

# Residential Life Handbook 2020/21

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University of  
East London



**THE**  
STUDENT  
ACCOMMODATION  
**CODE**

# Welcome to your new home!

## Welcome!

We're delighted you've chosen to live in our halls of residence. You're joining a community of almost 1200 students who have opted to live at our iconic Docklands Campus. We want you to have the best experience possible whilst living with us and to get you off to the perfect start, we've created this handbook.

In here you'll find everything you need to know about Residential Life at UEL. Please take some time to read through and familiarise yourself with each section. Hopefully it will help to answer questions you may have.

If you come with the right mindset, are willing to get involved, try new things, meet new people and enjoy new experiences, then your year with us will be incredible! We're going to be with you every step of the way, so if you have any queries about anything at all, don't hesitate to contact a member of our Residential Life team (details on the next page).

We're looking forward to helping you make our halls your home.

Best wishes,



Nicole Redman  
Director of Student Support



John Joe Mulherin  
Head of Student Life



# Residential Life Office

## Dedicated Residential Life Team

Our Residential Life Team are here to help ensure you get the best experience possible during your year living in halls.

We know that moving away to study is a big deal, so we will be on hand to support you every step of the way. Rest assured we've got your back!

If you ever have a query related to your accommodation, want to find out more about opportunities on offer around campus, or are keen to find out what's happening socially, then get in touch!

## Residential Life Scholars

Our Residential Life Scholars (RLS) are a key part of our Residential Life team.

RLS are full-time students who live with you in halls, but who also work as part of our support network. You'll have chance to get to know them when you move into halls - there will be someone dedicated to work with your hall.

RLS help with events, activities, inter-hall competitions and more and can be a great source of information - don't hesitate to give them a shout if you need help or advice!

## Contact Details

Our office is on the ground floor of Longbridge House. Our address, email address and website details are as follows:

- Residential Life Team, Ground floor Office, Longbridge House, University of East London, 4 - 6 University Way, London E16 2RD, UK
- (+44) 0208 223 4445
- [ResidentialLife@uel.ac.uk](mailto:ResidentialLife@uel.ac.uk)
- Search Residential Life on the UEL intranet
- [www.facebook.com/UELResidentialLife](https://www.facebook.com/UELResidentialLife)
- [Twitter.com/UELHalls](https://twitter.com/UELHalls)
- Instagram: @UELResLife
- YouTube: UEL Residential Life

## Residential Life Office Term Time Opening Hours

Monday	9am - 5pm
Tuesday	9am - 5pm
Wednesday	9am - 5pm
Thursday	9am - 5pm
Friday	9am - 5pm

Weekend hours will vary, please see our intranet for more details

Please note, our office will not be open for resident to drop-in for Term 1. Face-to-face appointments will be available by booking.

## Out of Hours Services

When our office is closed, please contact our 24/7 Security Team. Details of the team and how to get in touch are provided in the 'Campus Security' section.



# Before you read on...

## Terms and Conditions

Before reading our Residential Life Handbook, please be sure you understand the following:

- The Accommodation Agreement you accept electronically online is a legally binding contract between you and the University, which lays out both your obligations and those of the University.
- You must read the terms and conditions in the Accommodation Agreement, in addition to this Handbook, to fully understand your obligations.
- Your period of residence is agreed as part of the Accommodation Agreement and, unless you are a single-term-only student, it is for the full academic year.
- Only full-time fully enrolled students of the University are eligible to reside in our halls of residence.
- Switching to part-time study, withdrawing or being withdrawn from your studies will affect your residential status. You must alert us immediately if your status changes.

## Accommodation Agreement

To view the Accommodation Agreement in full, download a copy from:

[uel.ac.uk/accommodation/accommodation-documents](http://uel.ac.uk/accommodation/accommodation-documents).

## Community Statement

To view the community statement in full, download a copy from:

[uel.ac.uk/accommodation/accommodation-documents](http://uel.ac.uk/accommodation/accommodation-documents).

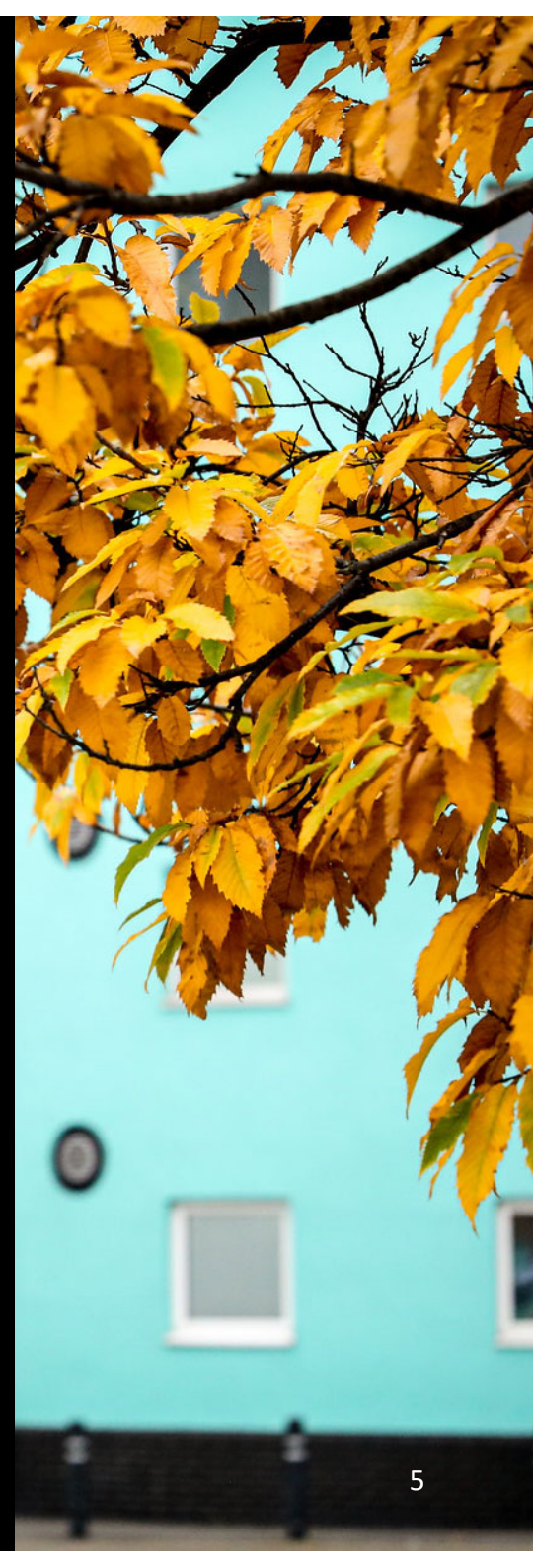




# Getting Ready To Start

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Pre-Arrivals Phase



# Pre-Arrival Checklist

## Pre-Arrival Checklist

Before arriving, please ensure you have completed the following tasks. Non-completion may delay your keys being issued when you arrive:

1. Pay a refundable £250 security deposit\*
2. Pay a £500 advanced rent payment.
3. Accept the terms and conditions in our Accommodation Agreement, Handbook and Community Statement
4. Complete the online e-induction.
5. Select your rent payment option:
  - a) Pay in-full for the entire tenancy\*\*
  - b) Setup a payment plan
1. Book your arrival slot via the accommodation portal

## Accommodation Portal

To go to our online accommodation portal, click the link below:

<https://accommodation.uel.ac.uk/home>

## \*Your Deposit

A security deposit of £250 is required.

Provided there are no damages, missing items or outstanding rent, and your room is left in a reasonable state when you depart, your deposit will be refunded to you.

For us to process your refund, you will need to complete the rent refund task via UEL Direct.

Refunds are normally paid four weeks after the end of your contract, although this may be longer if there are damages. The refund must be returned to the original card which was used to pay the £250 deposit.

## \*\*Paying In Full

If you choose to pay in full you will receive your first preference room (T&C's apply).



# Welcoming you to your new home

### When To Arrive

Your new 2020/21 tenancy will begin on Thursday 10<sup>th</sup> September.

A small number of students may have an alternative start date in which case we will communicate with you separately.

### What To Expect

Our Residential Life Welcome has been designed to give you the best start to your University experience, even during these challenging times. There will be events and activities for you to participate in as well as some freebies given out! You will also meet your Residential Life Scholar who will be there to assist you through your time on campus

### Your Arrival Time Slot

In your pre-arrival correspondence, we will allow you to book an arrival time slot. Please keep to your allocated slot. This will help us manage the numbers arriving to ensure everyone is safe and able to adhere to the government guidelines.

We cannot guarantee we will be able to process your move-in promptly if you arrive outside of your arrival time slot.

### Please Be Patient

We do our best to provide a smooth experience. Please be patient as we get everyone processed. We have 1169 bedrooms on campus, so allocating keys and getting people to their rooms is time consuming work.

### Residential Life Welcome

Thursday 10<sup>th</sup> September is when we will welcome all students to their new homes with a welcome events schedule running to the 20<sup>th</sup> September 2020.

### Plan Your Journey

This handbook contains our address, transport information and details about short-stay arrivals parking on campus. Please study this info before you travel.



