808 2234**

Or text **DAN** to: **81066**

[www.dan247.org.uk](http://www.dan247.org.uk)



## Mental Health help

If you're struggling with mental health issues at university - don't struggle in silence. There is plenty of support available, no matter how big or small the problem is.

### Community Advice & Listening Line

Mental Health Helpline for Wales: **0800 132 737**

### Mental Health Online Community

[www.bigwhitewall.co.uk](http://www.bigwhitewall.co.uk)



## Choose Well

Choose Well will help you decide if you need medical attention if you get sick. It explains what each NHS service does, and when it should be used.

[www.choosewellwales.org.uk/home](http://www.choosewellwales.org.uk/home)



# Payments & Insurance

Please take the time to familiarise yourself with our **hall fee payment policy, our credit control policy and the student possessions insurance.**

## Payments

- ▶ The balance of your hall fees may be paid in one lump sum on arrival or at registration.
- ▶ Alternatively you may choose to make payment by using the epay system. This is all explained in your Welcome Week diary which you will receive directly from the Academic Registry with the link to the E-payment.
- ▶ When you register with the University, if you have not already paid your hall fees, you will be expected to have registered your details on the epay system.
- ▶ If you wish to pay your hall fees in one lump sum before registration, you may call at the Halls' Office during opening hours.

You may find more information regarding payments, including the dates your card payments will be collected, at the finance office website: [www.bangor.ac.uk/finance/ic/ic003.php.en](http://www.bangor.ac.uk/finance/ic/ic003.php.en)

## Credit Control Policy

[www.bangor.ac.uk/accommodation/halls/paying](http://www.bangor.ac.uk/accommodation/halls/paying)

## Insurance

The University has arranged contents insurance for your possessions with Cover4insurance and the cost of this is included in your hall fees. Further information and claim forms can be found at:

[www.cover4insurance.com/insurance-products/block-halls/bangor-university](http://www.cover4insurance.com/insurance-products/block-halls/bangor-university)

Please ensure that you note the level of cover available and that you contact Cover4insurance yourself if you require additional cover.

cover4insurance.com





# Bangor University Security

Here at Bangor University we pride ourselves on our students being able to study and socialise in a safe environment. The safety of all staff is also of paramount importance in support of our students.

**We provide a security service that is available for advice and assistance 24 hours a day.**

**Phone: 01248 382795**

**Internal phone: Ext 2795**

## Security Services

Security Services is responsible for all types of security arrangements and the provision of expertise and advice which include:

- ▶ The provision of a dedicated team of in-house staff who maintain a security presence on all residential accommodation sites.
- ▶ A dedicated central control room operating 24 hours a day, 365 days a year.
- ▶ Access control systems, burglar alarms and CCTV.
- ▶ Out-of-hours access to students/visitors.
- ▶ Control of car parking on University campuses.

## First Aid & Ambulances

Security staff are trained to provide first aid.

**If you need an ambulance or first aid call security.**



## NHS 111 Online

The 111 Wales NHS service is now available in this region.

**[www.111.wales.nhs.uk](http://www.111.wales.nhs.uk)**

If you have any security concerns, no matter how big or small, please approach a security officer or contact us on: **01248 382795**, or if using an internal phone: **Ext 2795**

**Bangor University security working together with students and staff for a safer campus.**

# Rooms, Guests & other info

## Keys & Cards

In some halls we have key cards instead of a conventional key. Please remember that in some halls, once you open your door with a key card it will then lock again when closed. So if you pop to the kitchen and don't take your card you will be locked out of your room. It is not possible to put the door on the latch in these halls. If your door opens with a key card you will need to use the card to actually lock the door as well.

There is a charge of £20 to replace a broken fob or key and if you lose your key or card you should come to the Halls Office to purchase a replacement.

Please note that Security Staff can let you into your room if you are locked out. You should telephone **01248 382795** to request assistance or call at the Ffriddoedd or St Mary's Security Lodge.

**Key Collection:** This will take place over a number of days and you will be invited to book an arrival slot during the online induction process, this will include confirmation details of where to collect your room key/fob.

## Remember to lock your room

Residents are reminded that they should lock their rooms whenever they leave them, even for short periods of time. If it is necessary for a member of staff to enter a student rooms for any reason, e.g. for maintenance, then the room will always be locked afterwards even if the room was found to be open.

## Overnight Guests\*

**Students are responsible for the behaviour of any guests they bring into the Halls whatever the time of day or night.**

Residents MUST notify their fellow residents/flatmates if they plan on having an overnight guest and if a fellow resident objects their feelings should be taken into consideration. Residents should be particularly sensitive in female only corridors when considering inviting guests of the opposite sex to remain overnight.

