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, 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

This must, for staff and student safety follow the Scottish Government and Public Health Scotland Guidance as well as any University guidance on the safe use of University buildings including accommodation.

Collecting Your Keys

Your room is available on the arrival date and slot you selected at the pre arrival section of your acceptance. If you arrive before your arrival slot, then there will be a short delay in collecting your key and/or keycard. If you arrive before your arrival slot, then there will be a short delay in collecting your key and/or keycard.

Catered Halls

The first meal will be dinner on Monday 30 August. The first meal will be dinner on Monday 30 August.

Inventory

Sections 3.3 and 3.2 of your Terms of Occupancy

The first thing you should do once you have collected a complete copy of your inventory. The first thing you should do once you have collected a complete copy of your inventory. It is very important you carefully record anything which is missing or damaged. As the inventories are kept on 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 in the room was satisfactory when you arrived.

Roles within the Residence

Residence Management Team

Each residence has a Residence Management Team, who are responsible for looking after the operational aspects of the residence e.g. the condition of the grounds, general maintenance, repairs, health and safety and maintenance discipline. Please check the specific hall information on the University accommodation webpage for details of who they are and how to contact them. www.st-andrews.ac.uk/accommodation/ug/residences

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.

Breakfast / lunch or brunch, Saturdays and Sundays

Dine on our extensive menu served 14 meals per week:

• Breakfast and dinner, Monday to Friday
• Breakfast/Lunch or brunch, Saturdays and Sundays

Meals in residences are at set times so please check the specific hall information on the Accommodation webpage for details of what is provided. If you wish to have a packed lunch, you can request a packed lunch be provided instead and can be ordered up to the morning it is required. It includes a sandwich, a baguette, crisps, fruit, chocolate bar and water / juice. Please speak to or email your Chef Manager for more information.

Meals (catered halls only)

We provide a variety of meals on the quality and high standards of catering within the residences. There is a ‘You said / We did’ board in each dining room, so if you particularly enjoyed a meal or have any constructive or helpful comments to make, please fill in the suggestion slips, including your name and room number, and leave it in the box provided. We will respond to all comments as quickly as we can.

There are 19 meals per week provided in the standard catered residences:

• Breakfast, lunch and dinner, Monday to Friday
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Catering Team (catered halls only)

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 are offered a place in a catered hall.

so that the appropriate arrangements can be made for you. The Chef Manager’s contact details can be found on the hall specific webpage.

Student Accommodation Services

Student Accommodation Services is responsible for the allocation of rooms and roommate assignments, as well as disciplinary referrals involving health and safety regulations. Any questions you might have relating to your accommodation contract should be referred to Student Accommodation Services. They can be contacted via email accommodation@st-andrews.ac.uk or by phoning 01334 46(2510).

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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 triplet (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 airer
• Pots and pans
• Roasting tin and baking sheet
• Basin, cutlery tray and sink tidy
• Duster, detergent and air freshener

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 (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, curtains, soft fabric lampshades or halogen lamps into your bedroom or the residence, since all furnishings must comply with relevant safety legislations (Furniture and Furnishings Regulations 1993 – 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.

Facilities within Halls

Each communal kitchen at DRA, Fife Park, Gannochy, Powell and Whitehorn contains:
• Fridge / freezer
• Electric cooker
• Kettle
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• Clothes airer
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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, blue-tac or white-tac on the walls, doors, 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/log/rentant/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 the 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 redirected to the registration pages.
5) Use your University username and password to login as directed.
6) Proceed carefully through the on-screen instructions.
7) Restart computer when requested.

Once your computer has restarted, you will be able to access a range of network services including your email and the web.

For further information, terms and conditions and support advice please visit: www.st-andrews.ac.uk/orientation/once-you-arrive/it-support/internet-access

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/networkservices/wirelessaccess/troubleshootingwi-fiissues

Telephone
Telephones are provided on corridors and within flats for making emergency calls.

