



Regulations and Conditions of Occupancy 2023-2024



Welcome

Accommodation services staff would like to welcome you to your Halls of Residence at the Treforest Campus. We hope that you enjoy your stay with us.

The information in this booklet is intended to help you settle into your Hall quickly and smoothly. However, if you have any questions that are not answered here, please do not hesitate to contact Accommodation Services on the following:

Tel (UK): **01443 482 845**

Tel (Overseas): **+44 (0)1443 482 845**

E-mail: accom@southwales.ac.uk

Web: www.southwales.ac.uk/accommodation

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Understanding Your Halls Licence Agreement

Before you accept your offer of accommodation at USW and pay your pre-payment, it is important that you read the Licence Agreement very carefully, as well as these 'Regulations and Conditions of Occupancy'. If you are unsure about certain parts, it is recommended that you contact the Accommodation Office and a member of staff will explain it to you.

It is vital that you ask questions before you sign, as once you have accepted the contract it becomes legally binding and you can't break it (except in the certain circumstances explained in this booklet).

What does the contract contain?

- Your name
- Room number
- Start date (the date that your licence agreement starts)
- End date (the date that your licence agreement ends)
- Terms and conditions
- Definitions and interpretations (to help you understand the terminology used in the contract)

As part of accepting your offer, you will be expected to pay a pre-payment. The exact requirements will be provided in the contract itself and accompanying documentation. Please take time to read through all the information provided in your Halls offer e-mail, and complete all relevant forms and payments as requested.

Important

Before we can issue you with the keys to your room, you must first:

- Pay the required pre-payment/Halls fees (as requested in your contract and documentation)
- Bring with you a copy of your licence agreement acceptance e-mail
- Ensure you have either made payment in full or set up a recurring card plan for payment of your Halls fees in instalments (instalment plans available to Home (UK/EU pre-settled) students only)

Failure to meet these requirements may result in a delay in issuing your keys on the move-in date. Your acceptance of a place in USW Halls of Residence implies your agreement to abide by these 'Regulations and Conditions of Occupancy', which forms a part of your licence agreement. It also implies that you are prepared to accept the responsibilities of living in an adult community and to observe the various rules of the University's Estate and all its facilities, particularly those involving health and safety regulations.

As a resident, you are responsible for acquainting yourself with the general University Regulations Governing Student Conduct and the Student Complaints Procedure. You can find these at <https://www.southwales.ac.uk/student-life/accommodation/halls-residence-regs/>

Your behaviour is expected to be compatible with the good name of the University and the requirements of common and statutory law. All residents should conduct themselves so as not to interfere with other residents who may wish to study or sleep. The University will take disciplinary action under the Halls Disciplinary Procedures, and in some cases under the wider University procedures, against any resident who disregards these conditions of occupancy and the Licence Agreement.

Administration of Halls at Treforest Campus

The Head of Accommodation Services is responsible for the overall operation of Treforest halls of residence, assisted by a team of Managers and Accommodation Officers.

Duty Managers and Accommodation Officers are responsible for the operation of domestic services, and health and safety in the Halls. They have responsibilities with respect to safety and their authority must be recognized in these matters.

You should report any heating, lighting, plumbing defects and/or damage to the fixtures and fittings via email to hallsmaintenance@southwales.ac.uk as soon as they arise. These are checked regularly by Accommodation Officers and actioned as required.

Emergency situations, e.g. burst pipe, overflowing basin, lighting failure, etc., should be reported to the Accommodation Staff immediately via telephone: 01443 482845

Administration Office

Administration Officers and the Accommodation and Lettings Manager are responsible for the administration of halls contracts, and our experienced staff will be happy to help you with any queries – from explaining your contract to processing room transfer requests or matters concerning your halls fees.

You should contact Accommodation Services if you have any queries concerning your Halls Licence Agreement, your Halls Fees.

Email: accom@southwales.ac.uk

Telephone: 01443 482045

If you have a complaint or cause for concern, please contact us

Email: accomcomplaint@southwales.ac.uk

Telephone: 01443 428045

Your Arrival

The Licence agreement officially starts on Saturday 16th September 2023. However, some accommodation may be available sooner, for information on moving in to halls (including your moving in date and time slot), please visit our website: [Treforest Moving In | University of South Wales](https://www.southwales.ac.uk/treforest-moving-in). If you wish to arrive earlier, you should request this in by e-mail: accom@southwales.ac.uk

Similarly, if you expect to arrive more than three days late, you should notify Accommodation Services by e-mail to avoid the reallocation of your room.

On arrival, you will be directed to the Accommodation Lodge in Glamorgan Court or an alternative key collection point. You will be issued with your keys on production of your contract acceptance confirmation e-mail.

Check-in dates and times

Arrival date for all Halls is dependent on which accommodation you have been allocated. To enable social distancing and limit the number of arrivals on campus, halls move-ins will be staggered over a ten-day period. You will be sent an email confirming your designated moving in date and time slot and we ask that you adhere to the date and time provided.

