Welcome to St Andrews
Welcome to the University! We hope that you enjoy living in St Andrews and that you find your time in the halls of residence a rewarding experience.

This guide has been designed for students who are living in university halls of residence. If you once you have read through the Guide, you still have some questions, please speak to a member of your Residence Management Team, Wardennial Team or visit our webpages www.st-andrews.ac.uk/accommodation
Arrival at St Andrews

Collecting Your Keys
Your room is available from 8am on Saturday 7 September 2019 – the weekend immediately prior to Orientation Week. If you arrive before then, there will be a short delay in collecting your key and/or keycard.

Please note that in David Russell Apartments and David Russell Park, some of the rooms may not be available until after 2pm due to previous visitors checking out the same day. Please bear with us whilst we prepare everything in the room.

Collecting Your Key
Your room is located in your room, or will be issued to you on arrival. If you do not return an inventory, we will assume that everything in the room was satisfactory when you arrived.

- Please check the inventory. It is carefully, and return it to your Residence Management Team within 48 hours of your arrival. It is very important you carefully record anything which is missing or damaged, as the inventories are kept as an official record of the condition of the room when you move in. They are then compared with the condition of the room / property when you leave, and you will be charged for any missing items or damages. If you do not return an inventory, we will assume that everything you have been provided within the halls.

- The Warden Team and Assistant Wardens are responsible for the welfare of the students. The Warden Team is closely with the Hall Committees and the Residence Management Team to ensure things run smoothly in the residence, as well as to manage complaints and provide support on everything in the hall.

- Most residents have a Resident Warder, who will be introduced to residents in the first few weeks of the first semester. Please check the specific hall information on the accommodation webpages for details of how the Warders are, and how to contact them.

Roles within the Residence

- Residence Management Team
Each residence has a Residence Management Team, who are responsible for working with the student residents to develop the community spirit within the residence. There is an elected Hall Committee, which meets to discuss matters of student interest and maintain discipline. Please see the specific hall information on the University accommodation webpages for details of who they are, and how to contact them.

- Housekeeping and Porter Teams
Within each residence, there are Housekeeping and Porter Teams. They work closely with the Residence Management Team and are responsible for helping to maintain the cleanliness and carrying out any repairs within the halls.

- Senior Student and Hall Committee
In each residence there is a Senior Student, who is responsible for working with the Warder and the student residents to develop the community spirit within the residence. There is also an elected Hall Committee, which meets to discuss matters of student interest and maintain discipline. Please see the specific hall information on the University accommodation webpages for details of who they are, and how to contact them.

- Warden and Assistant Wardens
Warden and Assistant Wardens are responsible for working with the Hall Committees and the Residence Management Team to ensure things run smoothly in the residence, as well as to manage complaints and provide support on everything in the hall.

Catered Halls
The first meal will be dinner on Saturday 7 September. We suggest that you arrive by 5:30pm on this day as the evening meal is an ideal opportunity to meet other students and to get to know them.

- The Catering Team in your hall is responsible for preparing and serving meals. If you have any specific food allergies or dietary requirements, please contact the Catering Team as soon as you arrive in your hall. Each residence will provide an introductory talk to students in the first few weeks of the first semester.

- There are 19 meals per week provided in the standard catered halls. These include:• Breakfast / lunch or brunch, Saturdays and Sundays
- Breakfast, lunch and dinner, Monday to Friday• Lunch, dinner and brunch, Saturdays and Sundays
- Breakfast and dinner, Monday to Friday

Meals in residences are at set times so please check the specific hall information on the accommodation webpages for details of what is available to you for each meal. You can request a packed lunch be provided instead and can be ordered up to the morning it is needed. It is included so that the appropriate arrangements can be made for you.

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Facilities within Halls

Provision in Study Bedrooms

The type of room you have been allocated is shown on your accommodation contract, which also details the
residence fees payable and dates of occupancy. Rooms are either single, or shared with other person(s) - i.e. a twin or triple (all postgraduate accommodation is in single rooms).

Each bedroom contains (for each occupant):

- Desk and chair
- Bookcase
- Bed, mattress and mattress protector
- Wardrobe and drawer unit
- Waste bin

There are also curtains, carpet, electric sockets and a
wired network connection in each room.

There are a number of kitchens, kitchenettes and pantries throughout the standard catered residences which are available for you to make snacks and light meals.