Technology
Keys and Replacements

**Section 9.12 of Terms of Occupancy**
Your matriculation card, key or keycard will open your bedroom and the front door of the building where you stay. It is important that you carry your matriculation card, key or keycard with you at all times. For security purposes, you are not permitted to have copies of your key or card made. We also recommend that you remove any tags that might identify your room. Should you then lose your key, this prevents anyone who finds it from entering your room. Please make sure you keep the tag safe and when you move out of the residence, return it to the key where you placed it in.

**Section 11.5 of Terms of Occupancy**
You must keep your room keys or keycard with you at all times. A charge may be administered if you are locked out, keys are lost or misplaced.

If you lose your key / card or tag, to obtain a replacement please let the Residence Management Teams know immediately. You will be charged for a replacement and if there is a requirement to replace the whole lock, then an additional charge will be incurred. If you are unsure about anything to do with keys and locks, please check with your Residence Management Team.

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 be 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 have 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
The standard heating times in your residence are:
- Morning: 2.5 hours of heating, e.g. 6.30am – 9.00am – Monday to Sunday
- Evening: 6 hours of heating, e.g. 4.30pm – 10.30pm – Monday to Sunday
- September to November: standard level as above.
- 26 November – 21 December: to cover the revision and examination period enhanced level – continuous heating from morning through to the evening (8.5 hours minimum) – Monday to Sunday.
- December – 6 January (vacation period): Agnes Blackadder, DRA, Fife Park, Angus / Stanley Smith, Albany Park, Dean Court, Powell and Whitehorn: Enhanced level – continuous heating from morning through to the evening (8.5 hours minimum).
- John Burnet, McIntosh, St Regulus, St Salvator’s, University Hall: Standard level – 2.5 hours heating (6.30am – 9am, Monday to Sunday)
- 6 January – mid January: Agnes Blackadder, DRA, Fife Park, Angus / Stanley Smith, Albany Park, Dean Court, Powell and Whitehorn: Standard level, plus one hour boost at lunchtime.
- John Burnet, McIntosh, St Regulus, St Salvator’s, University Hall: Standard level.

Mid January onwards: all residences revert to standard level plus one hour boost at lunchtime – Monday to Sunday. Heating duration at weekends will be reviewed if weather conditions are extreme.

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. If 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 sweeping 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), Fossail, Whitehorn and self-catered rooms in Gannochy. All occupants of a hall 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 whenever 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.
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, etc.) is strictly forbidden. Due to the size of the buildings it is very difficult at all times to ensure the death of water which in turn could lead to sarking. Any such attachments if found will be confiscated.

Drugs

Section 10.1 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 or your guests are having problems with drugs (Including prescription or over the counter drugs), are worried about a friend or and / or visitors complying with these conditions while under the influence – look after yourself and your friends, and remember that if you have guests and / or visitors, YOU are responsible for them. You should also please bear in mind your personal safety and the safety of others while under the influence – that’s not like me’ will not suffice. If you feel that you are experiencing a problem with alcohol, or know someone else who, please do not hesitate to contact a member of the Wardennial Team or Student Services. For more advice and contact details please visit: www.st-andrews.ac.uk/students/advice/personal/alcoholanddrugs

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 they are in your apartment.

If you are taken to hospital (through injury or illness) and are required to remain there over one or more nights then it is VERY important you contact Student Services or your Wardennial Team. It is important that we know that so we can provide any assistance that you may need whilst in hospital. It is also important that the staff know that you are not at hall for the safety purposes. Please also inform us when you return to halls so that they can help with any special arrangements you may require. More information can be found at: www.st-andrews.ac.uk/students/alcohol

If you require the services of a medical professional and have any difficulties in accessing this please speak to a member of staff. You can also call 111 from an internal or external phone, should you require free advice from a medical professional if you are unable to attend a doctor in person. In an emergency health situation please call 999.