Further information on this is provided on our website: <http://www.southwales.ac.uk/accommodation/moving/treforest-hall-residence-arrival-details/>

We advise that you adhere to your allocated check-in time to ensure your check in runs as smoothly as possible.

Halls Facilities

Laundry

Self-service laundry rooms are available to all Treforest Campus residents. There is one laundry room in Glamorgan Court to the rear of the Accommodation Lodge, and one in Mountain Halls to the rear of The Hub. You can pay for your laundry by either downloading the circuit laundry app or registering a pre-pay card with circuit. To register and download the app, visit <https://www.circuit.co.uk/i-want-to-do-my-laundry/getting-started/> Further information and instructions are provided on posters in each laundry room.

Cleaning

All residents are responsible for keeping communal areas clean and tidy in accordance with residential regulations. Without prejudice to any other clause, any resident or residents who persistently choose to leave their accommodation and/or communal areas in an unclean, unhygienic or untidy manner may, (at the reasonable discretion of the Head of Accommodation Services and after appropriate notice), have their contract agreement terminated as a breach of an obligation under this contract. If your contract is terminated, you will still be liable for payment of the rent until the room is re-let or until the end of the contract. If it becomes necessary for staff to carry out extra cleaning where residents fail to clean and tidy their accommodation or communal areas of the premises, or any crockery, utensils or other cooking equipment, a reasonable charge will be levied on those to whom responsibility can be attributed, or among the residents if responsibility cannot be attributed.

In regards to the cleaning of the communal areas of the Halls, residents are responsible for:

- Their rooms (including shower pod)
- The emptying of kitchen and room bins
- The correct disposal of rubbish and recycling bags into external bins
- The cleaning of the kitchen, surface areas, kitchen utensils, dishes and equipment after use
- The cleaning of the communal hallway inside the flat

Cleaning guidance and Covid-19

The Covid-19 pandemic has highlighted the need to pay additional attention to cleaning. The following information provides guidance on appropriate cleaning practices for study bedrooms and communal areas including kitchens:

- **Cleaning** – refers to the removal of germs, dirt and impurities from surfaces. It does not kill germs but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfection** – refers to using chemicals to kill germs on surfaces. By killing germs on a surface after cleaning, it can lower the risk of spreading infections.

It is recommended that you clean and disinfect your study bedroom regularly and the kitchen after every use. Use household cleaners that are appropriate for the surface, following label instructions for safe and effective use (this may include wearing gloves and making sure you have appropriate ventilation during use of the product). Clean high touch surfaces regularly in common areas e.g. tables, chairs, door handles, light switches, phones, tablets, touch screens, desks, toilets, sinks and all kitchen surfaces.

Recycling

Recycling bags are available on request from the Accommodation Lodge. Residents are responsible for managing recycling within their flats, i.e. sorting recycling and emptying bags. There are recycling bins/bags located in each kitchen and bin area. All residents are responsible for emptying kitchen bins when they are full. Contents should be taken to the waste and recycling bins provided in the external bin areas and placed **inside** the bins.

Damages

On taking up occupancy, all residents are required to complete a room inventory. On departure, the room will be checked against this inventory and an invoice raised for any missing items, damage or failure to return room keys.

Residents are responsible for reimbursing the University for the reasonable cost of repairing any damage caused to the accommodation or premises, including the surrounding areas, during their stay (except for wear and tear), provided such damage has been caused by them (or by their guest's negligence), or may reasonably be held to have been caused by them.

The University may at its reasonable discretion, raise appropriate invoices during the contract period in respect of costs arising under the terms of your Licence Agreement; such invoices must be paid within 14 days. Failure to pay such invoices on time is a breach of these regulations.

To avoid doubt with regard to damages of fixtures and fittings of the premises, residents are responsible for the following:

- Fixtures and fittings in study bedrooms
- Fire extinguishers/blankets in all areas
- Fixtures and fittings in all areas

Please note that any damage on arrival should be detailed on the room inventory issued with the room key, and returned to

Accommodation Services.

On discovery of damage by a member of staff a notice will be left in the kitchen/communal area informing the resident of the type of damage. Within 5 working days each resident will receive an email via their university email account detailing individual cost and payment method.

Damage charges are allocated as follows:

- Damage within study bedroom: Allocated to the occupant
- Damage to the kitchen/communal areas within the flat: Allocated to all the residents within that flat, unless the person responsible is identified

Damage within the block communal areas: Allocated to all the residents within the block/building unless the person/s responsible is/are identified.