**Residents must register their guests names by going to [www.bangor.ac.uk/myroom](http://www.bangor.ac.uk/myroom) and completing the on line form before their guests arrive.**

**Guests must be over 18. This privilege may be withdrawn if abused.**

## Room Transfers\*

If you would like to be considered for a vacant room in another hall complete a room transfer request via the Halls website: [www.bangor.ac.uk/myroom](http://www.bangor.ac.uk/myroom).

- ▶ Please note that we can never guarantee that a suitable room will become available and we do not open the transfer list until at least 2 weeks after the start of the session. The exact date will be available from the Halls' Office.

**\* Please note that should Welsh Government Covid-19 guidelines change, we may have to advise against overnight guests and room transfers.**

## Water Safety

**The University has an obligation to run the water in your en suite shower room or wash basin at least every 7 days to ensure the prevention of the possible build up of bacteria.**

For this reason we need to know if you are leaving your room at any time for a period of 7 days or more. This is likely at the Christmas and Easter semester breaks but may also be relevant if you leave Bangor for an extended work placement, or return home if you are ill for instance. You should understand that your room will be accessed by Halls' staff during the period of your absence to run the water for a 5 minute period.

**Please log the expected date of your departure from Halls and the expected date of your return via the Halls website: [www.bangor.ac.uk/myroom](http://www.bangor.ac.uk/myroom)**





# Internet Access

**All of our Halls on the Bangor campus have access to the eduroam wireless network and some also have a wired connection available called ResNet.**

To access either eduroam or ResNet you will need your Bangor University username and password. Your username will have been sent to you with your welcome letter when you accepted a place with us.

You will also have been asked to retrieve your password from: [apps.bangor.ac.uk/canolfan/password/reset](https://apps.bangor.ac.uk/canolfan/password/reset)

If you do not know your username you will be given it when you register for your course or by telephoning the IT Services Helpdesk on **01248 388111**.



## Connecting

Most computers will simply ask you for your username and password when connecting to the eduroam wireless network. You can also download and install a setup program specifically for your computer system from [www.bangor.ac.uk/itservices/wireless](https://www.bangor.ac.uk/itservices/wireless).

To connect to the wired ResNet service users will need to configure their computers using the guides at [www.bangor.ac.uk/itservices/resnet/getconnected](https://www.bangor.ac.uk/itservices/resnet/getconnected). If you have configured your computer to use a fixed IP address or DNS servers you will need to change these settings to automatically acquire addresses from our servers. You will also need an **RJ45 Cat5e patch lead** to connect your computer to the network socket. These will be available for purchase from the University should you need one.

You will also need to agree to the University Acceptable Use Regulations. These prohibit, amongst other things, the sharing of copyright material and creating your own networks to share our internet connection. Anyone found to be in breach of the AUR's will be subject to the University's disciplinary procedures and may lose their internet access from their accommodation.

## Further Information and Assistance

More in depth connection guides for specific operating systems can be found at [www.bangor.ac.uk/itservices/resnet](https://www.bangor.ac.uk/itservices/resnet) and [www.bangor.ac.uk/itservices/wireless](https://www.bangor.ac.uk/itservices/wireless).

IT support staff will be available to assist you, should you have difficulty connecting to eduroam or ResNet. To request support, contact the IT helpdesk by telephoning **01248 388111**, or visiting [www.bangor.ac.uk/itservices/help](https://www.bangor.ac.uk/itservices/help). Please be ready to give a description of your problem and all your details including your hall and room number, your username and a way we can contact you, such as a mobile number.

Free antivirus software for University students and staff can be found at: [www.bangor.ac.uk/itservices/sophos](https://www.bangor.ac.uk/itservices/sophos)



# Facilities

**Moving into your room and getting settled will be your top priority but don't forget about your mail, laundry and other important aspects of living in your new home.**

## Mail Collection

**Ffriddoed Village** – Mail will be delivered on a daily basis, Monday - Friday, to the mail boxes located in your hall foyer. Mail boxes are located at the foot of the stairwell, or outside the flat door of accessible rooms. Parcels can be collected from the parcel lockers, these are located along the boulevard by the Brailsford Dome.



**St Mary's Village** - Mail may be collected at the Post Room in reception. The opening hours for mail collection will be on display in the St Mary's Halls' Office.

**You will need to show your student ID when collecting mail in person.**

**Please note that the University does not offer a re-direct service, therefore any mail not collected by the end of your residency will be returned to sender.**

## Laundry

There are laundrettes available for all residents in halls. Opening times are advertised on the doors of the laundrettes.



## Refuse Disposal and Recycling

Residents are expected to empty the bedroom bin into recycling bins in the kitchen. Residents in townhouses and studios will be expected to dispose of their own refuse in the outdoor bins and recycling facilities.