# Arriving Outside of Main Arrivals Days

## Arriving Outside of the Main Arrival Date

Outside main arrivals days, you will need to collect your keys from the Security Office.

If you require special arrangements to pick up your keys please contact Residential Life (see Residential Life Office section).

## When To Arrive

Your accommodation start date is displayed on your Accommodation Agreement, which is accessible via the Accommodation Portal (<https://accommodation.uel.ac.uk//home>).

## Arriving Mid-Year

We prepare your room for arrival with completion of maintenance works and a deep clean.

Naturally we do our best to ensure all rooms are ready on time.

Occasionally, however, tight turnaround times necessitate final preparations by our housekeeping team, before we can allow you to move in.

When arriving in-year, we aim to ensure your room is ready no later than 3pm on your arrival day.





# Getting to Campus

## Transport for London

The Docklands Campus is served by the Docklands Light Railway (DLR), with trains running every 5-10 minutes from our campus station: Cyprus.

Bus routes serving Docklands include: the 101, 173, 262, 300, 366, 376, 474 and N551.

Full details, including live departure times and journey planning, are on the Transport for London website:

<https://tfl.gov.uk/campaign/student-guide-to-travel-in-london>

Please be aware that you are required to wear a face covering when using public transport



## Taxis

If you are planning to use a taxi to drop you off/pick you up from the Campus then you must have a UEL access card to be permitted access to the campus.

If you do not have a UEL access card then you must inform Security in advance. If Security is not informed in advance then the taxi will need to drop you off/pick you up at the road-side just before the security barrier.

Again, a face covering is required when travelling by taxi.



## International Arrival

If you are arriving from outside of the UK please see [here](#) for guidance and available support, including information on Airport Transfers.

Before you travel to the UK from any country you must complete the Journey Contact Details form [here](#). You can use the green 'start now' button at the bottom of the page to complete the form.



# Parking on Campus

## Standard Parking Rules

### Parking Enforcement

Please note that parking enforcement is in operation at all times and vehicles not displaying a valid permit could be liable to receive a penalty charge notice.

Currently, there is no onsite parking during peak hours for students. However, parking rules are subject to change throughout the academic year due to the ever changing situation of Covid-19.

If you have a specific question relating to parking please check our intranet pages or contact [ResidentialLife@uel.ac.uk](mailto:ResidentialLife@uel.ac.uk)

### Guest Parking

If you have a guest who wishes to park on campus during peak hours (Monday -Friday 9am-5pm), please contact Residential Life in the first instance. Please note T&C's apply.

Outside these hours please contact Docklands Reception [receptdl@uel.ac.uk](mailto:receptdl@uel.ac.uk)

## Cycling

There are two lockable student cycle shelters by the Halls of Residence. If you would like to make use of these, contact Docklands Reception for a key: [receptdl@uel.ac.uk](mailto:receptdl@uel.ac.uk).

The cycle shelters are now free to use!

## Motorcycles

Motorcycles must be parked in designated bays. Under no circumstances should they be parked directly outside any of the halls or in the walkways.

## Moving in or out

When arriving or departing from halls, parking is permitted on campus for short periods (i.e. under two hours) to enable loading/unloading of luggage and belongings.

Our main arrivals period during Residential Life Welcome week is scheduled for September 10<sup>th</sup> 2020. If you know you will be arriving before or after this weekend, and you require parking for loading purposes, please contact [ResidentialLife@uel.ac.uk](mailto:ResidentialLife@uel.ac.uk) to make arrangements.

Details of Departure Weekend will be communicated during your stay.

### Please Note:

We strongly advise that you make use of public transport when travelling to and from campus. All vehicles and bikes left on campus are done so at the owners risk.

The University does not accept responsibility for any damage, loss or theft.



# Moving Into Your Room

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Your Keys,  
Access Card and  
Inventory



# Your Keys

## Key Collection

Once you have completed the tasks listed in the Pre-Arrival Preparation section, you will be able to commence collection of your keys and move into your room.

Most residents will be allocated two keys: one for your flat entrance and one for your bedroom.

- Please keep your keys safe. Get into good habits and always carry them with you.
- Keep your keys in good condition - do not mark or deface them.
- It is illegal to make copies of the keys you are allocated.
- Always double lock your door with the key when you leave your room. Failure to do so will affect your insurance!
- Do not give your keys (or student access card) to anyone else, this is a breach of your accommodation agreement and you will face UEL disciplinary action if you do.

## If You Get Locked Out

We are happy to provide temporary assistance. Contact the Residential Life Office during opening hours, or Security for an out-of-hours service.

We will need you to prove you are the occupier of your room (normally by showing your Student Access Card) and to complete a Lock Out form before we can let you back into it.

Please note: you may have to wait to be let into your room as staff may be responding to other issues which may take priority.

There will be no charges for students who lock themselves out of their rooms. However, if it happens multiple times you may face disciplinary action.

## If You Lose Your Keys

Contact Residential Life or Security straight away if your keys are lost or stolen. We will arrange for replacements to be provided.

Charges apply for replacement keys and locks (see Charges section).



# Student Access Card

## Entering Your Hall and Other Buildings

Your Student Access Card is configured to provide you with appropriate access to buildings and rooms on campus, including your Hall Of Residence.

To use your card to gain entry to a room or building, simply touch your card on the black card-reader on the wall beside the door.

## If You Lose Your Access Card

If you lose your Student Access Card, let Residential Life or Security know as soon as possible, so that the lost card can be deactivated.

You can obtain a new access card from The Hub.

## Proof of Identity

Your Student Access Card is proof that you are a UEL student.

Security often check Student Access Cards so they know you are part of our student community and are entitled to be on campus.

We take campus safety seriously, so ensure you show your Access Card when asked. Failure to do so is deemed to be a breach of our terms and conditions.



## Temporary Access Card

When you first move into halls, if you have not fully enrolled and collected your Student Access Card, you will be issued with a temporary Access Card to access our Halls of Residence.

If you enrol online before you arrive, you may receive your Student Access card in the post before arriving on campus. Avoid the queues and hassle, enrol online!

Please ensure you return your temporary Access Card after enrolment, to the Residential Life Office.

A charge will apply for non-returned temporary cards.

# Completing Your Inventory

## Your Inventory

When you first get access to your room, you will be required to complete an inventory form within 7 days. You can access your inventory via the accommodation portal.

Check every item in your room and communal areas and record anything that is missing or damaged. Inventory lists help record the condition of the room or property when you move in and are compared to the condition of the room or property when we carry out inspections. You may be charged for anything that is then missing or damaged.

You must complete this form online within seven days of your arrival to avoid the possibility of being held responsible for any missing items or damages upon vacating the accommodation. Please note that if you do not complete the inventory, we will assume that everything in the room is in good condition.

**\*If there are any urgent issues when you move into your room (e.g. spontaneous leak or breakage), please contact Residential Life as soon as possible.**

Please note, maintenance issues must not be report on the inventory and will not be actioned. For any maintenance issues please report this through our online form found on the Intranet.

## East and West Halls Bedrooms

### All bedrooms contain:

- single bed
- desk and chair
- wardrobe with hanging section
- shelving
- carpets and curtains
- telephone for incoming and internal use
- network connection point
- waste bin
- electric sockets
- en-suite shower room and toilet including washbasin.
- underbed storage

### Studios additionally contain:

- combi microwave oven
- two hob points
- dining table and two chairs.

### All communal kitchens contain:

- electric oven and hob
- refrigerator
- freezer
- vacuum cleaner
- mop and bucket
- Hoover
- brush pan and brush
- dining table and chairs.

### East Village premium kitchens contain:

- Smart TV
- Sofas
- Coffee table

# Settling In

## Don't Be A Stranger

Everyone is new and everyone is nervous about meeting people, so Residential Life will be hosting events and activities for you to meet new people and get involved.

If you're looking to meet people outside your flat, the Students' Union has around 50 different common interest groups (known as Societies) that you could join, plus if you like your sports, we have SportsDock on campus, with around 25 clubs to choose from.

With everything from anime to faith groups, football to archery and a social programme on top, you can be sure there's something for you.

Residential Life also has an extensive social programme, with an activity for everyone! This includes friendly competitions between each building- take a look at our intranet pages so you don't miss anything!



For details of the Residential Life events follow us on  
facebook: [facebook.com/ResidentialLife](https://www.facebook.com/ResidentialLife)

Twitter: @UELHALLS

Instagram: @UELResLife

Make sure you keep an eye out for out Hall specific facebook pages too!!

For details of Societies, visit: [www.uelunion.org/societies](http://www.uelunion.org/societies)

For details of Sports Clubs, visit: [uel.ac.uk/sport/clubs](http://uel.ac.uk/sport/clubs)

## Welcome Talks

There is vital information you will receive once you have arrived. This is likely to be virtual given the current situation, please check your emails regularly once you arrive for information on this.

Completing this is compulsory for new students and will provide you with a lot of useful information regarding getting the best experience possible from your stay in halls. The content will also cover essential fire-safety information.



# Making Halls Your Home

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**What To Bring**





# Your Bedroom and Ensuite



## Bed Linen and Duvet

When you move into your flat you will need to bring your own bedding. We supply a mattress and mattress protector on your bed. We advise you to keep the protector on in case anything is spilt on the mattress as mattress damages are chargeable. For international students coming from overseas, a bed pack will be provided to you free of charge just make sure you let us know you would like one!