Linen

A mattress cover is provided in each study bedroom. Bed linen is not provided, however, bedding packs are available to purchase from Accommodation Services via our online store:

<https://store.southwales.ac.uk/product-catalogue/llety-accommodation>

Equipment

All Halls kitchens have a kettle, microwave oven, iron and ironing board, and a toaster. Students are required to provide their own crockery and cutlery. Deep fat fryers are strictly prohibited and will be confiscated if found in Halls. Please refer to 'Safety' on page 15. Only University-issued fridges are allowed in study bedrooms.

Utilities and Internet Provision

All charges for heating, lighting, etc., are included in the Halls fees. The University aims to provide a thermal comfort level that satisfies the majority of occupants as in line with Health and Safety Executive (HSE) guidance. You can find further information in the Halls of Residence Temperature Policy here [Halls of Residence Regulations | University of South Wales](#) Internet access is provided in each room at no extra charge.

Maintenance

We are committed to providing a first-class maintenance service to our students in halls. For every maintenance related call, we will assign a priority depending on the urgency or whether any health and safety issues are apparent. For example, water coming through the ceiling would be classed as an urgent priority with a response asap. We would aim to respond to a call of a more routine nature, such as a loose table leg, in around 24 hours

There is no charge for maintenance **unless** caused by willful damage. All maintenance issues or problems must be reported immediately.

For urgent maintenance issues please telephone 01443 482845 (24 hours)

For non-urgent maintenance, please email: hallsmaintenance@southwales.ac.uk

Duration and Termination of Occupancy

Duration

A place in Halls is for the full length of your fixed term Licence Agreement, which includes the Christmas and Easter vacations. The Halls Licence Agreement 2023-24 is effective for a fixed period, usually 40 or 42 weeks, depending on your room type.

Residents in Glamorgan Court, Forest Grove and Mountain Halls (with the exception of studio flats) are required to vacate their rooms by 10am on 22nd June 2024 (a total of 40 weeks). Studio flats are to be vacated by 10am on 6th July 2024. The University reserves the right to dispose of any items left in a room after it is vacated; the cost of disposal will be passed on to the resident. Residents must therefore ensure they take all valuables and personal items with them upon moving out.

Termination of Occupancy – by Resident

A resident who officially withdraws from their course or suspends their studies will be required to vacate their room in Halls. The licence agreement will be terminated when:

- The resident has completed a 'Termination of Occupancy Form' (available on request by emailing accom@southwales.ac.uk); and, it has been confirmed by the Faculty Administrator/Advice Zone that the resident has **officially** withdrawn from or suspended their studies; the accommodation has been vacated and room keys are returned.
- A resident wishing to vacate their room at any time other than at the end of the fixed term agreement (and is not withdrawing from their academic studies) will be responsible for payment, unless the room is re-allocated. You should therefore ensure that your allocated accommodation is within your budget before you accept the room.
- Any termination of contract prior to the end of the fixed term will be liable for payment of the rent until the end of the academic term in which they withdraw from their academic studies.
- Confirmation of withdrawal from academic studies must be provided **no later than** the first day of the new academic term.
- Where withdrawal from academic studies occurs in the final academic term, the rent will be payable up to the end of the fixed term and no change in fees will be made.

Termination of Occupancy – by University

The University reserves the right to terminate the occupancy of any resident on disciplinary grounds without refund of Halls fees, by giving notice to that effect. The Halls/University Disciplinary Procedure will apply, and the student will have a right of appeal. A resident failing to pay their Halls fees during the specified period (except in exceptional circumstances where alternative arrangements have been agreed with the Finance Department) may be required to vacate the Halls of Residence after notice has been given. No abatement in fees is made for students who leave or are required to leave Halls before the end of the fixed term contract. However, in limited circumstances, any reduction in fees is made at the discretion of The Head of Accommodation Services.

Termination of occupancy due to a full closure event

A full closure event is an incident that results in a full closure of the University, as a whole and/or Accommodation and/or the Building due to severe interruption to services provided by the University or its agents.

Should a Full Closure Event occur either the University or the Resident may terminate this agreement by serving a Break Notice on the other party at any time on or after notice by the University of a Full Closure Event. Following service of a break notice the licence agreement will terminate on the Break Date. If the Licence Agreement terminates in accordance with the Break Notice, then within 28 days after the Break Date the University shall refund the payer the Rent or proportion of the Rent for the period from and excluding the Break Date, calculated daily.

Data Protection Act 2018

Personal data is held on all Halls residents and this data will be processed for the performance of the contract. This data may be further disclosed to Student Services, the Finance Division, Student Registry and Academic Faculties. It may also be disclosed to associate agencies for debt recovery.

Reservation Fee /Pre-payment

A non-refundable £200 reservation fee/pre-payment is required to secure your room prior to taking up occupancy. The reservation fee/pre-payment ensures your room is reserved for the academic year and is taken as a payment towards your accommodation fees (it is not a refundable deposit).

If you do not take up occupancy for the duration of your Licence Agreement, the pre-payment is held as a cancellation fee.