All waste must be disposed of in the appropriate bins provided. Please wrap all broken glass, and any other sharps, in thick newspaper and dispose of separately by attaching a note marking the contents as "SHARP" and leaving in a safe position near to the waste bin.

The University wishes to promote sustainability and recycling bins are located in all kitchens. They are provided for the recycling of paper, food, glass, plastic, tins and cans. These bins must only be used for recycling waste; inappropriate use could result in the imposition of extra cleaning charges.



## Canolfan Brailsford

If you are a resident in Halls on the Bangor campus you are entitled to a student gym only membership as part of your halls' fees. Your membership will last for the same time as your accommodation contract.

Your gym membership will allow you to use the facilities at either village – double the incentive to get fit and stay active!

**Please note, you will need to present your student ID and register at Canolfan Brailsford before using the gym facilities.**

## Student Lounges

There are student lounges available at both student villages open from 8.00 am – 11.00 pm which may also be used for student events. In addition outdoor barbecue areas have been designated on each site for use in the summer months. The computer hubs in Alaw and Barlows are open 24hrs a day. St Marys' village has 2 bookable kitchens available for group gatherings.\*

**\* Please note that should Welsh Government Covid-19 guidelines change, we may have close or advise against use of student lounges.**

## Car Parking

A car parking permit is required to park in the University car parks which are normally controlled 24 hours a day, Monday to Friday. Applications for car parking permits are dealt with by the Campus Services Department which is located in Reichel building on Ffriddoedd Student Village. The office is open between the hours of 8.45am and 4.30pm, Monday to Friday.

Registered students who are either resident in University owned Halls or who live outside the boundary of the City of Bangor are eligible to apply for these parking permits. The permit however does not guarantee that a parking space will be available for the permit holder. Non permit holders are liable to be fined.

Further details, including the parking regulations, and details of when permits are available to purchase, can be found at:

[www.bangor.ac.uk/property-and-campus-services/parking](http://www.bangor.ac.uk/property-and-campus-services/parking)

**Parking is only permitted in designated zones and parking bays. Parking in prohibited red hatched areas may be subject to disciplinary action.**

# Maintenance

## Your Room

Drawing pins, hooks, nails, sellotape, double sided sticky buddies and stickers should NOT be put on walls, furniture or doors - You will be charged for any damage caused to your room or communal area.

## Vacuum Cleaners

Vacuum cleaners are not suitable for sucking up any spillages or liquids. You will be charged for any appliances found to be damaged by liquid.

## Overseas Electronics

Adaptors for overseas electronics are available from your nearest Halls' Office.

### Non EU adaptors will be confiscated

## Free PAT Testing

All electrical items and electrical adapters brought to University should be PAT tested if over 12 months old. This must be carried out by a qualified electrician prior to your arrival. The Halls Office will offer PAT testing surgeries in the first few weeks of each semester. You will be notified by email of this date.

## Repairs

Damage and repairs should be reported online via: [www.bangor.ac.uk/myroom](http://www.bangor.ac.uk/myroom)

Please call the Halls' Office in any emergency situation - **01248 382667**  
The office is open 9am – 5pm weekdays only.

Please call security if it is an emergency at any other time - **01248 382795**

We are always happy to provide updates on reported repairs. We monitor the performance of contractors and appreciate any feedback you may have.

## Maintenance Terms & Conditions

- ▶ In many cases damage may become worse if not reported promptly. Make sure you notify us of a fault that is causing continued damage (e.g. a water leak) or you may be held liable for any additional damage.
- ▶ If you don't let us know about a fault in your room (even a dent in the wall or stain on the flooring) when you first move in, when we discover the damage you may be liable for the repair cost and you will be charged an administrative fee.
- ▶ If you break something in your residence you will need to pay for its repair.
- ▶ Some repair jobs will be completed by Halls' staff but others will be passed on to contractors to complete. This is so that all repairs are carried out by appropriately qualified staff.
- ▶ The University will deal with faults on a priority basis and will carry out repairs as soon as reasonably practicable. The repair time will range from one hour to 4 weeks depending on how urgent it is.
- ▶ Don't carry out repairs by yourself or engage contractors – it is impossible to check safety procedures or the quality of the work.
- ▶ In reporting a fault you are giving permission for staff to access the area where the fault has occurred. You are not normally given notice regarding the time and date of the repair. For all planned works that you have not reported then 7 days notice will be given.
- ▶ You do not need to be in when the contractor or staff member visits.



**For response times and damage charges please go to page 50**

# Living in Halls

**Living in Halls is a great way to meet new friends and ensures that there is always someone to chat to, cook alongside or just hang out with.**

## Noise Complaints

If you are affected by any unreasonable noise in Halls you should immediately report the matter to Security who may also call a Mentor to attend to the matter. Noise complaints will be dealt with in strictest confidence. You may also report noise issues by contacting either Halls' Offices or the Security Lodges.