## Towels and Toiletries

You will need to bring bath towels and toiletries. We provide your first toilet roll as part of your move-in, but you will need to supply your own thereafter.

## Hot Water and Heating

To turn on your heating, you need to turn it on at the wall and then press the touch button; it will not heat without your input as part of UEL's commitment to saving energy.

Please note that heating faults are not classed as an emergency but are normally fixed within 48 (working) hours of notification.

To see how to use the heating in the Halls of Residence look on our YouTube page.

## Posters and Pictures

You can put posters up in your rooms, but we ask that you use white tac instead of blu tac when putting them up - it causes less paint damage.

We've provided noticeboards/pin boards for you to use when you want to put pictures and posters up. Please only use drawing pins in the boards as blue tac ruins them.

Fire regulations and buildings maintenance require that we do not permit notices, posters or decorations to be affixed to ceilings, doors, windows or kitchen/corridor walls.

# Your Kitchen

## The Kitchen

There are cupboards and storage areas supplied within your flat.

Please be aware that the space is limited, especially for fridge and freezer items and your kitchen equipment. Therefore, please pack sensibly. Space is not formally allocated and is shared between flatmates.

Check out our YouTube page to see how to use your kitchen equipment.

## Things To Bring

Tea towels, food for the first couple of days, cleaning materials, cutlery, crockery, a toaster, a kettle and saucepans. Although, it may be worth waiting until you move in as your flatmates may all bring kettles too!

## Things You Will Not Need

We provide refrigerators, freezers, ovens and microwaves. Additional refrigerators, freezers, or electric heaters are not permitted within the halls.



Please note: Whilst we want you to feel at home, be very careful when decorating your flat. Charges are applicable for any damage to walls (including in your bedroom), stairs or paintwork (e.g. Blu Tac marks).

# Electrical Appliances and TV

## Electrical Appliances

There are plug sockets positioned around your bedroom,

If you are travelling from outside of the UK, it's best to wait until you arrive before purchasing electrical items.

Alternatively, you can bring adapter plugs compatible with the voltage system in the UK.

## PAT Testing

Please be aware that electrical items will be required to pass a Portable Appliance Test (PAT) for their electrical safety. Tests are arranged at the start of each term.

## Getting a TV License

If you bring a TV (or anything else to receive or record TV programmes, e.g. PC with TV-receiving capability) you require a valid licence. This can be purchased online at [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk).

Without a valid TV licence you could be prosecuted and fined up to £1,000. If only one TV is being used in a communal area, only one licence is needed.

You can claim a refund for any completely unused quarters (three consecutive calendar months). If you buy a TV licence in October it allows enough time to qualify for a refund at the end of the academic year.



# Internet and Telephone



## Internet Access

In 2018/19, we upgrade the Wi-Fi to up to 100 Mbps and the Wi-Fi is free for all residents!



Information on how to get connected can be found in your rooms, in the Residential Life office and on our Intranet page.

We can also supply a cabled network connection to each bedroom. Your Internet connection is provided by Glide, an award winning supplier of student online services.

If you have any issues with your internet connection download the 'Glide Support' app from the app store to report your issue and get it fixed.



## Online Services



Glide offer a wide range of supplementary services for all your academic and entertainment needs, including IPTV, a downloadable softphone, an online file backup service and the latest AVG web security. Further details can be found on the StudentCom portal upon connection to the network when you arrive at your accommodation.



## Telephones

Each bedroom has a landline phone. All phones will allow you to contact Security, the Residential Life Office and the emergency services, regardless of subscription. To find out your phone number, dial '0' and ask our switchboard team for it. Problems with phone lines and damaged phones should be reported to the Residential Life team.

To make outgoing calls you will need to purchase an 0800 phone card from a newsagent or supermarket. Dial '9' to obtain an outside line and then follow the instructions on your phone card. To receive an incoming call, the caller will need to dial +44 (0)208 223 5000, and follow the prompts to put the extension in.

# Cleaning Responsibilities

## Your Responsibilities

### Cleaning Your Flat

You are responsible for cleaning all areas within your flat, including your bedroom, which should be kept to a good standard of cleanliness.

To assist, we provide you with a vacuum cleaner and a mop and bucket.

### Taking Out The Rubbish

You are also responsible for emptying your flat rubbish bins in your bedroom and kitchen.

Large disposal bins are located outside each of the halls in the West Halls and in the center of the East Halls near to Redbridge House. You are responsible for disposing of your own rubbish in these bins.

### The Fridge Freezer

It is also your responsibility to clean and defrost the fridge/ freezer regularly, to ensure that out-of-date food is thrown away and to prevent the build-up of offensive odors.

Defrosting of the freezers must take place before the build-up of ice stops the freezer door shutting.

Where the freezer isn't defrosted regularly, a build-up of ice causes the doors to break. Where this happens, replacement costs will be charged to all users of that freezer.



**For more information:**  
On defrosting your fridge freezer, looking after your microwave and your kitchen's weekly cleaning day visit the Residential Life intranet page!

**Our Cleaning Team- Nviro**

**Cleaning Your Flat**

Our cleaning team will assist with cleaning your kitchen once per week. To enable this, please clear surfaces and floor spaces of your belongings.

Nviro will be wearing PPE, and will ask residents in the kitchen to vacate the room whilst the weekly kitchen clean takes place, or to maintain social distancing.

**Washing The Dishes**

Our cleaners will not wash your dishes for you.

**Taking Out The Rubbish**

The cleaners will take rubbish out once a week, but in between please dispose of any excess waste in the external bins. Please do not let it build up as this may result in fines and charges.

UEL's cleaning team will also clean the communal areas (i.e. up to your flat door) daily, but will report any excessive amounts of rubbish or damage to Residential Life to investigate.

**Room Inspections**

We expect you to look after your flat and bedroom.

To monitor the condition of our rooms, Residential Life carry out regular inspections of kitchens and communal areas. Our Residential Life Scholars and Staff may inspect communal areas including kitchens regularly.

Our team also undertakes bedroom inspections at least once per term. If we find your room to be in a poor state, you will be given notice to clean it.

During the inspections, the Residential Life team will be wearing PPE and will ask residents to vacate their rooms.

If after your notice period your room remains in an unacceptable state, we may instruct our Cleaning Team to improve the condition and the cost of cleaning will be deducted from your £250 security deposit.

This also applies at the end of your tenancy period. You will be charged for making good your room if it is not left in an acceptable state.

# Sustainable Living

## Do The Green Thing

As residents you have an incredibly important role in helping to reduce UEL's environmental impact; what we buy, what we consume, the energy we use and how we deal with our waste all make a difference. Here is some essential information on a few areas of sustainability.

## Student Eats Project

Students in UEL halls are lucky enough to have access to growing space for fruit and veg.

There are a number of raised beds and a polytunnel, so why not get involved and grow something fresh and delicious?

If you would like to get involved, please contact the Residential Life Office.

## Some eco friendly tips

- Switch off lights, appliances and chargers
- Don't overfill the kettle
- Cook with lids on saucepans to keep the heat in
- Put another layer on instead of the heating
- Make sure you switch off the hob in the kitchen once you are finished cooking
- Turn off the heater in your room

We hope you enjoy your new Residential Life water bottle, which will hopefully help reduce your use of plastic water bottles.



# Laundry Facilities

## On-site Laundry Facilities

We have laundrette facilities in both the East and West areas in our Halls of Residence. The service is provided by Circuit, a leading provider for the Higher Education sector.

## Laundry Locations

For East Halls your laundry is on the ground floor of **Longbridge House**, just beside the Residential Life Office.

For West Halls, your laundry is on the ground floor of **Clare House**.

For more information on our Laundry provider please visit: [www.circuit.co.uk](http://www.circuit.co.uk)

**For any laundry related problems**

The quickest way to get an issue resolved with a machine is to contact Circuit directly:

Freephone 0800 092 4068

You can explain the fault, ask for a refund if necessary and their operators should be out to do repairs within 24-hours.

## Laundry Process

Follow these simple steps to get up and running with Circuit laundry...

- 1 Make sure you have a Circuit laundry card\*
- 2 Visit [www.circuit.co.uk](http://www.circuit.co.uk) and follow instructions online to top-up
- 3 Take your Circuit laundry card and top-up code to the top-up machine
- 4 Activate your credit using the top-up machine
- 5 You are now ready to do your laundry

Visit [www.circuit.co.uk](http://www.circuit.co.uk) to get started

Laundry Top-Up Card Helpline  
**01422 820026**

**circuit**  
Managed Laundry Systems

\*Ask at reception where to get your card.

# Royal Mail (Postal Addresses)

## Royal Mail

Please ensure your family and friends are aware of your correct mailing address. Royal Mail delivers mail directly to your flat mailbox; UEL does not hold mail for students.

## Redirection

Please make sure you arrange for redirection of your mail when you leave the accommodation as we do not forward mail and it is returned to sender once you have moved out of halls.