Drugs

It is both a criminal offence and an offence against University and Halls Regulations to possess, consume and/or deal in illegal/controlled drugs. A very strict anti-drugs policy is operated in halls. Any resident found possessing, consuming and/or related to drug taking, will be severely disciplined under Halls and University Disciplinary Procedures and may be reported to the police, as well as having their licence agreement terminated.

From time to time during the academic year, Accommodation Services may employ the use of drug detection dogs in the vicinity of and within Halls of Residence. These are routine checks and will be conducted as quickly and as non-intrusively as possible. Dog handlers will be accompanied by Accommodation and/or Security staff at all times to ensure the process is carried out correctly.

Drug and Alcohol Support

For independent and non-judgmental support on drug or alcohol dependency, information on local services can be found at: <http://unilife.southwales.ac.uk/pages/3249-drugs-and-substance-misuse?locale=en>

Confidential support services are also available on campus via the following services:

- The Wellbeing Service
- The Mental Health Service
- Health Service

Students may also wish to use the Nightline telephone support line, which is run by students, is confidential and not run by the University: <https://www.uswsu.com/nightline>

Non-Smoking Policy

In line with current legislation and University policy, smoking is prohibited in **all** University buildings, including Halls of Residence. The non-smoking policy includes the use of e-cigarettes and personal vaporisers. It is illegal to smoke in your study bedroom or in corridors and communal areas. This prohibition also extends to building entrances and the immediate vicinity of buildings, particularly where there are adjacent windows. Offenders will be disciplined under the Halls Disciplinary Procedure.

General Conditions of Occupancy

1. Residents must be registered as a full-time student at University of South Wales.
2. Allocation of places in Halls of Residence will be determined by the Accommodation Office.
3. Refunds are not made for any absences.
4. The residential period is for the full length of your Licence Agreement.
5. A resident may not allow their room or communal areas to be used by any other person in their absence.
6. Multiple occupations of study bedrooms is not permitted, nor the persistent use of kitchen facilities and other communal areas by guests.
7. Residents should not use their rooms or the communal areas for illegal activities, nor knowingly allow rooms or communal areas to be used for illegal activities. **Residents will be held fully accountable and culpable for the conduct of any guests or visitors to whom they give access to University property.**
8. A completed emergency details form with a passport-type photograph attached is required from all students prior to taking up residence. This must be submitted online via the Accommodation Portal
9. Residents must not cause excessive noise or other disturbance within and around the Halls of Residence at any time. Accommodation staff have the discretion to remove any equipment which is being used in causing a disturbance. The equipment will be stored until such a time it can be removed from the halls. By the resident.
10. Pets/animals are not allowed in Halls of Residence (the only exception being guide dogs for blind and hearing- impaired people).
11. Furniture, furnishings, fittings and electrical equipment must not be interfered with or moved from room to room.
12. Bicycles must not be kept in rooms, corridors or stairways (designated outside storage areas are available).
13. Residents are not allowed to bring their own refrigerator, freezer, microwave, washing machine or tumble dryer into the Halls of Residence.
14. Residents must ensure that they have a valid TV Licence if they bring a television into the Halls of Residence. Visits by the TV Licensing body are carried out during the academic year. Indoor aerials are required as there are no external aerials. Where a television is provided by Accommodation Services in communal kitchens or lounge areas a TV Licence is provided.
15. Resident vehicle owners are only allowed to park their vehicles on campus if they have an official University residents parking permit. Cars must be parked in designated areas only and a valid resident's permit must be displayed at all times. Disciplinary action will be taken against persons parking in the residents parking area without a valid permit. Alternative parking is available in the non-resident, student carpark on Llantwit Road.
16. Residents must keep Halls in general and individual study bedrooms in particular, in a clean and tidy condition. Inspections will be carried out by Accommodation Officers on a termly basis. Residents will be given 24 hours' notice of inspections. Where the University considers that reasonable standards have not been maintained additional cleaning will be carried out and charged to the resident(s), and (the) Resident/s may be subject to disciplinary action.
17. If residents go home for vacations, it is a requirement that residents sign out in the Absence Book provided in the Accommodation Lodge.
18. Notices and posters should only be displayed on notice boards and pin-boards provided. Any damage caused by

displaying posters elsewhere will be charged to the resident. It is an offence against these regulations to display materials that may be offensive to others. University notices should not be defaced.