## Neighbours

If you have any problems with your neighbours or with food theft for instance, you may speak to a Residential Mentor in the evenings and at the weekend or call at either Halls' Office to speak to a member of staff.

Remember that if you wish to speak to a Residential Mentor in the evening or weekend you should contact Security. You do not need to tell the Security staff the nature of your concern.



## I need to store my belongings during the summer

You will also find leaflets from various storage companies in the Halls' Office.

## Accommodation for next year

We will advertise when applications are open for 2025-26, it is likely to be around 1<sup>st</sup> November.

Students returning to Halls can expect great loyalty offers.

## Complaint About Our Service

If you wish to make a complaint about our service the complaint procedure can be found at:

[www.bangor.ac.uk/sites/default/files/2021-08/Customer-Care-Policy-2021.pdf](http://www.bangor.ac.uk/sites/default/files/2021-08/Customer-Care-Policy-2021.pdf)



# Help & Advice

University is a really exciting step on your journey through education but it can also be a stressful and worrying time for many. Everyone can struggle now and again, and there is no shame in getting help or advice when needed. Below are some common concerns and suggestions as to where to get help.

## I'm worried about University



**I'm worried about my module choices and my course.**

Talk to your personal tutor in your school.



**I think I might want to leave University.**

Contact Student Services – **01248 382032** – to make an appointment to discuss your options. Do not leave the University or the Halls' of Residence without speaking to Student Support Services.



**I've been called to a Disciplinary Hearing.  
Where can I get help and advice?**

You can contact the Students' Union **01248 388000**



**I'm an International Student,  
where can I get help & advice?**

Visit the International Welfare Office in Neuadd Rathbone.

## I'm having a tough time



**I need some help with my wellbeing.**

Go to: [my.bangor.ac.uk/student-services/index.php/en](https://my.bangor.ac.uk/student-services/index.php/en)



**I would like to get counselling.**

Email [counselling@bangor.ac.uk](mailto:counselling@bangor.ac.uk) or telephone **01248 388520** to make an appointment.



**I'm bored and lonely.**

**Where can I find out about activities?**

Visit the Campus Life webpage or Students' Union where you will find plenty of information about clubs and societies.



**What can Residential Mentors do for me?**

Residential Mentors can help with all welfare issues, help you get to know your neighbours and visit your kitchen each week. Talk to a Residential Mentor if you need help and advice.

Call Security on **01248 382795** if you need to speak to a Residential Mentor. You do not need to give Security any reason – they will call a Residential Mentor for you.



**I would like to see a Senior Warden.**

Contact either Halls' Office during office hours or email to make an appointment.

Phone: **01248 382667**

Email: [wardens@bangor.ac.uk](mailto:wardens@bangor.ac.uk)

# Day to Day Life

**There's a lot to think about at university, be it staying on top financially or making sure you have the right insurance.**

Below are some common concerns and suggestions as to where to get help.

## Loans, Payments and Fines



**My loan has not come through and / or I need help with financial matters.**

Contact the Money advisor in Student Support Services in Neuadd Rathbone – **01248 383637**



**I want to talk about making a payment or paying a fine.**

Call, email or visit either Halls Offices.

Email: [halls@bangor.ac.uk](mailto:halls@bangor.ac.uk) or call: **01248 382667**



## Insurance & Proof of Address



**I need proof of my address to open a bank account / get a mobile phone contract.**

Go online at [my.bangor.ac.uk/en](http://my.bangor.ac.uk/en)

who can provide you with evidence of your address.

The Halls' Office is not able to provide this service.



**I want to know what my insurance cover is / I need to make a claim on the contents insurance for my room.**

The block insurance policy is provided by Cover4insurance.

You should go to their website [www.cover4insurance.com/](http://www.cover4insurance.com/)

[insurance-products/block-halls/bangor-university](#)

for further information and a claim form.

## Permits & ID's



**I've lost my University ID card.**

You can purchase a replacement at the Main Arts University building library.



**I need a car parking permit.**

Go to page 35. This will tell you about what you need to do to get a permit and the rules and regulations attached.