Alcohol
Alcohol is not essential to enjoy the experience of student life, and when consumed in excessive amounts it can have a negative effect and could lead to unexpected and unwanted consequences. We understand that many students are going to want to enjoy alcohol, but please bear in mind your personal safety and the safety of others while under the influence – look after yourself and your friends, and remember that if you have guests, or visitors, YOU are responsible for them. You should also be aware that you will be charged for any damage or cleaning required by yourself or one of your guests while under the influence. The excuse ‘I don’t remember’, or ‘That’s not like me’ will not suffice.

Health

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 or 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 (guest) are caught smoking for 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) 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 doorways. Please see the specific hall information sheet for further information where it is appropriate to so.
All efforts are made to ensure the premises are secure. Please lock your bedroom at all times when your room is not occupied. The main doors to your residence will be locked at all times. If you are entering or leaving the building, please make sure that the door is closed properly and locks behind you. Please do not allow entry to the residence to anyone unless you are satisfied that they are a resident, a guest of a resident or are there with the University’s permission. This is to ensure both your own security and that of others. The University cannot accept responsibility for loss or damage to personal property.

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.

Emergencies
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 urgent need outside office hours, you are encouraged to contact a member of the Wardennial Team on the hall duty phone or call the Security and Response Team on 01334 468999. For emergencies or if the Wardennial or Management Teams cannot be contacted, dial 999 for the emergency services. Please use your discretion when determining how severe the situation is and the appropriate course of action.

Removal of Dangerous Items
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, please contact your Residential Management Team for clarification.

Electrical Equipment
Please see link below for permitted and prohibited electrical equipment.

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 and even remove a piece of electrical equipment that they deem to be unsafe.

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 find, even if it is not currently in use.
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 on the 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 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.
Environment, Energy and Sustainability

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

**Electricity**

- Turn off all electrical appliances when they are not in use.
- Use energy-efficient light bulbs; they last up to ten times longer than an ordinary bulb and 1000W energy-saving bulbs can save you up to 600 over the lifetime of the bulb.
- Turn off all electrical appliances when they are not in use and turn off all the socket. Leaving items on standby still use up to 7% of the power!!
- Switch off all electrical appliances when they are not in use.
- Turn down the heater and keep cosy with a jumper and a thick pair of socks.
- Turn off the heater when you open your window.
- Use only as much heat as you need to keep your room comfortable. Close your curtains at night in order to retain the heat from the day in your room.

**Water**

- Wash your clothes at 30 or 40°C – that is enough to clean them and remove all but the toughest stains.
- Do not leave the water running while you brush your teeth. On average a person uses 135 litres of water a day, don’t flush what goes down the drain without being used.
- Put a lid on your saucepan to reduce the amount of heat that escapes.
- Only put as much water as you need in the kettle. It will take less time to boil 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).
- Do not leave the fridge or freezer door open for any longer than necessary.
- Eat vegetables and fruit at least once a week. Meat and dairy products have the highest carbon footprints of any food group.

**Recycling**

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

- You are responsible for recycling all paper within your bedrooms. Be sure to sort it as much as possible and challenge yourself to repair things when they break instead of throwing them away or adapt them on St Andie-LiLs: www.travellighteco.com/资源/stand/know

- Some halls offer waste bins where you can dispose of peeling, coffee grinds and leftovers. The waste is then taken to a anaerobic digestion that produces gas, energy and as a result it is important that no plastics or metal is included.

**Environment Competition**

- Visit our halls’ pages to find out how you can help make your hall more energy friendly as possible! Every winter, all St Andrews halls of residence compete against each other to see which can be the most energy efficient. Each month, energy readings are taken and the hall which has reduced its energy consumption the most compared to its target will race to the top of the leaderboard.

- The winning halls will get a share of the £1,750 of prize money to spend on sustainability-related social events, activities or equipment – e.g. local food for a BBQ, plants for the hall vegetable garden – the choice is yours. Your energy saving points contribute towards the Hall Champions League – a mega competition including Hall Sports, Hall Campaigns and Interhall Energy.