At David Russell Apartments (catered), you will have access to the shared kitchen / lounge area in your apartment which you will share with four or five other residents.

Each communal kitchen at DRA, Fife Park, Gannochy, Powell and Whitehorn contains:

- Fridge / freezer
- Electric cooker
- Kettle
- Steam iron and ironing board
- Clothes dryer
- Pets Angus
- Roasting tin and baking sheet
- Oven, cooker hoy and sink tidy
- Dustpan & brush, broom, mop & bucket and vacuum cleaner
- Flip top tin
- Induction DRA and Fife Park

Central Facilities

Please see the specific hall information with regard to the facilities that are available in your residence, these can be found on the Accommodation webpages.

What to Bring With You

Bedding is not provided in the residences: bedding packs are available for you to purchase in advance via www.unikitout.com/collections/st-andrews saving you space and trouble. There are two types of bedding packs available – for double or single beds. The bedding packs consist of duvet and pillow case (two for double bed), sheet, pillow case (two for double bed) and a duvet cover. They can also provide towels, cutlery and kitchen items. You should bring your own towels and tea towels with you and are responsible for making your own arrangements for personal laundry and laundering of bedding (please see section 4 on page 8 regarding Laundry).

(Section 16.3 of Terms of Occupancy)

Under the Terms of Occupancy, you are prohibited from bringing your own furniture, curtain, soft fabric lampshades or halogen lamps into your bedroom or the residence, as all furnishings must comply with relevant safety legislations (Furniture and Furnishings Regulations 1985 – Fire Safety Amendment). Additional furnishings may only be provided with the written permission of the Residential Services Manager or Student Accommodation Services.

You are also responsible for supplying your own cutlery, crockery, pots and pans and cooking utensils. It is advisable to wait until you arrive in St Andrews to buy these products as you may be able to club together with housemates or others in your hall to buy these items.

Posters and Pictures

The display of posters, postcards etc. is limited to the notice board using drawing pins to attach. Please DO NOT:

- Use Blu-tac, white-tac or any other form of adhesive on the notice board
- Use sellotape, drawing pins, hooks, Blu-tac or white-tac on the walls, ceilings, furniture or any other fixture and fitting

If these items cause damage you will be charged.
TV Licence
If you have a television set or laptop in your room or in the communal kitchen, you will need a TV licence to watch any channel, including cable or satellite, or to record and watch programmes. If you are living in Agnes Blackadder Hall, David Russell Apartments, Fife Park Apartments, Powell or Whitehorn, where a TV is supplied, you must still provide your own TV licence. For further information please visit: www.st-andrews.ac.uk/accommodation/ag/current/residents/television.

Internet
All study bedrooms in halls have a cabled network socket for access to ResNet (Residence Network) as well as access to the University wireless service “Eduroam”. Charges for ResNet are included in the residence fees so no additional charges will be made for connection to this service.

To connect to ResNet you will require an Ethernet cable. These are available from your Residence Manager or IT Services. Once you have this cable you can then follow instructions below.
1) Connect your cable to the socket and start your computer.
2) Ensure your computer setup is correct.
3) Launch a preferred internet browser (such as Mozilla Firefox).
4) Your browser will then be re-directed to the registration page.
5) Use your University username and password to login as directed.
6) Proceed carefully through the on-screen instructions.
7) Restart computer when requested.

For further information, terms and conditions and support advice please visit www.st-andrews.ac.uk/itsupport/network/services/residences.

IT support and advice is available from the IT Services desk, who are based in the main University Library. www.st-andrews.ac.uk/itsupport.

We cannot guarantee 100% Wi-Fi coverage in residences, however if you experience issues, please visit our troubleshooting webpage: www.st-andrews.ac.uk/itsupport/network/services/wirelessaccess/troubleshootwirelessissues.

Telephone
Telephones are provided on corridors and within flats for making emergency calls.
Laundry
You are responsible for your personal laundry and the laundering of your own bedding.
Please do not hang up wet washing in your bedroom, corridor, or kitchen area. This both damages the fabric of the building, causes condensation and dampness and creates an unhealthy atmosphere to sleep in. You will liable for any damages caused to the building as a result.
Facilities
Each hall has laundry facilities available for students to use, but due to the number of people using the facilities, it is important that you don’t leave your washing in the washing machines or tumble dryers when you have finished, as this will prevent others from using them.
The University currently has two laundry providers. Please see specific laundry information in your residence.