### Ailsa House

Your Name  
Your Flat Number  
Your Room Letter  
Ailsa House,  
4-6 University Way  
London  
E16 2RB

### Clare House

Your Name  
Your Flat Number  
Your Room Letter  
Clare House,  
4-6 University Way  
London  
E16 2RB

### Felix House

Your Name  
Your Flat Number  
Your Room Letter  
Felix House,  
4-6 University Way  
London  
E16 2RB

### Jamila House

Your Name  
Your Flat Number  
Your Room Letter  
Jamila House,  
4-6 University Way  
London  
E16 2RB

### Kwame House

Your Name  
Your Flat Number  
Your Room Letter  
Kwame House,  
4-6 University Way  
London  
E16 2RB

### Longbridge House

Your Name  
Your Flat Number  
Your Room Letter  
Longbridge House,  
9 University Way,  
London  
E16 2GJ

### Marley House

Your Name  
Your Flat Number  
Your Room Letter  
Marley House,  
7 University Way,  
London  
E16 2GH

### Redbridge House

Your Name  
Your Flat Number  
Your Room Letter  
Redbridge House,  
5 University Way,  
London  
E16 2GG

### Shepherd House

Your Name  
Your Flat Number  
Your Room Letter  
Shepherd House,  
3 University Way,  
London  
E16 2GB

### Templars House

Your Name  
Your Flat Number  
Your Room Letter  
Templars House,  
1 University Way,  
London  
E16 2GA





# Visitors Policy

## Short Stay Guests

Due to the everchanging circumstance around Covid-19 our Visitor Policy is subject to change throughout the academic year.

Our study bedrooms are for single student occupation.

If you have guest visiting please ensure it is in line with our terms, which you can read on the Intranet pages. Including your UEL Accommodation Portal - in the Useful Links section.

Should our short stay guest policy change in anyway our intranet pages will be updated and you will be contacted via email.

## Visitor Request Form

For the process on informing Residential Life and Security of your guest please visit our Residential Life intranet pages for all the information.

Again, this process is subject to change through the academic year.

For shared flats, we recommend as courtesy you inform your flat mates if you are having a guest enter the flat.

When guests visit campus, please make sure both you and your guest are aware of the current government guidelines and social distancing rules  
<https://www.gov.uk/coronavirus>

## Student Presence

You must always be at home when your guest(s) are present, and must not give them your keys and/or free use of the premises.

This is part of your accommodation agreement and you will face disciplinary action if this happens.

## Security

Residential Life will notify security of your guest..

Your guest(s) may be asked to leave at any time by either Security or Residential Life if they believe their behaviour to be unreasonable or dangerous.

Please note individuals who are banned from Campus or the Halls of Residence, should never be in Halls.

## Behaviour

You accept responsibility for the behaviour, actions and safety of your guest(s). If s/he breaches the terms of your accommodation agreement or this handbook, you will face disciplinary action.

Guests who are a resident or student will also face disciplinary action.



# Absence and Vacation Periods

## Going Away For A While?

It's not uncommon for our residents to go home for breaks, especially around Christmas or Easter holidays.

If you're heading away somewhere at any time, for health and safety reasons, you are required to let Residential Life know the dates you are not going to be on campus, and provide contact details. This can be done using our Absence Form available on the Intranet.



## Lock Up When You Go

Do not forget to double lock your doors and windows (where applicable). You should keep your keys in your personal safekeeping during vacations; in no circumstances should you hand your keys to another person.



## Leave Your Room Safe

Please ensure you unplug all your appliances and turn off the electrical switch if vacating your room for any length of time.

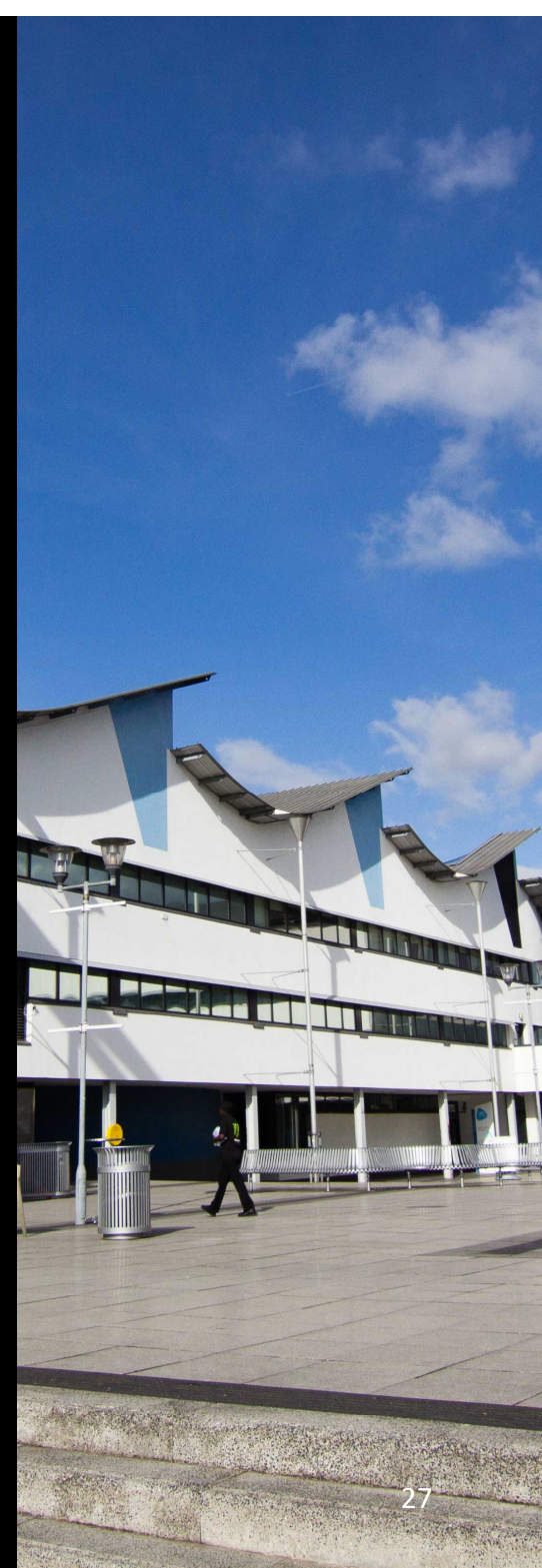




# Rent Information

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Finances



# Rent Payment Information

## Overview

- A rent fee is charged for your room in our halls of residence.
- Your rent needs to be paid separately from your tuition fees.
- You are responsible for paying your rent directly to the University.
- You need to pay a £500 advance rent payment before you move in, which is deducted from your overall rental fee.
- You need to pay rent for the full duration of the period you agreed to in your Accommodation Agreement. If you choose to vacate your room early, you can't choose to stop paying early.
- If you encounter financial difficulties, support and advice is available. See our Financial Issues and Support page in this handbook.
- Outright refusal to pay money owed will result in us taking legal action against you through the courts.
- Please note: Court judgements can have long-lasting negative consequences for your credit rating and could result in you not being able to rent in future, acquire loans, obtain credit cards or be granted a mortgage.

## Security Deposit

A security deposit of £250 is required.

Provided there are no damages, missing items or outstanding rent, and your room is left in a reasonable state when you depart, your deposit will be refunded to you.

For us to process your refund, you will need to complete and return a Refund Request Form, available on request from the Residential Life Office.

Refunds are normally paid four weeks after the end of your contract, via BACS online transfer. The refund must be returned to the original card which was used to pay the £250 deposit.

## Up Front Payment

You can pay everything up front:

It is possible to pay the full balance of your accommodation at the beginning of your tenancy.

## Rent Installments

You can pay your rent in seven or three installments. To manage this, you will need setup a payment plan.

When paying by installment, the first rent due date is 30<sup>th</sup> October.

If you choose to pay in 7 installments, they due on the 30<sup>th</sup> of each month from October - April. The February instalment date is the 28<sup>th</sup>!

You can also pay your rent in three installments, to coincide with your Student Loan money coming into your account..

When paying by three Installments, the first rent due date is 30<sup>th</sup> October, and subsequent installments are due in-line with Student Loan dates: January 30<sup>th</sup> and April 30<sup>th</sup>.

# Ways To Pay



## Automated Card Payments

Rent payments can be automated using a recurring card payment (mandate). This method enables you to schedule payments into our account, removing the risk of late-payment fees. You can set up a recurring card payment at [epay.uel.ac.uk](http://epay.uel.ac.uk)

\*You will need to setup a new recurring card payment mandate if your bank card changes.

\*\*Recurring card payment mandates are subject to sufficient funds being available in your account at the time a payment is scheduled.



## Paying Online

You can make one-off rent payments online using our ePAY site: [epay.uel.ac.uk](http://epay.uel.ac.uk).

## International card payments

If you are paying from an international card and are unable to pay via ePAY, please email the Residential Life Office.



## Be Organised

Get into good habits with your money. Fees apply for late rent payment.

## Paying From Non-UK Banks

Payments through a non-UK bank may sometimes incur charges. The amount due must be topped up in UK currency to ensure the correct amount is paid.

# Financial Problems

## Rent Payment Issues

If you are experiencing problems with paying your rent, it may be tempting to ignore the issue, but the sooner you come and speak with us, the sooner we can work with you towards a solution.

Please contact Residential Life and we will try to help.