19. Residents must permit authorised employees of the University to enter their accommodation for official purposes such as room inspections, repairs and maintenance.
20. Residents are not allowed to possess or carry offensive weapons, including, but not limited to, guns, knives, air rifles, water pistols, swords, etc. Such items will be confiscated.
21. Dartboards and darts are not permitted in and around the Halls of Residence.
22. Inflatable furniture and swimming pools are not permitted in and around the Halls of Residence.
23. No ball games are permitted in or around Halls of Residence, including car parks.
24. Residents are expected to observe the various rules pertaining to living in an adult community and not to engage in anti-social activities, intimidation, bullying or violent behaviour.
25. It is an offence against these regulations to throw anything out of Halls/house/flat windows. A penalty may be levied on those to whom responsibility can be attributed.
 1. It is an offence against these regulations to write graffiti in or around the Accommodation. A removal charge will be levied on those to whom responsibility can be attributed.
 2. It is an offence against these regulations to use the University's utilities outside of your room. This includes electricity extensions and water pipes.
 3. The University reserves the right to relocate the resident to alternative University accommodation of residence, if the resident is in breach of one or more of their obligations in their Licence Agreement (or where the relocation is made at the resident's request). The resident shall be liable to pay the University an administration fee of £35 plus any relevant costs arising.

Payment of Treforest Campus Halls Fees: Home (UK/EU pre-settled and settled)

Reservation Fee Payment

To accept the offer of a room in the Treforest Campus Halls of Residence, a £200 pre-payment is required at the point of booking and upon signing the licence agreement. The reply deadline and instructions on how to pay will be included with your offer e-mail.

There are a number of ways to pay, including:

- Payment online using a credit or debit card

Halls Fees Payments

Treforest Campus Halls fees should be paid by one of the following methods:

Option 1: Full year's Halls fees in advance.

Option 2: Three separate termly payments in equal amounts, by credit/debit card.

After accepting your accommodation offer, you may set up your credit/debit card payment plan at:

<https://epayment.southwales.ac.uk/fees/> which you are expected to submit prior to collecting your keys. A payment breakdown detailing the amounts and dates for each payment will be sent via email from the Finance department when your payment plan has been set up. Please note that if you fail to set up your plan by 1st October 2023, the number of payment instalments may be reduced and the payment amounts will be increased. If you are late setting up your payment plan, please contact the Revenue team on 01443 483340 as a matter of urgency.

If your Accommodation Licence Agreement is due to commence in January, February or March 2024, payment plans are available but the amount of instalments may be reduced. To enquire about a non-standard payment plan please contact Revenue@southwales.ac.uk.

Failure to pay Halls fees is a breach of the Terms and Conditions of Occupancy. This could result in a withdrawal of access of halls internet/Wi-fi services and/or exclusion from Halls of Residence.

Payment of Treforest Campus Halls Fees – International Students

Upon receipt of the contract, you should pay Treforest Campus Halls fees **in full** by the reply date in your accommodation offer letter and before you take up occupancy.

Payment using CIBC

<https://pay.cibc.com/payment/#/makepayment/0ChRYTrt4jf0gWLDsRqYP3BY>

CIBC allows you to pay in foreign currencies, track your payment from start to finish, pay by card, bank transfer or e- wallet solutions from any country and bank. CIBC offers 24/7 dedicated multilingual customer support.

Exact details on how to make the payments will be provided in your offer e-mail.

Payment in full must be made within seven days of us sending you an accommodation offer and before you take up occupancy. Without this payment, your offer of accommodation may be withdrawn automatically and the room will be allocated to another student. The total amount of Halls fees due for payment will be printed on your Licence Agreement, which you can view online when you receive your offer.

Failure to pay Halls fees is a breach of the Terms and Conditions of Occupancy. This could result in a withdrawal of access of halls internet/Wi-fi services and/or exclusion from Halls of Residence.

Visitors and Guests

Visitors and Guests (including those residents in other Halls of Residence) are allowed in areas of the halls/flats at the invitation of residents and are the responsibility of their host(s). The host(s) must accept responsibility for damage, disturbance or any other nuisance caused by visitors and/or guests.

1. A resident may occasionally have one guest in their study bedroom overnight, provided the guest registration is completed (available <https://forms.office.com/e/eKGCb9AZHk>). The maximum length of stay for a guest will normally be three nights per month. If the guest facility is being abused, either by the host or the guest, the matter will be dealt with under the Halls Disciplinary Procedure and may lead to privileges being withdrawn. In the event of a visitor needing to remain in Halls owing to an emergency, please inform the Accommodation Office, to ensure the visitor's name is recorded in the guest registry.

2. A maximum of 12 people are allowed in each Halls of Residence flat at any one time

3. Minors are not allowed to remain as visitors in flats

3. The type of flat has to be adhered to:

- no alcohol to be brought in by visitors if the flat is non-alcohol
- the visitor has to be the same gender if the flat is female only or male only.

No Alcohol Halls

If you are allocated a room in one of our 'No Alcohol' halls/flats, this means that Alcohol is not permitted to be stored or consumed within that accommodation. Residents and their guests are expected to respect the terms of the Licence Agreement and adhere to this policy. Residents who are found to be in breach of the No Alcohol policy within their Licence Agreement will be moved to alternative Accommodation, elsewhere in halls of residence.