Mail
Please check with your residence for guidance on the mail delivery and collection system in your residence.

Insurance
The University has a block insurance policy for students’ possessions while they are in the residence. The current policy provider is cover4students.com. The University provides no advice or administrative services relating to the contract of insurance. For all matters relevant to the insurance policy please use the following link: www.st-andrews.ac.uk/accommodation/insurance

Heating and Hot Water

<table>
<thead>
<tr>
<th>Period</th>
<th>Heating Times</th>
<th>Hot Water</th>
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</thead>
<tbody>
<tr>
<td>Morning</td>
<td>2.5 hours of heating</td>
<td>6.30am – 10.30pm</td>
</tr>
<tr>
<td>Evening</td>
<td>6 hours of heating</td>
<td>4.30pm – 10.30pm</td>
</tr>
<tr>
<td>September to November</td>
<td>standard level as above</td>
<td>6.30am – 10.30pm</td>
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<tr>
<td>26 November – 21 December</td>
<td>to cover the revision and examination period</td>
<td>6.30am – 10.30pm</td>
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<tr>
<td>21 December – 4 January</td>
<td>(vacation period)</td>
<td>6.30am – 10.30pm</td>
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<tr>
<td>4 January – mid January</td>
<td>(mid-January)</td>
<td>6.30am – 10.30pm</td>
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<tr>
<td>Mid January onwards</td>
<td>all residences revert to standard level plus one hour boost at lunchtime</td>
<td>6.30am – 10.30pm</td>
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Report any problems to the Residential Services Manager’s Office.

Hot water
This is available from 6.30am – 10.30pm.
Service Levels
Our staff are professional, obliging and helpful – however it is not part of their role or remit to clean up any bodily fluids – especially if it is alcohol related! There are appropriate cleaning materials available to borrow / use via the Residence Management or Wardennial Teams, and you will be responsible for cleaning this up yourself. If, on inspection, the level of cleanliness is not satisfactory, we reserve the right to contact external cleaning contractors and the cost will be charged to you. In public areas of the residence, it is important to ensure these areas are clean and able to be used for the enjoyment and comfort of all other residents: as such, should a similar issue arise in a public area, cleaning contractors are automatically contacted to deal with the issue. The cost of this cannot be attributed to a particular student, the cost will be charged to the Hall Committee.

Bedroom
You are expected to keep your room clean and tidy. For self-catered accommodation, we provide a vacuum cleaner for you to use. If your room is en-suite then you are also responsible for cleaning your own shower room and WC. We also provide a waste bin for your room, which should be emptied regularly and directly to the external bins and not to the kitchen area! For catered accommodation, with the exception of David Russell Apartments, Agnes Blackadder and Whitehorn, we will vacuum your bedroom and also provide a routine cleaning service. If your room is en-suite then you are also responsible for cleaning your own shower room and WC. We also provide a waste bin for your room which will be emptied daily (Monday to Friday). The showers and WCs in the shared washroom facilities will also be cleaned daily (Monday to Friday). Your House Service Assistant or Residence Management Team will be able to provide you with more details regarding the day on which your room will be serviced.

Kitchen
You (and the other people you are sharing a kitchen with) are all jointly responsible for maintaining an acceptable hygiene standard throughout the kitchen area. It is your responsibility to clean up after yourself. This includes seeing up any spillages, cleaning cooker tops and worktops after use and washing and putting your dishes and cutlery away. It is also the responsibility of all occupants to remove the rubbish to the external bins, and to move paper, glass and cans, and plastic to the recycling facilities.

For standard catered accommodation, the facilities are cleaned once a week by the House Service Assistants. However, you must maintain the hygiene standards throughout the rest of the week. A cleaning service is not provided in David Russell Apartments, Fife Park and Agnes Blackadder (catered or self-catered), Trouvelot, Whitehorn and self-catered rooms in Gannochy. All occupants of a flat are responsible for cleaning and maintaining all areas including individual bedrooms and the communal kitchen / lounge area. Flats here are subject to monthly cleaning inspections. Monthly inspections also occur in Fife Park.

In the event that we are unable to deliver cleaning or inspection services to the described level, e.g. due to staff absence / recruitment difficulties / inclement weather etc. then we reserve the option to reduce the level of service on the understanding that normal service levels will be resumed as quickly as possible. We will keep you informed of our progress in returning to the original service levels.