## Financial Support

Our University has a Student Money Advice and Rights Team (SMART), offering advice, guidance and support with all financial matters. For full details and contact information see the 'Student Support' section of this book.

## Late Payment Fees

Please note that late payments are subject to a £12 charge that will be added to your account if you pay late, if your payment fails or if you make a payment to us that is subsequently returned unpaid by your bank or credit card company.

## Non-Payment

We cannot provide free accommodation. Our University is reliant on the revenue from our halls to fund many of our services for students. Therefore, we cannot ignore non-payment of rent.

Defaulting on your financial agreement with us has consequences. You may face action against you, including being asked to leave the halls, which may result in you being evicted from halls, and recovering all the costs of your rent and all of our court costs.

## Court Judgements

A negative County Court Judgement can affect your ability to get credit (such as a loan or a mortgage) in the future and in some certain cases, will bar you from professions.

**If you have a poor payment history, you will not be eligible to return to halls in subsequent years.**

We follow UEL's Fees Policy; for more information please view [uel.ac.uk/discover/governance/policies-regulations-corporate-documents/student-policies](https://uel.ac.uk/discover/governance/policies-regulations-corporate-documents/student-policies).





# Fire Safety

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Essential Information



# Fire Safety – Be Prepared, Take Precautions

## Fire Safety Briefing

The most significant hazard for students living in residences is fire. All residents are held responsible for the fire safety practice within their accommodation.

You are required to complete a fire awareness briefing once you have arrived. Further information will be provided via email.

Completion is compulsory and those who do not complete this will be ineligible for a place in halls in the future.

## Note Your Exit Routes

Make a note of where your fire exits are when you first move in and know your escape route in case there's a fire.

The University takes a very serious view on fire safety and general health and safety both in the residences and in the academic buildings.

## Keep Fire Doors Shut

Doors are fitted with door closers to ensure they are shut after use. Under no circumstances should these doors be propped or wedged open, or the door closers tampered with as this is extremely dangerous and a breach of your tenancy.

Residents who leave the door ajar will face disciplinary action.

## Keep Corridors Clear

You should ensure that all corridors and stairways are clear and not used for storage of any kind. Communal corridors must be kept clear at all times.

Residential Life will confiscate and remove any items which are found stored in hallways without notice to residents.

Where breaches of these regulations occur, Residential Life will take disciplinary action in accordance with the Accommodation Agreement.

## Have Fire Blankets Ready

Fire blankets are located in the kitchens; instructions for their use can be found on the containers and should be studied.

If you have had to use a fire blanket, please let Residential Life know to get a replacement arranged.





# Fire Safety – Fire Alarm Activation

## If You Discover A Fire

If you discover a fire, activate the fire alarm.



## Fire Fighting

Residents should only ever fight a fire if they feel they can do so with safety.

## Take Care When Cooking

To prevent accidental activations you should ensure you always keep your kitchen door closed, especially when cooking, to ensure that the smoke detector in your hallway is not activated by smoke or steam coming from the kitchen.

To prevent and minimise fire risks and fire activations, we also ask that you:

- Do not leave your cooking unattended
- Do not use chip pans, deep fat fryers or cook with large amounts of oil
- Keep the kitchen door closed at all times
- Keep your grill pan, oven and hob clean and free of grease.
- Switch your appliances off after use.

## Fire Alarm Procedure

You are obliged to treat all fire alarms seriously and evacuate the building. When the fire alarm sounds. Failure to leave your Hall will result in disciplinary action. To assist you with this, you should familiarise yourself with the evacuation procedure, which is displayed in each bedroom.

Whenever the alarm sounds or in the event of a fire you should:

- **West Halls** - leave the round buildings immediately, closing all doors behind you (if safe to do so). Your assembly point is the dockside, away from the buildings.
- **East Halls** - the alarm will only sound if two detectors or the manual call point have been activated. Do not use the lifts; close doors and proceed to your nearest safe assembly point at the dockside.

## Prevent Accidental Alarms

The following actions should be taken by residents to reduce activations:

- Close your shower door when showering to prevent activations by steam
- Do not use aerosols such as deodorants and hairsprays, hairdryers or straighteners under the detectors.
- Clean the ovens and microwaves regularly.

Please note, we have different types of fire alarms and equipment across the Halls of Residence. Some of the areas in Halls have heat sensors and others are steam activated.

# Fire Safety – Miscellaneous

## Smoking Rules

Smoking (including use of eCigs and Vaporisers) is not permitted in any UEL buildings, including our Halls of Residence.

You can only smoke in a designated smoking shelters, which are located outside our halls along the dockside.



## Candles

The use of candles, joss sticks and shishas is also banned in all UEL buildings.

Any items of this nature will be confiscated if found in the residences.



## Disability - PEEP

If you have a disability that might impact on your ability to escape a fire, it is compulsory we create a Personal Emergency Evacuation Plan (PEEP).

Please contact the Residential Life Office to get this arranged within 10 days of moving in.



## Malicious Damage or Fire

Students who tamper with fire safety equipment or cover their detector heads will be served with a notice to quit and will be evicted from the Halls of Residence.

You should note that malicious activation of the fire alarm or tampering with fire safety equipment is a criminal offence which may leave you liable for up to a £1,000 fine and prosecution.

It is also a serious breach of the Student Code of Conduct, It may also result in your Agreement being terminated and further action being taken under the University's disciplinary regulations, which may in turn affect your academic study here at UEL.



# Health and Safety

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Essential Information



# Health and Safety – Non-Fire Emergencies & Inspections

## Non-fire emergencies

If you require the assistance of the police or ambulance services, you should dial 999 from a mobile phone (emergency calls are free).

Please alert security in addition to the emergency services so that a security officer can meet the emergency services and take them to your location on the campus.

For any other type of emergency please contact UEL Security, who will be able to manage the situation from then on.

## First aid

The University has trained first aiders on site, including in both Residential Life and Security Services.

First-aid boxes are located around the campus and if you require first-aid assistance you should contact a member of staff or ring Security on extension 5599 from your room phone or 020 8223 7771 in an emergency.

## General safety

If you need advice or further information on any aspect of general safety, please contact either Residential Life or Security Services

## Health & Safety Inspections

Please note that University staff, contractors and Residential Life Scholars will undertake regular inspections of communal areas within flats and will do a room inspection at least once per term. Staff will be wearing PPE whilst they undertake these inspections. The Resident will be required to leave their room whilst the staff member carries out the inspection.

The University takes health and safety very seriously and you may face disciplinary action if your behavior contravenes UEL's health and safety rules and regulations. A full copy of the University's Health and Safety Handbook is available at [www.uel.ac.uk/accommodation/accommodation-documents](http://www.uel.ac.uk/accommodation/accommodation-documents)

Some examples of these include:

- misuse of a fire alarm and/or fire safety equipment as detailed in the section on fire safety
- removal or defacing of fire and/or health and safety notices
- blocking corridors, kitchens, stairways or fire exits with equipment or personal belongings (including bicycles, sofas and gym equipment)
- behaving in a manner that causes risks to yourself, other students or staff
- storage of flammable equipment (e.g. petrol, solvents or fireworks)
- Drying damp clothes in your bedroom, as this encourages damp. You should use the laundry facilities provided on campus for this purpose.
- Allowing a room or flat to become so unhygienic that it may pose a risk to your health.
- Using a laser at any time. Please note this is a criminal offence and may result in up to 5 years imprisonment.
- Bringing candles, joss sticks and shishas into halls.
- Leaving any fire doors ajar

# Health and Safety – Hazard Awareness and Window Restrictors

## The Royal Albert Dock

Until the mid-1970s the Royal Albert Dock adjacent to UEL's Docklands campus was used by ocean-going ships and is consequently a very deep stretch of water with a fast undercurrent. Throughout the year the water is extremely cold, and anyone entering the water could experience considerable difficulty in getting out before becoming seriously affected by the temperature. In your own interests you are reminded it is an offence to cross the boundary fence or to interfere with the Lifebuoys.

## Snow and Ice

The University has a policy of mitigating against the worst effects of snow and ice on paths and roads. Students should take extra care when the weather is bad. Students with disabilities who may require extra help during such conditions should contact Residential Life or Security out of office hours.



## Window Restrictors

In order to comply with health and safety regulations, window restrictors are fitted to all common area and bedroom windows within the Student Village. Instructions on how to use these restrictors are as follows:

- use the window handle to release the window from the locked position
- lift the hook on the restrictor and slowly guide the window to the desired position
- Ensure the hook is placed securely in position
- Lock the restrictor into position so that it does not move up or down.

Please note these window restrictors have been fitted for your own safety.

Residential Life will not tolerate any misuse or damage to these safety devices or to the flat windows. We estimate that the cost for replacing these devices is approximately £80. Where a window restrictor has been removed in a communal area, all residents in the whole flat will be responsible.

# Health and Safety – Electrical Items

## UK Plug Sockets

European/international two-prong plugs cannot be used directly in a UK socket without an earthed adaptor.

Using these plugs in this way is extremely dangerous as there is no earth, leaving the appliance live. Any items found like this will be confiscated.

Please ensure you unplug all your appliances and turn off the electrical switch if vacating your room for any length of time.