Noise and Other Nuisance

Residents and guests/visitors are expected to respect the rights of other residents and keep noise to acceptable levels at all times. Noise from whatever source (including musical instruments, stereos, electronic games, etc) must be inaudible outside study bedrooms at any time. Residents must be aware that **all areas within the Halls of Residence** have been allocated as quiet areas. Residents are therefore requested to maintain acceptable noise levels at all times.

Accommodation staff have the authority to disperse groups of individuals causing unacceptable levels of noise at any time.

Absence

Residents must complete the Absence Book available at the Accommodation Office whenever they are going to stay away from Halls for a day or more. This is to ensure that all residents can be accounted for in case of an emergency and that communal damages can be calculated correctly.

Illness

The University maintains a Health Service, further details are available at <http://health.southwales.ac.uk/>.

All residents are advised to register with a local doctor; information on how to register is available at

<https://health.southwales.ac.uk/register/>

1. In the case of illness, a resident is advised to contact the Health Centre during working hours to request an appointment. (You must be registered with the Health Service in order to do this).
2. The telephone number for NHS Direct Wales is 0845 46 47 and is open 24 hours a day 7 days a week.
3. Outside working hours, medical assistance should be requested via the Accommodation Lodge or main reception. In case of emergency, please contact Emergency Services on 999 and telephone the Accommodation Lodge reception on 01443 482845 with details of the emergency so they can direct emergency vehicles to you.

Insurance

By accepting the offer of University owned accommodation at Treforest Campus, residents have also secured insurance for their personal possessions through an exclusive block scheme. This scheme has been arranged through Endsleigh Insurance and is inclusive in your rent. This cover has been carefully designed with contents cover of up to £5,000 and includes optional top-ups, which enables residents to enhance the cover to suit their individual needs. For further information please visit

<https://www.southwales.ac.uk/student-life/accommodation/moving/treforest-halls-moving-in/>

End of Academic Year

All residents are required to move out by 10am on their fixed term end date. For the majority of residents the fixed term end dates will be in line with the end of the academic year, 22nd of June 2024, 6th July 2024 (for Studio Flats) (or at the end of their fixed term contract if that differs from the aforementioned dates). Residents must:

- Complete the appropriate check-out form via the Accommodation portal or at the Accommodation Office

- Complete online checkout via the Accommodation portal
- Please note that mail will not be forwarded at the end of your contract. It is your responsibility to notify the relevant persons about your change of address.
- Remove all their belongings from rooms and communal areas in Halls. The University will not be responsible for any belongings left in rooms after return of the room key. It will be assumed that they are no longer required and will be disposed of. We regret that no individual storage arrangements can be made via Accommodation Services.
- Dispose of all food before leaving.
- Ensure the room is clean and free from rubbish
- Hand in all keys to the Accommodation Office.

On-Campus Parking

The University strongly recommends that, where possible, you consider alternative [travel arrangements](#) to driving. We encourage all students to use public transport if possible. There is a **very limited** number of spaces available in the resident's car parking. The current cost is £180.00 for the year. A link to the residents parking application form will be sent to you after you have accepted your contract and made your pre-payment. Applications will open from 2nd September onward. Priority will be given to:

- *Nursing students (required to be on placement and work unsociable hours). You must email accomoperations@southwales.ac.uk in advance, before 2nd September if you require a permit.
- Disabled badge holders (guaranteed parking).

**Note: this is not a guarantee of residents parking. If you apply late and all the spaces are allocated you will be able to park in the non-residents student car park on Llantwit road, which is open 24 hours.*

1. When the residents parking spaces are full, please refer to for alternatives: [Trwyddedau Parcio // Parking Permits | University of South Wales](#)
2. Residents must not apply for a permit on behalf of other students, residents or non-residents.
3. Students allocated a car parking space in Halls car parks must:
 - Park the vehicle in the area allocated.
 - Move the vehicle if requested to do so by an Officer of the University.
 - Have the vehicle correctly taxed and insured and ensure that it is in compliance with government regulations as to roadworthiness.
 - Possess a valid driving license.
 - Prominently display the permit.
 - Provide copies of V5 and insurance documents.
4. The service roads and grassed areas must be kept clear at all times to allow access for emergency and service vehicles.
5. A speed limit of 10mph must be always observed on campus.
6. Wheel clamping is in operation in all areas on campus. Resident students are strongly advised to keep their vehicles away from those areas designated for staff and visitors. The University reserves the right to remove parking permits from students, which will be non-refundable.

*Price is correct at time of print but could be subject to change.

Applying for Parking

A link to the residents parking application form will be sent to you after you have accepted your contract and made your pre-payment. Applications will open from 2nd September onward. If you have a disability or medical condition, please inform accomoperations@southwales.ac.uk in writing (independent evidence may be required).

Parking applications will open in September, and will be allocated on a first come, first served basis. If you are a nursing student and will be on placement, please email accomoperations@southwales.ac.uk in advance (no later than 25th August). Evidence of your placement will be required. in advance (no later than 25th August). Evidence of your placement will be required.