**I don't know where my school / the Students' Union / my bank / Student Records Office / the library is?**

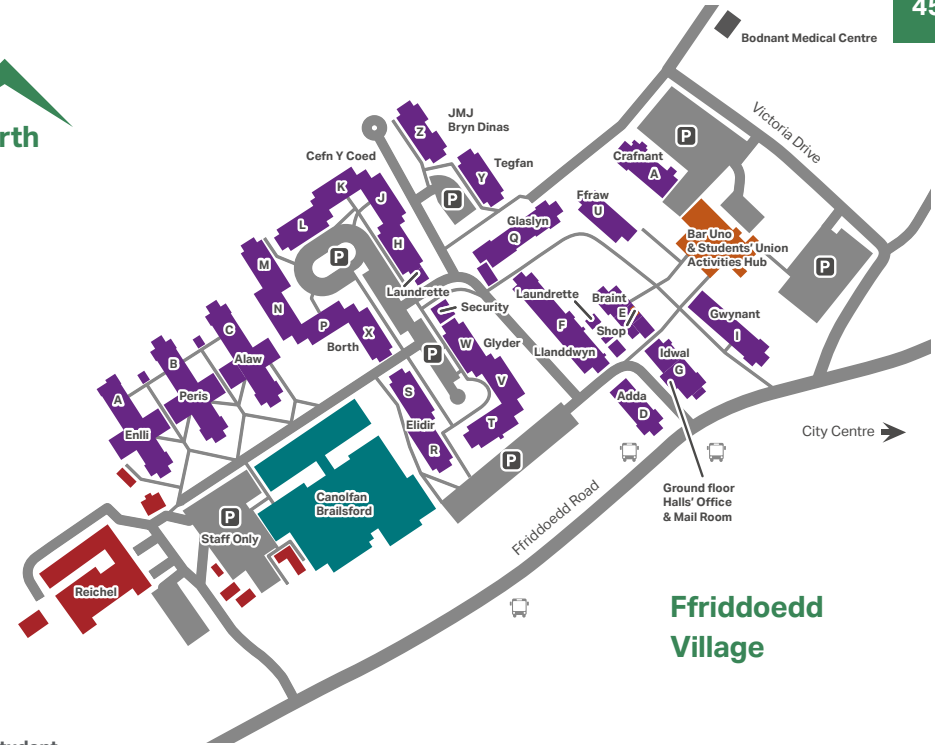
Just ask at the Security Lodges or the Halls' Offices, we are always happy to help out.

# Where you live and how to get around

Once you've settled in to your new room and made some friends, it's time to take a look at the city.

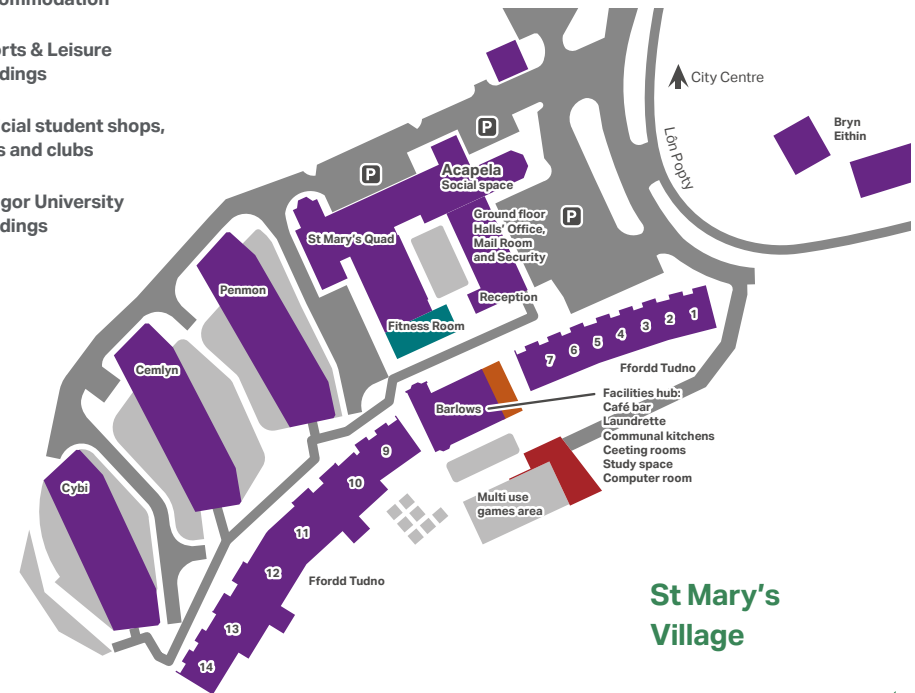
There are two official Bangor University student villages, Ffriddoedd Village located in "upper" Bangor and St Mary's Village located in "lower" Bangor. Both of these villages have a bar, shop, gym and exercise facilities, as well as their own Halls' Office, security staff and mail room. Upper Bangor is home to the Main Arts building while lower Bangor has Pontio, the Students' Union and the official student nightclub Academi.

Bangor is not a large city but there is lot going on and a lot to see... Enjoy!