## PAT Testing

All electrical items that are brought into the residences must meet electrical and safety standards and be of a safe design and carry a CE mark. They must also be PAT (Portable Appliance Testing) tested to ensure they are safe for use within halls.

During term time University contractors will be on site to test your appliances.

You will be notified of the date that contractors will be on site and you should arrange for all your electrical items to be put in an accessible place in your bedroom so they can be tested.

Once each item has been tested a label will be placed on it confirming that it has met the required safety standard.

## Failed Items (PAT Test)

Any items that fail the PAT test will be confiscated and only given back when the resident is moving out.

Please note that items that have passed electrical safety tests overseas may still fail UK safety regulations.

If, during routine inspections, residents are found to have items in their rooms and kitchens that do not display a PAT label, the item/s will be removed from halls and placed into storage. Any PAT testing required at a later date will be charged.



## Wiring

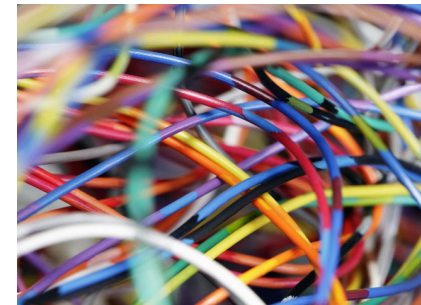
Faulty fittings and dangerous wiring will be removed, and it is possible that a charge will be payable.

Holes must not be made in furniture or fabric to accommodate wiring.

## Faults and Repairs

You must not attempt to carry out repairs to University property. Alteration of any electrical equipment is prohibited.

Please report all faults to Residential Life.



# Health and Safety – Banned Items

## Banned Items

The following items must not be bought into the Residences as they can cause serious fires:

- additional heaters
- refrigerators (except for medical reasons and with prior approval from Residential Life)
- halogen lamps/bulbs
- chip pans
- oil, petrol, paraffin or bottled gas appliances
- aromatherapy oil burners
- naked flame appliances
- candles, shishas, and fondue sets
- Non UEL approved mattresses or Air Beds

You will be asked to pay for any damages caused by their use and may face disciplinary action.

## Items Banned From Bedrooms

The use of kettles, fridges, irons, microwaves or other cooking equipment or heaters in the bedrooms (except studio flats) is strictly prohibited as it poses a serious health and safety risk, particularly from fire.

Fridges required for use in bedrooms for storage of medical items must be authorised by Residential Life. All appliances used must be plugged directly into the electric socket. Each appliance must be fitted with the correct fuse (for the appliance) and only one appliance wired to one plug.

## Removal of dangerous Items

If an item deemed to be dangerous is discovered in the accommodation, it will be confiscated and removed for safekeeping by Residential Life or a technician. You will then be contacted regarding the item.





# Repairs and Maintenance

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Useful Information





# Repairs and Maintenance – Reporting and Resolution

### Reporting an Issue

You can report maintenance problems on the maintenance form available via the accommodation portal.

### How Long Will It Take?

Each repair is assessed individually and is given a weighting according to the issues it presents and any health and safety issues.

We have a Service Level Agreement for maintenance which is available on the Intranet. Responses are normally made on Mondays to Fridays 8AM - 4PM except for emergency repairs.

### Who Fixes It?

Your repair will be carried out by appropriately qualified UEL personnel, and for some jobs we may employ an external expert to do the job.

### When Is It Complete?

On completion of your repair, the technician will leave a calling card to let you know the repair has taken place.

### Taking Too Long?

If your repair is not completed within the timescales outlined on the intranet, you should contact Residential Life who will investigate further.

Please note that, on occasion, a part may need to be ordered which will delay your repair. A technician will leave a calling card letting you know if this is the case.

### Right of Access

When you report a fault, this constitutes you giving your authority for Maintenance staff to enter your room.

The University of East London reserves the right to enter residence areas - including bedrooms - for the purpose of effecting necessary repairs, maintenance schedules and redecoration, or for safety or fire checks.

We also carry out inspections twice a year, of students' rooms, and more regular inspections of the communal areas, to check the general condition and identify any faults or damage.

Prior notice will be given except in emergencies or for visits to make a repair you have requested.

**Covid-19 and entering your room**

When a member of the UEL maintenance team or an external contractor attends your room they will be wearing PPE and will ask you to vacate the room whilst the works are completed.

This will also be the same for when the Residential Life Team attend for inspections, PPE will be worn, and you will be asked to leave your room whilst the inspection is completed.

### Vandalism and damage

If you are found to be responsible for wilful damage or vandalism (accidental or deliberate) to the fixtures, fittings, furniture or decoration of any part of the residences (which exceed reasonable wear and tear) you will be liable to pay for the costs and labour involved in making good the damage.

Please note we have CCTV coverage in the vast majority of common areas across the Student Village, with over 200 cameras in total

Residents will be charged collectively for repair of such damage, vandalism or missing items where the person responsible cannot be clearly identified

Please note that charges are invoiced for payment immediately.

# Repairs and maintenance

A service level agreement (SLA) is a timeframe in which the University of outlined how long it will take for a maintenance issue to be completed.

To see the SLA's for the 2020/21 academic please see the [Residential Life intranet page](#).

Please note that these Service Level Agreements are inclusive of weekdays only, Saturday and Sundays are not included.

Any repairs listed as Priority 1, must be reported to the Residential Life team during office hours on 0208 223 4445 and not the online maintenance form.

If you have an urgent repair that requires a response outside of normal working hours, you can call our security team on 0208 223 7771 to report the fault. Security will contact our out of hours monitoring service to arrange attendance by our in-house maintenance team or outside contractor within 4 hours. Please be aware that contractor response times may not always be in line with UEL response times and can fall outside of our preferred SLA.



# Student Support Services

Getting Help



# Student Support Services - Overview

## Student Support Hubs

The Student Support Hub is the first point of contact for many non-academic issues that are not directly to do with your accommodation.

These include student Oyster Cards, Council Tax letters and bank letters.

## Student Money, Advice & Rights Team (SMART)

The SMART team is on hand to help with student money-related issues and to provide advice, information and guidance on Government and University funds, emergency loans, Teacher Development Agency bursaries and all aspects of managing your money.

## Student Health and Wellbeing Team

The Health and Wellbeing team is responsible for providing guidance, advice and clinical support on all health-related matters to all our students.

## Disability and Dyslexia Team

The Dyslexia and Disability Team (DDT) is on hand to ensure that, if you are a student with a disability, you receive the correct amount of support throughout your studies with UEL.

## Faith and Spirituality

There are prayer facilities on campus, faith societies within the Students' Union and we have links with local faith communities close to our campuses.

To find out more about faith provision, please phone the Hub.

## To Contact The Hub

- 0208 223 4444
- [TheHub@uel.ac.uk](mailto:TheHub@uel.ac.uk)
- Webchat through the student intranet page

Open Mon-Fri 9am to 5pm.  
This is subject to change through the academic year.



# Student Support Services - Health and Wellbeing

## Wellbeing Support

Being at university can be a challenging time and an exciting experience with lots of opportunities. We provide accommodation for a diverse community and expect you to be tolerant and flexible.

You may find the transition easy. However, you may find it takes a few weeks or longer to get used to university life.

If you are having difficulties please either contact Residential Life by phone, email or booking an appointment or alternatively book and appointment with our Student Health and Wellbeing Team via the Student Support Hub. The Hub can be contacted via phone (0208 223 4444) or email ([thehub@uel.ac.uk](mailto:thehub@uel.ac.uk)).

## Physical Health

UEL urges you to register with a local doctor (General Practitioner) on arrival.

At the start of term the Health and Wellbeing team can provide registration forms and assist you with the process of registering with the Royal Docks Surgery.

Nobody knows when illness may strike so it's really important to make registering with a doctor a priority when you arrive.

## Health Emergencies

In the case of an emergency, ask someone to call your doctor or an ambulance. It is up to the resident to decide whether to wait for the emergency doctor or to call an ambulance. Remember it might take the emergency doctor a number of hours to arrive. If an ambulance is called please advise Security on 0208 223 5599 so they can meet the ambulance and bring them to your location.

If the situation is critical, they will notify Residential Life who will contact your next of kin. You must advise the University of your next of kin details change.

You can also contact NHS 111, (remember to dial 9 for an outside line from your bedroom phone), who may be able to advise on minor issues.

## Walk-in Centres

You can also visit local National Health Service (NHS) Walk-in Centres at:

Newham NHS Walk-in Centre at Newham General Hospital Glen Road, London E13 8SH.  
Tel: +44 (0)20 8363 9200

Leytonstone NHS Walk-in Centre at Whipps Cross Hospital Whipps Cross Road, London E11 1NR  
Tel: +44 (0)20 8539 5522

# Student Support Services – Infectious Diseases

## Infectious Diseases - Standard Procedure

If you have what is known as a notifiable illness or disease, you are required to inform the Residential Life team immediately.

They will, in turn, inform the Director of Service and the university's Health and Safety Unit as part of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Residential Life will also record this information on the UEL incident report form, which will be passed to the Occupational Health and Safety Unit (OHSU).

## Infectious Diseases - Out of Hours

Where the occurrence is outside of normal working hours, Security should be contacted; the Security Officer in charge will instigate any follow-up action required and ensure that appropriate action is taken, including the completion of any relevant forms.