Residents parking permits cost £180.00 for the year, which is payable on the day of booking. We are not able to hold spaces or defer payment.

Security and Safety

1. Security

- Residents are provided with a key card to their own study bedroom. Front doors are fitted with card readers. The University will provide a level of security for its residents in order to maintain a secure environment for all who live in Halls. However, residents are required to play their part by observing security procedures and by acting sensibly and responsibly at all times.
- Residents are strongly advised to keep their rooms locked when unoccupied and other doors securely shut to prevent thefts. The University cannot accept liability for any loss or damage, injury or accident sustained by residents on the premises or elsewhere.
- Access to the grounds does not imply access to the Halls, which is restricted to residents and their guests. Residents and guests must not divulge any information that will compromise the security of Halls or threaten the safety of other residents and their guests.
- Residents and/or their guests must not damage or otherwise interfere with any equipment, light fixtures or other fittings that will compromise the security or safety of other residents and/or their guests.

Safety

- Communication with the Accommodation Lodge (24 hours) 01443 482845.
- Posters displayed anywhere except on notice boards will be removed.
- Portable electrical equipment in halls of residence belonging to students does not need be inspected and tested if it is used in their own rooms. However, there is a duty on the owners to ensure that it is in a safe

condition.

- There is an option to submit all personal electrical equipment for periodic inspection and testing by an approved member of staff. You can arrange for this service through the Accommodation Lodge at any time.

All residents and their guests should:

- Be familiar with the fire regulations and emergency evacuation procedure posted throughout Halls.
- Never use chip pans or deep fat fryers, or any method of cooking that involves deep fat frying. Use of these items is prohibited.
- Be familiar with access routes out of the buildings.
- Not interfere with fire exit doors.
- Not prop open fire-resisting doors in corridors and kitchens. These doors are provided to arrest the spread of flames and smoke; they must be kept closed at all times. Please make sure that self-closing mechanisms on doors are effective at all times. If not, report any defect to the Accommodation Office.
- Always obey the fire alarms. At least one fire drill will be conducted each term. During these drills, as in all fire alarms, residents must evacuate the building within three minutes and proceed to the designated assembly point. Any resident, who does not respond satisfactorily in a fire drill or other emergency, will face disciplinary action and may be expelled from Halls. Please refer to the Health and Safety notice.

Always leave their doors unlocked when they evacuate the building during a fire alarm.

- Do not carry out water fights/play anywhere in Halls as these will;
 - a) trigger the fire alarm system; and
 - b) cause damage for which the residents will be disciplined and charged.
- Do not tamper with the 'break glass' fire alarm systems. Such an action is a criminal offence. In addition, it is severely punished under the Halls and University Disciplinary Procedures.
- Do not interfere with the fire extinguishers, alarm bells, smoke and heat detectors, exit signs, emergency lighting or other lighting.
- Ensure that all corridors, stairways, exit doorways and emergency pathways are kept clear of obstructions.
- Do not install cables in rooms or between rooms.
- Always immediately report to the Accommodation Lodge if there is suspicion that any item of safety equipment is defective or has been used. This is very important because non-functioning equipment is useless should an emergency occur.
- Do not use kettles, sandwich makers, rice cookers, toasters or similar items, in any area of Halls, other than kitchens, due to the presence of smoke detectors there. Do not install cables in or between rooms.
- Never use or permit their guests to use naked flames or other smouldering materials (e.g. joss sticks, fireworks, candles, bong, etc.) in their rooms and around Halls.
- Never use electric heaters in any area of Halls.
- Ensure that access roads are kept clear and unobstructed to allow access for the fire brigade and other emergency vehicles at all times, and not park on double yellow lines or other restricted areas.
- Use the Absence Book if they may be out or away after 1am.
- Notify the Accommodation Office if, through ill-health or medication, they might be temporarily unable to respond to the alarm bell.

- Seek help and advice on a range of health-related issues from the Health Centre.
- Be aware that a 'sharps' disposal bin and servicing is available from the Health Centre for people with diabetes.
- Keep windowsills clear at all times.
- Use the electric supply in Halls in a safe and appropriate manner
- Do not use electrical appliances in study bedrooms, which will overload the electricity supply (e.g.kettles).
- Do not misuse their personal electrical equipment.
- Never keep highly flammable liquids in your room or around Halls.
- Do not use fairy lights (unless battery operated).
- Be aware that fire alarms are tested weekly. Please refer to posters displayed in kitchens for testing times.

Abuse of fire safety system

Persons abusing the fire safety system will be severely punished under the Halls and

University Disciplinary Procedures and may be reported to the police and fire service, resulting in prosecution for causing a public health and safety offence.