**Ffriddoedd Village**

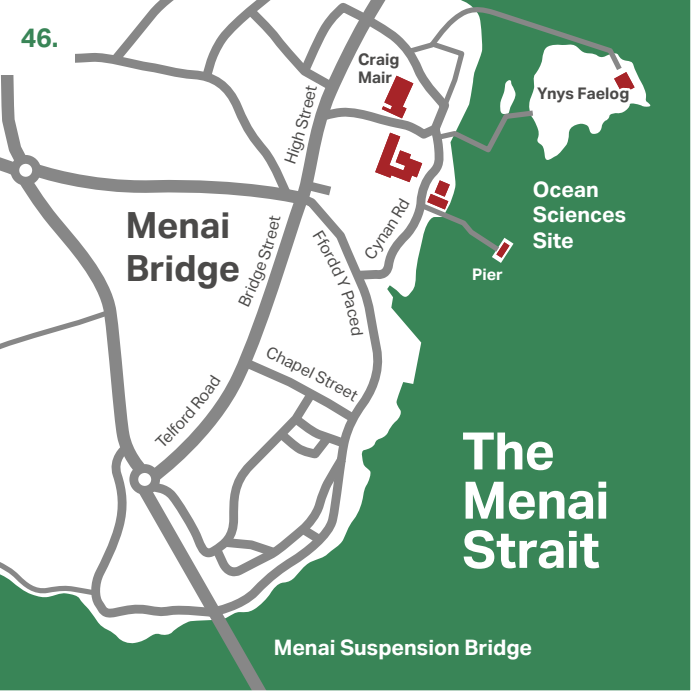
- Student accommodation
- Sports & Leisure buildings
- Official student shops, bars and clubs
- Bangor University Buildings



**St Mary's Village**



# The Menai Strait



## The Menai Strait

### Upper Bangor

### Lower Bangor



- Student Villages
- Sports & Leisure buildings
- Official student shops, bars and clubs
- Bangor University Buildings

- | Ffriddoedd Village | St Mary's Village |
|--------------------|-------------------|
| 1 Enlli            | 18 Bryn Eithin    |
| 2 Peris            | 19 St Mary's Quad |
| 3 Alaw             | 20 Penmon         |
| 4 Borth            | 21 Cemlyn         |
| 5 Elidir           | 22 Cybi           |
| 6 Glyder           | 23 Ffordd Tudno   |
| 7 Cefn y Coed      |                   |
| 8 JMJ - Bryn Dinas |                   |
| 9 Tegfan           |                   |
| 10 Glaslyn         |                   |
| 11 Llanddwyn       |                   |
| 12 Adda            |                   |
| 13 Idwal           |                   |
| 14 Brait           |                   |
| 15 Ffraw           |                   |
| 16 Crafnant        |                   |
| 17 Gwynant         |                   |





# Rules of Conduct for Halls of Residence

Please make yourself familiar with the rules of conduct that govern your stay with Bangor University Halls of Residence

## A. Introduction

1. The University seeks to provide students residing in its Halls with environments where individuals may study and develop in a congenial atmosphere, and express themselves to the fullest extent that is compatible with the interests of others. Implicit in this is the requirement for all student residents to conduct themselves at all times in a responsible and proper manner towards other residents.
2. As part of their duties, the Residential Support Team and Halls staff are expected to ensure the maintenance of good order in their Halls. In this connection, there exist powers which may need to be exercised from time to time in the interests of the well-being of the community.



## B. Powers available to Senior Wardens

1. The Senior Wardens of Halls of Residence are formally designated as Disciplinary Officers of the University and, as such, are empowered by the Ordinance on Student Discipline to impose the following penalties:
  - ▶ A reprimand such as a verbal or written warning.
  - ▶ A suspension of privileges for a period not exceeding twenty eight days. Such suspension may include exclusion from certain activities, buildings or the University residential campus.
  - ▶ A requirement to pay the costs of any damage caused.
  - ▶ Or any or all of these.

**Senior Wardens may impose such penalties summarily or following a formal hearing at which the student would have been required to attend by notification of a letter giving at least 5 days' notice.**
2. As part of their duties, the Residential Support Team and Halls staff are expected to ensure the maintenance of good order in their Halls. In this connection, there exist powers which may need to be exercised from time to time in the interests of the well-being of the community.

## C. Residential Mentors

1. Each Residential Mentor has the authority to issue a warning to a student, whose behaviour in Halls is considered detrimental to the well-being of the community, that the misconduct, or a repetition, will lead to the referral of the student to the Senior Wardens.
2. In the event of referral being made, the Residential Mentor concerned may recommend to the Senior Warden that any or all of the penalties specified in B.(1) above be imposed, but subsequent endorsement or enforcement of a Residential Mentor's recommendation shall be entirely subject to the discretion of the Senior Wardens.