## Notifiable Diseases:

- Measles
- Mumps
- Meningitis
- certain poisonings
- some respiratory diseases, such as occupational asthma, farmer's lung, pneumoconiosis, asbestosis and mesothelioma
- infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hardarm vibration syndrome.

The full list of reportable diseases can be obtained by ringing the Health and Safety Executive on 0845 345 0055.

Please note that, from time to time, such as in the case of an epidemic (e.g. Swine Flu), further guidance will be issued by Residential Life. You are advised to read any guidance on receipt.

## Meningitis Vaccination

Students do have a slightly higher risk of contracting meningitis, an inflammation of the brain lining caused by bacteria or viruses.

There is a national vaccination scheme to offer inoculations for meningitis C to all students in their first year of university. If you were not vaccinated at school or college, please contact the Student Health and Wellbeing Team as soon as possible. The vaccine does not protect against meningitis B, so be aware of the symptoms - these can vary but can be similar to flu or even a hangover.

## Meningitis Symptoms

If you begin to suffer from some of the following symptoms please contact Student Health and Wellbeing or your doctor immediately: do not wait, meningitis is a serious illness:

- severe headaches
- stiff neck and possibly other joints
- dislike of bright lights,
- Drowsiness
- lack of coherence
- Lethargy
- fever and/or vomiting
- or a rash (spots or bruising under the skin which do not turn white when pressed with a glass).

For any further support or information please do not hesitate to contact the Student Health and Wellbeing Team via The Hub.

# COVID 19 Support

## Self-Isolating

### What should I expect when I am self-isolating?

If you have travelled from a country where you are required to self-isolate, have been instructed to self-isolate, or have been in contact with someone displaying symptoms, or are displaying symptoms yourself. You must self-isolate in one place for the full 14 days. You must stay away from others and notify Residential Life as soon as possible. We recommend you email and call us to ensure we are aware and can advise on next steps. Residential Life will remain in contact throughout your self-isolation period. Please see [here](#) for further information and advice.

### Flat mates and communal spaces/kitchen

The people you're staying with do not need to stay at home and quarantine with you, unless they travelled with you or are also required to self-isolate for 14 days. It's important to avoid as much contact with other people as possible in your home and always practice social distancing in order to reduce the risk of transmitting coronavirus. Upon being notified of your self-isolation, Residential Life will notify your flatmates and suggest/provide times in which you should access the communal areas.

### Am I allowed to go outside?

You cannot go out to the University Campus, start work or visit public areas and you must only exercise within your home. If you require non urgent assistance, please seek advice from the Residential Life Team who are here to assist you throughout the 14-day quarantine period.

### How often should I wash my hands?

In the context of COVID-19 prevention, you should make sure to wash your hands at the following times:

- After blowing your nose, coughing or sneezing
- After visiting a public space, including public transportation, markets and places of worship
- After touching surfaces outside of the home, including money
- Before and after eating

You should wash your hands with either cold or warm water for at least 20-30 seconds. The same goes for hand sanitizer: use a sanitizer that contains at least 60% alcohol and rub it into your hands for at least 20 seconds to ensure full coverage.

Please note, flat mates will be notified if a resident within the flat is self-isolating or quarantining.

## Important links

We have a designated intranet pages for information on Covid-19 and our Halls of Residence. For more information please see [these pages](#).

The University have been working across all campuses' to make them Covid-secure. For more information on how this has been done, please follow the below link: <https://www.uel.ac.uk/about/return-to-campus>

Finally, to keep up to date with the ever changing government guidelines please continue to check the following page: <https://www.gov.uk/coronavirus>



# Campus Security

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Keeping Campus Safe





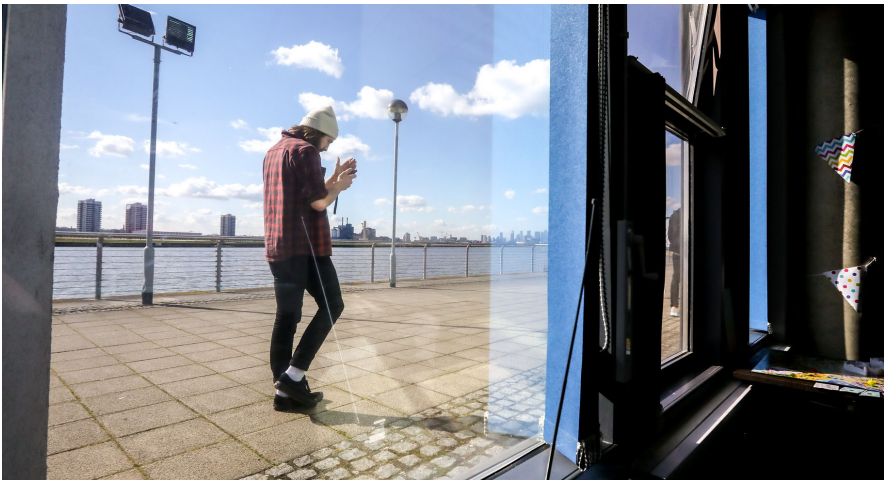
# Campus Security Team – Contact Information

## Your 24/7 Security Team

To help keep our residences and campus secure, we have a 24-hour team who are happy to help, should you have any safety or security concerns. Our team are fully first aid and fire safety trained. You can contact the team using the details opposite.

Security provide the following services:

- Physical premises security
- Patrol officers
- Operation of CCTV system
- Key control
- Lost/found property
- Incident response, reporting and investigation
- Vehicle parking control information



## Silent Witness

### Play Your Part

Our Security cannot be everywhere all at once. We rely on helpful students to anonymously share information via our Silent Witness.

### Keep Campus Safe

If you see or hear about things that you think security should be aware of, or have witnessed or know about criminal activity on campus, please let us know.

### Stay Anonymous

Simply phone 020 8223 5799 at any time and leave a message. Security will do the rest. Your information may help us to reduce crime and maintain a safe campus environment.

## Security Office - Opening Hours

Our office is always open, any time of the day or night.

At Docklands, we are located on the ground floor of the East Building, just inside the east entrance by the car park.

Alternatively, feel free to phone or email us on the following:

+44 (0)208 223 5599  
[secudl@uel.ac.uk](mailto:secudl@uel.ac.uk)

## Emergencies

UEL's Security Team can be contacted 24 hours a day on 5599 from your room phone or +44 (0)20 8223 7771 from your mobile in the case of an emergency.

# Campus Security - Personal Safety

## Causes of friction

Living on campus has a number of great advantages: facilities are close together and everything is readily accessible. However, there are lots of people around you and everything you do can affect them and small tensions can quickly become serious problems. Common causes of conflict can be:

- playing music too loudly, especially after 11pm, as everyone has a right to sleep without disturbance. You should always be respectful of your neighbours whatever the time of the day!
- having noisy friends over to your room, especially overnight
- having friends constantly over to your kitchen and/or your flat without you consulting your flat mates
- leaving dirty dishes, food and rubbish lying around
- playing pranks on others such as hiding belongings or taking food or taking food or other items without permission

Please be considerate to your fellow residents. We would always encourage students to talk through any conflicts with each other first. If you are unable to resolve the issues between yourselves, please discuss with the Residential Life team who will in the first instance ask a Residential Life Scholar to mediate. Please note failure to attend a flat meeting as requested will result in disciplinary action.

## Protecting yourself

The campus is, in general, a safe environment. There are over 200 cameras located around the Docklands campus, which are recorded and monitored in UEL's control room. Security personnel also patrol the campus regularly, particularly at night.

However, please remember that you are in a large city and you should not take any unnecessary risks. If you are going out, please use the TFL journey planner, which is available online at [www.tfl.gov.uk](http://www.tfl.gov.uk).

If you are going out, tell someone when you'll be back and where you are going, especially if you are going to be away overnight. Please use walking routes that are well-lit, keep to proper footpaths and only use licensed taxis.

## Noise

It is important to realise that any building housing a large number of young people will have a level of noise.

Please show consideration to your neighbours and fellow residents. Avoid slamming doors, having loud discussions or shouting in the corridors and please turn your music down if you are asked.

Noise must be kept to a reasonable level at all times and is required to be heard only within the confines of your room.

If you are disturbed by noise, and discussion with the individual does not resolve the problem, please see our Intranet page to see your options.

Unacceptable levels of noise that disturb your fellow residents is a breach of your Accommodation Agreement and disciplinary action will be taken.

# Transferring Rooms

## Room Transfers

If you are experiencing difficulties in your flat share, please speak to a member of Residential Life staff about this as we may be able to assist.

In exceptional circumstances there may be an opportunity to transfer rooms. Please note, these may only be to studio rooms.



# Campus Security - Protecting Your Belongings

## Protecting your own Belongings

Although the crime rate on campus is significantly lower than in surrounding areas, we cannot over-emphasise the importance of keeping all areas locked.

Please ensure that you lock your door every time you go out of your room, even if only going to the kitchen, and never leave your bedroom or flat door propped open.

Please don't leave valuable items on the window ledge or within view of the outside world. Most flats have an intercom to screen visitors; please ascertain the validity of any caller before you go to the Hall main door and let them in.