- The Fire Extinguishers within your buildings are for use by trained personnel only. Please do not use these as door stops or tamper with the seals, if they are found to be damaged in any way the charge will be raised against your flat.
- Please do not use door stops to hold open fire doors they need to be kept closed at all times.
- Please ensure no items are stored within the stairwells of your building. All items left will be disposed of immediately.
- If you hear the fire alarm, outside of your test time, please ensure you exit your building immediately.
- Please be reminded we have a no smoking policy in place and this includes the use of e-cigarettes.

Disciplinary Procedure for Halls Residents

As a resident, you are responsible for acquainting yourself with the general University Regulations and the University Regulations Governing Student Conduct document.

Disciplinary action may be taken against any resident who is found to be:

- Disregarding the Regulations and Conditions of Occupancy and Halls Licence Agreement
- And/or whose conduct has been the cause of problems within the Halls community
- And/or whose conduct on campus has a negative impact on the reputation of the University.

The action taken under the Disciplinary Procedure for Halls Residents will depend on the nature of the incident, and will be determined in line with this procedure. In addition, a notification of the incident will be sent to the University Secretary, who will deal with the behaviour under the University Regulations Governing Student Conduct. These include provision for fines, compensation, suspension and expulsion from the University. You can read these documents at:

<https://registry.southwales.ac.uk/student-regulations/student-conduct/>

Sources of Advice

Before lodging an appeal, it is advised that a resident consult with the Students' Union.

Grounds for an Appeal

A resident wishing to request a review of the decision may do so on one of the following grounds, and must provide supporting evidence:

1. Evidence which, for good reason, was not divulged at the time disciplinary action was taken. The good reason must be stated in the letter of appeal.
2. Evidence that the decision to exclude was not made in accordance with the Halls Regulations.

Rights of Appeal

Students have the right of appeal against the following penalties:

- a) Written warning
- b) Restricted access to areas
- c) Relocation
- d) Recompense
- e) Termination of occupancy

An appeal must be lodged within five working days of the date of the outcome letter. The appeal must be submitted via the form available at <https://www.southwales.ac.uk/student-life/accommodation/halls-residence-regs/>. Please refer to the Regulations for Misconduct in Halls (available <https://www.southwales.ac.uk/student-life/accommodation/halls-residence-regs/>) for full information on the Rights of Appeal process.

Telephone Numbers

- University of South Wales **01443 480 480**
- Accommodation Services **01443 482 845**
- Accommodation Lodge (24 hours) **01443 482 845**

What to Bring

You should bring with you:

- Duvet and cover
- Pillow and cover (single for Glamorgan Court and double for Mountain Halls)
- Bed sheet (bedding packs containing duvet, pillow, covers and fitted sheet are available at a cost)
- Towels
- Shower curtains
- Tea towels
- Cutlery
- Cooking dishes, saucepan/s, frying pan
- Plates, cups, dishes
- Cleaning materials – remember, you must clean your own room and your shared kitchen
- First aid items such as plasters, medication, antiseptic cream etc

Personal items such as soap, shower gel and toilet paper

Mail

Mail is issued to to the addressee only, on production of current student card. Mail should have your room number and Hall of Residence, e.g. GTD-121, Garth Hall, University of South Wales, Pontypridd, CF37 1DL.

Travel Information

From the M4 (or Cardiff) follow the A470 northbound towards Merthyr Tydfil until the slip road for Llantrisant (A473 and A4058 to Pontypridd). Turn off at this slip road, then left over the bridge crossing the River Taff, then left again (following signs for the University of South Wales). Follow A473 for about 1/4 mile, under the railway bridge and the University is on the right. Turn right at the mini roundabout and then turn right again on to the Treforest Campus.

For full details of travelling to the Treforest Campus, visit: www.southwales.ac.uk/visiting

If you are using a Sat-nav device, the postcode for the Treforest Campus is CF37 1DL.

Amendments

Amendments to this booklet may be necessary as circumstances may arise and require changes to be made to the material herein. Residents will be notified of such amendments by email. These will also be publicized on notice boards in Halls.

Call: 01443 482 845 (UK)

Call: +44 (0)1443 482 845 (Overseas)

E-mail: acom@southwales.ac.uk

Information in this brochure is correct at the time of print but may be subject to change. For the most up-to-date information, call or check our website: [Halls of Residence Regulations | University of South Wales](#)

As part of its commitment to the Welsh language, the University provides information through the medium of Welsh. To find out more, visit www.decymru.ac.uk or e-mail cymraeg@decymru.ac.uk.

Fel rhan o'i ymrwymiad at yr iaith Gymraeg y mae'r Brifysgol yn darparu gwybodaeth drwy gyfrwng y Gymraeg. I wybod mwy, ewch i www.decymru.ac.uk neu e-bostiwch cymraeg@decymru.ac.uk.

Produced by the University of South Wales's Marketing & Student Recruitment department.

Design: USW Print and Design 01443 482 677

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