(Section 24.1, 24.2 of Terms of Occupancy)
When you move out, you are expected to leave the accommodation in a clean and tidy condition and charges will be made if extra cleaning is required at the end of the tenancy or if in the interests of health and safety for the occupants, an interim clean is required.
Minor repairs, replacement of light bulbs etc. will be attended to as quickly as possible. Please report any defects or matters requiring attention to the Residence Management Team via the office, phone or email. The preferred method of reporting will be available in your residence. Please ensure that you include your name, full room number and as much detail regarding the fault and location of the fault as possible. If you fail to report a fault and as a result further damage is caused to University property then you will be responsible for repaying any costs incurred.

Outside office hours for your hall, repair requests can be made to a member of the Wardennial Team but only if the repair is urgent (i.e. along the lines of a burst pipe!). If it cannot wait until they come on duty, please contact University Security Team on 8999. For DRA / Fife Park repair requests contact the Duty Porter.

Health and Safety Inspections
Inspections of each bedroom are conducted at least annually. The purpose of these inspections (apart from enforcing the Health and Safety Policy) is to ensure that the fabric and furnishings of the buildings are sound, and not damaged in any way because of occupant misuse. Any damages found because of misuse, breach of the Terms of Occupancy, or contravening rules will result in a charge for any damage to the fabric of the building. If you are tempted to put your posters etc. back up after inspection, DON’T – you will be charged for a re-offence and your posters or pictures confiscated.

Maintenance – Postgraduate Accommodation
Since postgraduate accommodation is occupied all year round, it may be necessary for us to ask students to move to alternative accommodation while essential maintenance or reinstatement work is carried out or to ensure that the rolling programmes e.g. redecoration are completed. Students will be given advance warning of this and wherever possible work will be scheduled during the summer months, when alternative accommodation is available.

Right of Entry
Whenever possible and practicable, 24 hours’ notice will be given of any visit to student rooms other than by the Manager, Warden, Assistant Warden, Director of Residential & Business Services or their deputies. The privacy of residents will be respected at all times, but the University reserves the right of entry at any reasonable time by authorised personnel in the course of their duties. A visiting card indicating the reason for the visit will be left in the room. The only exception to this is the annual health and safety inspection, which has to be carried out without any notice being given.
A - Z Where we are

1. Agnes Blackadder Hall and Powell Hall
2. Andrew Melville Hall
3. Angus and Stanley Smith House
4. David Russell Apartments
5. Deans Court
6. Fife Park
7. Gannochy House – Annexe of St Salvator's Hall
8. Gregory Place
9. John Burnet Hall
10. McIntosh Hall
11. St Gregory's
12. St Regulus Hall
12a. St Regulus Hall Annexe
13. St Salvator's Hall
14. University Hall and Whitehorn Hall
15. University Schools & Academic Departments
16. University Residences
17. University Buildings, Administration & Service Units
18. Town Buildings
Health and Safety

Shower / Hair Washing Attachments
Please note that in the interests of your own health and safety, the use of shower/hair washing attachments (the type that can be purchased in chemists) is strictly forbidden. Due to the size of the building it is very difficult at all times to control the pressure of water which in turn could lead to scalding. Any such attachments if found will be confiscated.

Drugs
(Section 10.3 of Terms of Occupancy)
The University does not condone the use of any prohibited substances. All staff involved in the running of accommodation have a legal duty to report any information regarding illegal drug use. If you suspect that you, or anyone else who is, is having problems with drugs (including prescription or over-the-counter drugs) are concerned about someone else having such activities, please do not hesitate to seek advice from the Wardennial Team.

Alcohol
(Section 10.2 of Terms of Occupancy)
If you have chosen to accept alcohol free accommodation, you have agreed not to drink alcohol in the apartment. If you do, you will receive a first and final written warning. If you drink alcohol for a second time you will be moved to another residence at the University's discretion. You will be held responsible for your guests and / or visitors complying with these conditions while in your apartment.

Illness
(Section 18.1 of Terms of Occupancy)
Upon arrival at St Andrews, you are required to register with a General Practitioner at the St Andrews Community Hospital. This happens at Matriculation and covers you for the duration of your time in St Andrews. For further information and contact details, please visit: www.st-andrews.ac.uk/students/advice/health/doctors.