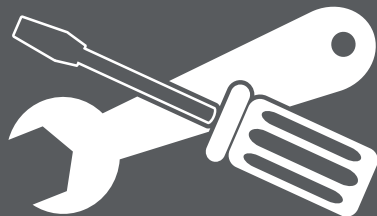
**Bangor University**  
September 2024

# Target Response Times

This table outlines the target times for attending to reported maintenance. In the case of an 'emergency' the immediate response may be a temporary fix, with the fault permanently repaired as soon as possible.

## External Providers

The University will always do its best to ensure that services meet student requirements. However occasionally external providers may be responsible for the lack of such services – e.g. power cuts or failure in the water supply – and in such circumstances the University can not be held responsible. In addition Bangor University will not be responsible for any delay in or failure of the ResNet or eduroam system due to any occurrence beyond the University's control.



Work undertaken	Emergency repair work	Urgent repair work	Permanent repair work	General repair work
Building fabric	4 hours	24 hours	5 Days	4 weeks
Drainage	24 hours	48 hours	5 Days	4 weeks
Fixtures and fittings	4-6 hours	48 hours	5 Days	4 weeks
Floors and floor coverings	2-6 hours	48 hours	7 Days	1 week
Decorative finishes	n/a	n/a	7 Days	4 weeks
Heating, water system and sanitary fittings	4 hours	24 hours	7 Days	1 week
Electrical installations	4 hours	24 hours	5 Days	4 weeks
Fire and smoke alarms	4 hours	24 hours	5 Days	4 weeks
Fire extinguishers	Replaced within 24 hours			
Essential equipment (e.g total failure of locks, cooker, fridge,bed)	n/a	48 hours	n/a	1 week
Other equipment	Replaced within 7 days			
Roads, paths, etc.	6 hours	1 day	5 Days	4 weeks
External works	4 hours	6 hours	7 Days	4 weeks
Passenger lifts	2 hours	24 hours	n/a	28 Days

### Emergency repair work

Repairs that require immediate temporary repair to prevent serious health and safety risks and major consequential damage to the premises.

### Urgent repair work

Repair to rectify health and safety risks and secure/prevent minor consequential damage to the premises.

### General repair work

Repairs which are neither emergency nor urgent repairs.

# Damage Charges

This table outlines the associated cost with damage to fixtures and furnishings in your Halls of Residence.



Damage	Cost	Damage	Cost
Additional cleaning	£10.00	● Hand basin	£223.00
Angle poise Lamp	£75.00	● Hole in wall or ceiling (per sq. metre)	£35.00 ●
Bed Base	£120.00	● Ironing board	£15.00
Bedside Cabinet	£80.00	● Inspection of Smoke Detector as a result of being tampered/covered	£145.00 ●
Blinds	£35.00	● Kettle	£10.00
Book Shelves	£65.00	● Kitchen Bin replacement	£80.00 ●
Carpet and flooring replacement	£150.00	● Mattress	£78.00 ●
Clean Bedroom at end of tenancy if not left up to standard	£30.00	● Microwave	£50.00 ●
Clean ensuite at end of tenancy if not left up to standard	£30.00	● Minor wall damage (scratch/stain) per 5cm diameter	£10.00 ●
Computer Chair	£60.00	● Mirror	£12.00 ●
Cooker including connection and removal	£185.00	● Replacement Smoke Detector	£99.00 ●
Curtain Replacement	£100.00	● Room noticeboard	£28.00 ●
Data Socket	£30.00	● Shower curtain replacement	£12.00
Deep clean of bedroom and bathroom as a result of smoking in room	£60.00	● Shower Door replacement	£200.00
Desk Chair	£60.00	● Sofa	£200.00 ●
Desk Lamp	£10.00	● Technician call-out fee for negligent use of equipment	£80.00 ●
Desk	£100.00	● Toaster	£20.00 ●
Dining Chair	£15.00	● Toilet	£151.00 ●
Dining Table top (only)	£75.00	● Toilet seat	£15.00 ●
Dining Table	£165.00	● Vacuum cleaner	£105.00 ●
Disposal of large items (eg TV/computer)	£25.00	● Wall repainting	£54.00 ●
Door Frame Repair	£75.00	● Wardrobe	£192.00
Door Lock	£100.00	● Wardrobe door	£30.00 ●
Door noticeboard	£15.00	● Window re-glaze	£175.00 ●
Fire blanket	£10.00		
Fire extinguisher (new)	£75.00		
Fire extinguisher (refill)	£35.00		
Fridge or Freezer	£125.00		

● = Minimum charge

**Labour may also be charged in some instances at a minimum of £15.00.**

**Please note** – this list is not exclusive and charges may vary according to circumstances.

# The Student Accommodation Code

**The Student Accommodation Code has been designed to protect your rights to safe, good quality university and further education college accommodation, wherever you are studying, and to make sure you get the best out of your time living in university or college residences.**

It outlines everything you should expect from your university-managed accommodation as well as your responsibilities as tenants.