Never allow someone you don't know to tailgate you into the block. Ask strangers who they are visiting and, if you have a bicycle, ensure it is secured to the bicycle racks provided or stored in the lockable shelters available.

## Insurance

The University has a insurance policy with Endsleigh Insurance Services Ltd to cover your possessions while you are living in halls.

It is important that you check the limitations and exclusions of the policy to ensure that sufficient cover is in place for your individual requirements.

It is important all students confirm their cover to ensure you understand what is and isn't covered. Plus you'll also be entered into a **prize draw**, courtesy of Endsleigh!

<https://www.endsleigh.co.uk/student/confirm-your-student-cover/>

We understand students have a limited budget so Endsleigh have launched brand new, unique student insurance options. They have been designed to cover the risks that you may encounter whilst living in student accommodation and away from home.

Please note, your insurance will only cover theft of your belongings if your door was double locked.

## Belongings In Kitchens

Please note, as a communal gathering area, the University cannot be held responsible for personal items left in kitchens. If you need to keep something safe, ensure it is kept locked safely in your study bedroom.



# Illegal Substance Misuse

## Drug Use Is Not Tolerated

The university will not tolerate the use of illegal substances or drugs, as outlined in the UEL Drugs Policy.

If there is reason to believe that illegal substances are being used in the Halls of Residence, the University has the right to search your accommodation under the Drugs Policy.

If illegal drugs are found in your possession, you will be investigated under the University's Disciplinary Procedure and where appropriate, the Police will be informed.

## Seeking Help at UEL

If you feel you are having problems with drugs, or have encountered such activities, don't hesitate to seek advice from our Student Health and Wellbeing Team via the Hub (See Student Support Services section).



0800 77 66 00 [talktofrank.com](http://talktofrank.com)

Friendly, confidential drugs advice

# Disciplinary Action

## Rules and Consequences

If you are deemed to have breached your accommodation agreement or the Student Code of Conduct, you may face disciplinary action. Depending on the severity or persistence of the breach, this action may be taken by Residential Life or the Student Disciplinary/Conduct Team.

This policy describes the disciplinaries that will be imposed and/or other action that will be taken by Residential Life in the event of certain breaches of the Accommodation Agreement and Handbook for Residents, damage or loss to property, and reckless or illegal behaviour by residents. If you have received a formal warning or a Notice to Quit for a breach, you will not be permitted to return to the halls of residence in future years.

For more information on the Student conduct team please see their intranet page:

<https://uelac.sharepoint.com/sites/studentssupport/SitePages/Student-Conduct-Team.aspx>



# Raising a Concern

## Complaints Procedure

### Raising a Concern With Residential Life

We hope you enjoy your stay at the University of East London's Halls of Residence. We welcome your comments and suggestions regarding our services, and there are a number of ways you can provide us with feedback:

- **Surveys and Focus Groups**

UEL runs a student satisfaction survey in residences twice during the academic year, and take actions based on the results of that survey.

Focus groups are organised throughout the year, so keep an eye out to get involved.

- **Residential Life Scholars**

If you wish to discuss your concerns informally, please speak to a Residential Life Scholar. Where appropriate, the Residential Life Scholar will then escalate your concerns to the Residential Life team. Please be aware, you may be invited in to speak to a Residential Life officer to discuss your concerns further.

We are confident that most concerns can be resolved quickly by the Residential Life Scholar for your building, however where a problem is not resolved or is too serious to be dealt with informally, please come in to the Residential Life office.

### Raising a concern with- cleaning, maintenance and security

Residential Life is committed to providing a high quality service to all of our residents during their stay in halls. When something goes wrong, we would like to hear from you, as this will help us improve our service delivery.

If you wish to discuss cleaning, maintenance, security or the behaviour of other residents, please contact the Residential Life office in the first instance. If the matter is confidential in nature, please ask to speak with a member of staff in private. The team is here to assist with any issues you may be experiencing.

Please be aware, in order to investigate further, we do require your concern to be made in writing via our online complaint form.

The online form can be found here on our intranet page: <https://uelac.sharepoint.com/sites/student-support/SitePages/Current-Residents.aspx>

### Escalating a Concern

If you do not feel that your complaint has been handled appropriately, you can contact the Residential Life Manager.

If you are still not satisfied with the outcome, you are advised to refer to the University Complaints Procedure, full details of which can be found at:

[uel.ac.uk/discover/governance/policies-regulations-corporate-documents/student-policies/student-complaint-procedure](http://uel.ac.uk/discover/governance/policies-regulations-corporate-documents/student-policies/student-complaint-procedure)

### The UUK Code of Practice

UEL is a committed member of the UUK Code of Practice for University-managed Student Accommodation.

As part of our membership of the Code of Practice, if your complaint is still unresolved at University level, you may make a challenge through the Office of the Independent Adjudicator.

To do this, you need to contact the Office of the Independent Adjudicator at [www.oiaha.org.uk](http://www.oiaha.org.uk).

More information on the Universities UK Student Accommodation Code can be found at [www.thesac.org.uk](http://www.thesac.org.uk).





# Departing Halls

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Vacating Your Room





# End of Contract Departures and Summer Stays

## End of Tenancy

At the end of your contract please ensure your room and the communal areas you have access to are left clean and tidy.

Please remove all your personal items and dispose of all rubbish and unwanted items in an appropriate manner. If these guidelines are not followed, your deposit, or part of it, may be kept to cover the additional cleaning costs.

## Checkout and Key Return

You are required to vacate your room no later than 12 noon on the date your contract ends, or you will be liable for additional costs.

Please remember to hand in your keys to the Residential/Security Office and obtain a receipt at the end of your tenancy period or you will be charged for a complete lock change.

## Summer Stay - Tenancy Extension

There is limited accommodation available for students who wish to stay in halls over the summer period.

Priority is given to students who require accommodation for their academic commitments.

You will need to apply for summer tenancy. Instructions how to do so will be circulated by the Residential Life team in Semester 2.

To be considered, you will need to have a satisfactory disciplinary and rent payment history.

There is no guarantee that we will be able to assist you with accommodation during the summer.

Successful applicants will have to transfer to an alternative room for the summer period as we may require your room for summer conferencing.



# Moving Out – Early Departure

## Contractual Obligations

Your contract is a legally binding agreement.

Full details of terms and conditions can be found in the Accommodation Agreement published online here: [uel.ac.uk/accommodation](http://uel.ac.uk/accommodation).

If you choose to move out before the end of your agreement you will still be liable for the rent and will need to pay until the end of the agreed tenancy period.

The only exception to this is if we can find a replacement tenant to move into your room until the end of the tenancy period. This is subject to the conditions outlined in 'Leaving Early By Choice - The Process'.

If you experience accommodation issues, please come and speak to Residential Life who may be able to assist and get a resolution for you.

Returning your room keys or moving out early does not release you from your contract so it is important that you discuss this with Residential Life in the first instance.

## Leaving Early By Choice - The Process

If you choose to leave your room during the contract period on receipt of your key, we will then try to re-let your room, taking the following into consideration;

- **we will always let our own void rooms first (these are rooms which are not liable), even if you believe you have identified someone to who wishes to move into halls, and they are happy to take on your tenancy contract from you.**
- **after our own void rooms are let, we will let rooms that are liable in date order from the date the Deposit Refund form and key was received.**
- **if your room has been allocated based on specific requirements ie single sex, postgraduate halls, specific attributes etc, it may take longer to let your room.**

A contract change charge of £50 is made if we release you early.

## Exceptional circumstances

We understand residents may need to depart Halls due to exceptional circumstances. If you wish to be considered for early release from your tenancy contract you should complete the Request to be Released form available on the intranet.

## Withdrawal From Degree Programme

If you withdraw from your Programme of study at UEL, please notify Residential Life immediately, showing the HUB withdrawal letter.

You will be charged 4 weeks from the date of your departure and a £50 change of contract fee.

For more information please first read your Accommodation Agreement in conjunction with this document.

## Withdrawn by UEL

If during the course of your studies we become aware that you have been withdrawn from your studies, you will be issued a Notice to Quit and will remain liable for 4 weeks from this date. Please note failure to inform us by email - [residentiallife@uel.ac.uk](mailto:residentiallife@uel.ac.uk) may result in a delay of your notice period.

## Notice To Quit

If you are issued with a 28-day Notice to Quit your University accommodation, you will be held liable for the 4 weeks period and the contract change charge.

# Residential Life Charges

## Cancellation Costs

Cancellation costs only apply to students that have accepted their room offer. If a student has accepted their room offer the following charges apply.

Please note that the Residential Life Team must be informed in writing of your cancellation.

More than 7 days before move in	No Charge
Less than 7 days before move in	£50 change of contract fee
After the tenancy start date	£50 change of contract fee and held liable until the Residential Life Team are able to re-let the room

If a student cancels their Accommodation due to a Visa Rejection the following charges apply.

More than 7 days before move in	No Charge
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If you must cancel your room booking at any point due to travel restrictions, VISA cancellations or medical reasons, these will be assessed on a case by case basis.

Please contact ResidentialLife@uel.ac.uk as soon as possible if any of these circumstances relate to you.



Royal Docks Living Wage Zone  
be part of it.  
University of East London [www.uel.ac.uk](http://www.uel.ac.uk)  
#RoyalDockingWage

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