Smoking
(Section 18.1 of Terms of Occupancy)
Smoking is strictly forbidden in any part of University buildings including student bedrooms. We take the health and safety of residents very seriously; if you smoke, allow your guests) to smoke and / or tamper with any smoke detectors in the fire safety equipment within the residence, you will be required to attend a disciplinary meeting with the Residential Services Manager of the residence and subject to a charge and a written warning. If you or your guests(s) are caught smoking a second time or breach any other health and safety regulation within your residence, you will be referred to the Director of Residential & Business Services (or delegated person) who will review your contract at which stage you may be asked to leave your University accommodation and be barred from re-applying. In the case of significant health and safety breaches, a first warning will not be given and the Residence Service Manager has the authority to refer you straight to the Director of Residential & Business Services for a contract review. This includes the use of e-cigarettes.

Under The Prohibition of Smoking in Certain Premises (Scotland) 2005, it may be against the law to smoke in enclosed areas such as dormitories. Please see the specific hall information sheet for further information about where it is appropriate to smoke.
Safety and Security

Electrical Equipment

(Sections 17.1, 17.2, 17.4, 17.9, 17.10, 17.11, 17.12, 17.13 and 17.14 of Terms of Occupancy)

Please see links below for permitted and prohibited electrical equipment.

Electrical items catered hall: www.st-andrews.ac.uk/accommodation/ug/current/electcatered

Electrical items self-catered hall: www.st-andrews.ac.uk/accommodation/ug/current/electnoncatered

If you require a pharmacy fridge for medical purposes, please inform Student Accommodation Services during the application stage or contact Student Support Services.

The Wardennial Team and/or member of the Residence Management Team have the right to refuse the use of all electrical equipment. The Wardennial Team and/or member of the Residence Management Team will test electrical equipment. If you bring an item that has been purchased outside of the United Kingdom, British standards differ from other countries and to maintain health and safety we will confiscate all non-British electrical equipment we feel, even if it is currently in use. We recommend that if you are travelling to St Andrews from outside the UK, you wait and purchase electrical items when you arrive here, including compatible leads and suitable adapters. Multi-way distribution boards with 13 amp switched outlets are permitted should additional sockets be required, but these must be submitted for testing before they can be used. Cube adapters are strictly prohibited. Do not overload extension boards as they could short-circuit the equipment or lead to a fire. Further advice can be sought from your Residence Management Team.

Emergency

In case of an emergency during the day when the Residence Office is open, please contact the Residence Management Team in the first instance. In case of an emergency outside office hours, please contact the appropriate University team. For less severe emergencies when a member of the Wardennial Team is unavailable, please contact a member of the Residence Management Team for clarification.

Please do not bring any electrical equipment with you that has been purchased outside of the United Kingdom. British standards differ from other countries and to maintain health and safety we will confiscate all non-British electrical equipment we feel, even if it is currently in use.

Emergencies

In case of an emergency, you can be contacted on 01334 476161. Outside office hours, the Out of Hours Janitors provide an automated service that will give further instructions. If you see someone near the residence and are concerned about their presence or see them acting suspiciously, please contact a member of the Residence Management or Wardennial Team immediately.

If you do not currently in use.

or 12/2 from an internal phone. Please use your discretion when determining how severe the situation is and as to the appropriate course of action.

Removal of Dangerous Items

(Sections 10.8 and 13.1 of Terms of Occupancy)

Students are prohibited from bringing dangerous or offensive weapons into halls of residence or any other University owned property. Any item of this nature found will be confiscated and you will be subject to disciplinary action.

Certain sports equipment (e.g. fencing foils or archery equipment) can be classified as offensive or dangerous. You may only bring these items into the residence once your Residential Services Manager has received confirmation from the Sports Centre that you are a member of the appropriate official University Club. If you are unsure if your sports equipment is classified as offensive or dangerous, please contact your Residential Management Team for clarification.

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Shortly after you arrive at the residence, you will have to submit ALL electrical equipment for testing. This will allow the University to ensure all equipment is being tested and of a safe standard to use. If you bring an item into the residence after the testing time, you must inform a member of the Residence Management Team, who will arrange for further testing.