Not all university and college residences are covered by The Code – to find out which buildings are covered, please visit [www.TheSAC.org.uk](http://www.TheSAC.org.uk)

## The Code protects your rights to:

- ▶ **A healthy, safe environment**
- ▶ **Timely repairs and maintenance**
- ▶ **A clean, pleasant living environment**
- ▶ **A formal, contractual relationship with your landlord**
- ▶ **Access to health and wellbeing services**
- ▶ **A living environment free from anti-social behaviour.**

The Student Accommodation Code protects your rights to safe, good quality university and further education college accommodation. To find out more visit [www.TheSAC.org.uk](http://www.TheSAC.org.uk)



## A healthy, safe environment

The Code makes sure that your accommodation is signed up to all necessary health and safety standards.

## Fire and utility rules

Staff at your residence should be fully prepared for emergencies, such as fires and electrical faults, by clearly displaying health and safety information, testing fire alarms and making sure fire exits are clear. Heating, power, lighting and water should all come as standard in your accommodation and drinkable water should be clearly marked.

## Fittings, furnishings and facilities

Your room should be fitted with a bed, a mattress, a place to study, a chair, curtains/blinds, clothes storage and a rubbish bin. All kitchen, bedroom and bathroom facilities should be in good working order and there should be enough showers and kitchen facilities for the number of students using them. Your university or college is also obliged to provide you with a place to collect mail.

## Security

You want to feel safe in your new home which is why all main entrances, individual rooms and accessible windows must be securable. Someone's bound to lose their keys at some point, so details of procedures for lost keys/access cards should be included in your welcome pack.

## Your role in staying safe

As well as ensuring that your accommodation is signed up to all necessary health and safety standards, The Code also outlines a few things that you should do to help stay safe and secure. This includes making sure that you don't leave downstairs windows open for intruders and that you know where your nearest fire exit is.

## A living environment free from anti-social behaviour

No one likes anti-social behaviour, and your residence should have procedures in place to help make sure everyone is treated with respect.

## Timely repairs and maintenance

Your university or college is responsible for ensuring your accommodation, including outside areas, are in a good state of repair and making sure you know how to report a problem.

Repair and maintenance work should be carried out as quickly and effectively as possible. Urgent work should be carried out within 24 hours, and you should be given seven days notice for planned work. No one wants the added distraction of workmen during revision time, so wherever possible your university or college should arrange for repair and maintenance work to take place outside key exam times.

In the event that you or any of your guests damage your accommodation, you should report the problem and be told the total costs and charges for the repair work as soon as possible.

## Access to health and wellbeing services

It can be tough living away from home, so it's good to know that your residence will provide information about the welfare support, financial advice and counselling services available. You should also have access to emergency out of hours support and be encouraged to register with local health services and a GP.

## A clean, pleasant living environment

Your accommodation should offer good heating, lighting, hot water and ventilation – all that goes without saying. In addition, you should also be made aware of:

- ▶ **When regular rubbish collections take place.**
- ▶ **How you can recycle domestic waste (provided your local authority offers this).**
- ▶ **How you can be energy efficient in your building.**
- ▶ **Where you can find car, bicycle and motorcycle parking.**

## A formal contractual relationship with your landlord

As a tenant, you should have a formal contract with your university or college, as your landlord. This should outline your landlord's responsibilities to you, as well as your responsibilities as a tenant.

### Your right to information

As a tenant you should be able to access information about your accommodation including:

- ▶ Practical things such as cleaning schedules, laundry services, parking facilities and other services your accommodation offers; how to report a problem and what to do if you lose your keys.
- ▶ Financial information such as payment schedules, costs that you could incur, discounts that are available and damage deposits.
- ▶ Technical information such as whether the university or college's insurance covers your belongings, the terms of your contract and access rights to your study or bedroom.

### At the beginning and end of your tenancy

When you arrive at your new accommodation you should receive an induction briefing or meeting and contact details for people who can help if you have any problems.

## How to address any issues you have with your accommodation

In all instances issues should be raised with individual housing offices at the university or college. Contact details for accommodation offices can be found on The Student Accommodation Code website [www.TheSAC.org.uk](http://www.TheSAC.org.uk)

In the event that an issue cannot be resolved locally with the accommodation staff, you should use the individual university or college formal complaints procedure.

Finally, if you have tried both of these routes and are still not happy with the end result, you can get in touch with the OIA which is the independent body set up for student complaints. For more information, go to: [www.oiahe.org.uk](http://www.oiahe.org.uk)

For students studying at a further education college, you can contact the national Code administrator for the complaint to be heard by the Governance Board.



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