University-owned electrical equipment (e.g. dressing racks or archery equipment) can be classified as offensive or dangerous. You may only bring these items into the residence once your Residential Services Manager has received confirmation from the Sports Centre that you are a member of the appropriate official University Club. If you are unsure if your sports equipment is classified as offensive or dangerous, please contact your Residential Management Team for clarification.

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Fire Safety

(Sections 17.3 and 17.6 of Terms of Occupancy)

All emergency and fire escape routes must be kept clear of ALL obstructions at ALL times. Rooms and kitchens are fitted with fire doors and these are in place to prevent smoke and fire spreading; they should never be wedged open.

Anyone tampering with fire safety equipment – including covering or disconnecting smoke detectors, call points, extinguishers, fire blankets or exit signs – is endangering your life and the lives of fellow residents and will be reported to the University authorities. This is highly dangerous, and will also lead to automatic disciplinary procedures which may result in eviction from the residence, a permanent ban from returning to student accommodation and referral of the matter to the police.

You are not permitted to have the following items in your room as they are considered a fire hazard: candles, naked flames, non-LED decorative light strings (fairy lights), joss sticks (incense sticks). If you are caught with these items in your room, even if they are being used purely for decoration, they will be confiscated and you could face a charge. Please note that this list is not exhaustive.

Fire Alarm and Evacuation Procedures

(Section 17.3 of Terms of Occupancy)

Details of the fire alarm and evacuation procedures can be found on the Fire Safety Information Poster in your room. You should familiarise yourself with all the fire exits as soon as possible after arrival.

All bedrooms in the residences are fitted with smoke detectors. If the fire alarm sounds, you MUST exit the building by the nearest fire exit in a safe and sensible manner. DO NOT stop to collect personal items and DO NOT use the lift. You must go to your assembly point as quickly and quietly as you can to allow for a register of residents to be taken (despite the weather!) before you seek shelter elsewhere. Registers are only taken during the night as you are in class during the day. You are not permitted to re-enter the building until a member of staff or the fire service tell you it is safe to do so.

If you discover a fire, break the glass on the nearest red fire alarm call point. ONCE SAFE TO DO SO, call 9-999 from an internal phone giving the operator details of the cause of the fire and location. Vacate the building in a safe and sensible manner.

Fire Drills

(Section 17.4 of Terms of Occupancy)

So that all residents are aware of the fire evacuation procedures and the sound of the fire alarm, there is at least one compulsory fire drill during the academic year. All students must vacate the building in a prompt and safe manner and are asked to co-operate with the staff on site.

False Alarms

You should note that the fire alarm systems are fairly sensitive and are easily triggered by steam from cooking or showers. You are asked to exercise caution when using hair dryers, straighteners, aerosols and when cooking. Never leave your cooking unattended and try to line any grill pans or trays with foil which is easily discarded after use, making it easier to keep clean. This helps to prevent the build-up of fat which generates a lot of smoke.

The fire service attends several false alarms throughout the year to the various University residences and while they are doing so, they may not be able to attend a genuine emergency. It is the responsibility of all residents to do all they can to prevent false alarms.
Electricity
• Turn off your lights whenever possible especially when your room is unoccupied.
• Use energy-efficient light bulbs; they last up to ten times longer than an ordinary bulb and 30W energy-saving bulbs can save you up to £200 over the lifetime of the bulb.
• Switch all electrical appliances when they are not in use and turn off at the socket. Leaving items on standby still use up to 75% of the power!!
• Turn off the heater when you open your window.
• Turn down the heater and keep cosy with a jumper and a thick pair of socks.
• Turn off your lights whenever possible especially when your room is unoccupied.

Water
• Wash your clothes at 30 or 40°C – that is enough to get them clean.
• Eat a vegetarian meal at least once a week: meat and dairy products have the highest carbon footprints of any food group.
• Put a lid on your saucepan to reduce the amount of heat that escapes.
• Turn off the heater when you open your windows.
• Do not leave the water running while you brush your teeth. On average a person uses 150 litres of water a day, one third of which goes straight down the drain without being used.
• Always use cold and avoid plastic water bottles.
• Report dripping taps to the Residence Management Team who will arrange to have them fixed.

In the Kitchen
• Put all on your saucepan to reduce the amount of heat that escapes.
• Only put as much water as you need in the kettle. It will save energy. A kettle which makes for a quicker cup of tea!
• Allow food to cool before putting it in the fridge or freezer (also better for health and safety reasons).
• Don’t leave food in the fridge or freezer open door for any longer than necessary.
• Eat a vegetarian meal at least once a week. Meat and dairy produce have the highest carbon footprints of any food group.

In the Laundry Room
• Wash your clothes at 30°C or 40°C – that is enough to get them clean and remove all but the toughest stains.
• Save water by dry-lining and full loads to save energy. If you are not doing a full load of washing, use the half-load/economy setting.

Recycling
• Make good use of the recycling facilities located around St Andrews and in the halls of residence. The recycling points located around the halls of residence can be found at this link: www.st-andrews.ac.uk/environment/recycling/ where-to-recycle

You are responsible for recycling all paper within your bedrooms. Use as much as possible and change any rules to require them to throw instead of throwing them away or adorning them on St Andrew’s, www.transitionsota.org/landwaste

Food
• Buy a water filter and avoid plastic water bottles.
• Do not leave the water running while you brush your teeth.

For more information on ‘living green’ see: www.st-andrews.ac.uk/students/advice/greenliving

Travel and Parking
The University actively encourages all students and use alternatives to the private car for getting about. 51% of staff and student vehicles on campus can be reached within 30 minutes by foot.

St Andrews also benefits from regular bus services to Leuchars, Glenrothes and Kirkcaldy, all of which have further onward regular transport links to Edinburgh, Glasgow and beyond. The bus routes can be viewed at www.stagecoachbus.com

Cycling is a popular method of transport for students and there are several cycle routes in the town which can be viewed here: www.st-andrews.ac.uk/environment/ sustainabletransport/travellingbybike/ercarclub

Car clubs provide easy and affordable access to cars and vans whenever you need them. Just book, drive and return the car. You can book from one place and operate it elsewhere or use other electric cars and vans by the hour to its members www.ercarclub.org

If you have no alternative but to bring your own car, car parking is available at Agnes Blackadder Hall (incorporating Andrew Melville Hall car park), Albany Park, David Russell Apartments and My Apartments. You do not have to be a resident of one of these halls to apply for a permit. A valid permit must be displayed and can be obtained from the Estates department on 01334 46(3999) or online here: https://portal.st-andrews.ac.uk/carparking

Parking in staff car parks is not permitted.

Environment, Energy and Sustainability

There are many simple but important measures you can take on a daily basis for living sustainably when in University residences.

- Turn off your lights whenever possible especially when your room is unoccupied.
- Use energy-efficient light bulbs; they last up to ten times longer than an ordinary bulb and 30W energy-saving bulbs can save you up to £200 over the lifetime of the bulb.
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Payment of Residence Fees

The University has a policy whereby it does not issue invoices for the payment of accommodation fees. Prior to the start of the academic session, payment should be made in full or an instalment plan should be set up.

If you wish to pay for your accommodation in full then you can do this by international wire transfer, Bank Giro Credit (BGC) or by credit / UK debit card. There is also the option to set up an instalment plan for your accommodation fees. The first instalment is taken out when you first set up the plan and must be paid prior to arrival. The remaining instalments are taken at a later time in the year.

If you are unable to set up one of the instalment plans on offer, please contact student finance to make alternative arrangements at: studentfinance@st-andrews.ac.uk

It is important that you contact them if you have problems making a payment or if your details change, which will affect your payment plan.

More information can be found at: www.st-andrews.ac.uk/student/money/fees

Guests

(Section 19.1, 19.2 and 19.3 of Terms of Occupancy)

If you are in a shared room, you may only entertain guests if you have a prior agreement with your roommate. If you are living in a shared house or flat then you should also check with your housemates. You may have a temporary guest for a maximum of three days in any week, and no more than twice in any four week period in residences/houses/flats/apartments.

All overnight guests must be recorded by either notifying the Residential Service Manager, Porter or by completing the ‘Guest Sign-In’ book if one is available. Any member of the University’s staff and/or any person authorised by the University shall have the right to refuse admission to any guests and/or visitors. You will be considered responsible for the behaviour of your guests. Guests are NOT encouraged to stay during Orientation Week, as it is to enable the students to settle in and mix with other students.

Early Departure

(Sections 5.3, 5.4 and 5.5 of Terms of Occupancy)

There may be several reasons as to why you need to leave your residence early including studying away from St Andrews, taking a temporary Leave of Absence, or withdrawing from the University.

If you are required to study away from St Andrews as part of your course, you can terminate the contract, with a minimum of four weeks’ notice in writing, and with confirmation from your Faculty.

If you are taking a Leave of Absence from the University or have had your studies terminated, you must contact Student Accommodation Services as soon as you have had confirmation from Registry. You must confirm the date you will be leaving should you require more than five days to vacate. You will be charged accommodation fees up to the end of the semester, please refer to 5.5 of Terms of Occupancy.

Cancellation notifications are only acceptable in the form of a signed letter or emails to Student Accommodation Services from your University email address, received within seven days of the date you accepted your Offer of Accommodation. If your cancellation is received more than seven days after you accepted your Offer of Accommodation, and you fail to take up the accommodation, you will be liable for the rent during the entire period of licence, including catering costs, if applicable.

More Information can be found at: www.st-andrews.ac.uk/student/money/fees
Storage
Your contract runs for a period from approximately early September to the end of May. Self-catered and postgraduate contracts include the Christmas and spring vacations so you are permitted to stay in the residence over these times. Catered contracts do not include the Christmas vacations but do include the Spring vacation on a self-catered basis. You are permitted to leave your belongings in your room over the Christmas vacation but you will not be able to access them. Please see the ‘Vacation Periods’ section on page 27 for further information.

Please check with the Residential Services Manager regarding availability and location of storage rooms during term time. In most residences there is extremely limited availability.

During the summer vacation, the residences are either undergoing maintenance, or are used for conference purposes. During the summer vacation, the residences are either undergoing maintenance, or are used for conference purposes. If your room will be affected by this, you will be informed of any work in progress.

During this vacation period your room must be tidy and surfaces clear, so that it can be aired for cleaning. There may be times when the University wishes to carry out maintenance work during the vacation period if your room will be affected by this, you will be informed of any week in advance.

Contracts for David Russell Apartments catered, Agnes Blackhall Hall catered and Dihrami do include the Christmas vacation. However, this period is on a self-catering basis. You are required to leave your accommodation on or before 10am on the end date of your online contract, Saturday 30 May 2020. You must leave the residence and take all your belongings with you by this time.

• Before 10am on the last day of your contract, you must:
  • Remove all your personal belongings from your room and communal areas.
  • Ensure that all inventory items are present and in the correct place.
  • Check that all surfaces are tidy and clean. Surfaces should be left in a clean and tidy state.
  • Be authorised by Student Accommodation Services and the Residence Management Team for health and safety purposes

Contracts for all catered accommodation, do include the spring vacation. The residence fee does not include caring costs for the period as it does not include meals. The last meal will be breakfast on Saturday 15 March 2020 and the first meal back will be breakfast on Monday 30 March 2020.

Departments – Undergraduates
The residences close for the summer vacation at 10am on the end date of your online contract, Saturday 30 May 2020. You must leave the residence and take all your belongings with you by this time.

Vacation Periods
Second semester annual Students starting in the second semester can move into their rooms from 10am on Thursday 23 January 2020. Students should report directly to the residence to collect keys.

Christmas and spring vacations – self-catered
During term time, students are required to make accommodation arrangements through the Student Accommodation Service. However, if you do decide to leave the residence during the vacation periods, you are advised you inform the Residence Management Team for health and safety purposes.

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Vandalism and Damage

(Sections 11.2, 11.3 and 11.4 of Terms of Occupancy)

If you are found to be responsible for any damage or vandalism to any fixtures, fittings, furniture or decoration within your room or the kitchen/communal area, you will be liable for any costs incurred in rectifying the problem. If there is damage to the kitchen and no one accepts responsibility then all residents using that area will be billed collectively.

Any charges incurred will be invoiced directly by the Residential Service Manager. Further information regarding the costs can be sought from the Residence Management Team.

Discipline and Breaches of Terms and Conditions

Discipline and breaches of Terms of Occupancy are managed under the non-academic misconduct policy by Residential and Business Services Staff. Some issues will be referred to the Student Conduct Officer.

www.st-andrews.ac.uk/students/rules/appeals/non-academichandling

Please note that for major disciplinary indiscretions, breaches of hall rules and regulations, residence contracts or for repeated antisocial behaviour more severe disciplinary action may be taken, including expulsion from the residence system. Please make yourself familiar with the hall rules and regulations; ignorance of rules is not considered a valid excuse.