- The winning hall is celebrated with a big party at the end of April, during which the Interhall Energy Competition winners will be announced. The winning halls will get a share of the £1,750 of prize money to spend on sustainability-related social events, activities or equipment – e.g. local food for a BBQ, plants for the hall vegetable garden – the choice is yours. Your energy saving points contribute towards the Hall Champions League – a mega competition including Hall Sports, Hall Campaigns and Interhall Energy.

**Champions League**

- The winning hall is celebrated with a big party at the end of April, during which the Interhall Energy Competition winners will be announced. The winning halls will get a share of the £1,750 of prize money to spend on sustainability-related social events, activities or equipment – e.g. local food for a BBQ, plants for the hall vegetable garden – the choice is yours. Your energy saving points contribute towards the Hall Champions League – a mega competition including Hall Sports, Hall Campaigns and Interhall Energy.

**Interhall Energy Competition**

- Visit our halls’ pages to find out how you can help make your hall more energy friendly as possible! Every winter, all St Andrews halls of residence compete against each other to see which can be the most energy efficient. Each month, energy readings are taken and the hall which has reduced its energy consumption the most compared to its target will race to the top of the leaderboard.

- The winning halls will get a share of the £1,750 of prize money to spend on sustainability-related social events, activities or equipment – e.g. local food for a BBQ, plants for the hall vegetable garden – the choice is yours. Your energy saving points contribute towards the Hall Champions League – a mega competition including Hall Sports, Hall Campaigns and Interhall Energy.
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 instalment(s) 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/students/money/fees/howareyoupaying/paying-your-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 there is one 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. This 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 until 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 email to Student Accommodation Services from your University email address received within seventeen days of the date you accepted your Offer of Accommodation. If your cancellation is received more than seventeen 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.
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. In most residences there is extremely limited availability.

Student Services

Your residence is equipped with a wide range of support offices. Student Services member work for Student Services, they live in the hall and act as advisers and forerunners to the warden and hall committee.

Your warden team consists of a warden and a number of assistant wardens. The team works with residents, the hall committee and the residents team to build a strong and supportive community and hall identity.

They are also responsible for maintaining good order in the residence.

The warden team provides information and support to all students on a wide range of issues, so if you are experiencing any difficulties do let them know as they will be able to provide you with further information regarding the correct disposal of items, including if they are to be donated to one of the many charities in town.

Vacation Periods

Second semester arrival: Students starting in the second semester can move into their rooms from 10am on Wednesday 12 January 2022. Students should report directly to the residence to collect keys.

Christmas and spring vacations - self-catered

Exempt from University Security Services accommodation during the Christmas and spring vacations. If you do decide to leave the residence during the vacation periods, then it is advised you inform the Residence Management Team for health and safety purposes.

Christmas vacation - catered

Contracts for David Russell Apartments catered, Agnes Burnet Annexe do not include the Christmas vacation. These residences must be vacated by 10am on Saturday 22 December 2021 and will reopen on Wednesday 22 December 2021. All transfers must first be authorised by Student Accommodation Services and the Wardennial Team.

Life in halls may at first appear very different to your previous living environment. However within a few weeks most students find they have settled in and are enjoying life in their residence. For this reason we do not consider transfer requests until after the end of Week 4. Wardennial teams are experienced at working sensitively with students on a wide range of issues, so if you are experiencing any difficulties do let them know as they will be able to provide you with further information regarding the correct disposal of items, including if they are to be donated to one of the many charities in town.

Departures - Undergraduates

The residences close to the summer vacation at 10am on the end date of your online contract, Saturday 21 May 2022. You must leave the residence and take all your belongings with you by this time.

Departures - Postgraduates

You are required to vacate your accommodation on or before 10am on the final day of the contract. If your contract is for a shorter period than 10 weeks, please check the start and end dates of your agreement on the online contract. Thirty-eight week contracts end on 21 May 2022. Fifty week contracts end on 22 August 2021.

When You Leave

(Sections 24.1 and 24.2 of Terms of Occupancy) Before you leave your room, you must:

• Remove all personal belongings from your room and take any items which have not been paid for (Sections 24.1 and 24.2 of the Terms of Occupancy).

• Check that all inventory items are present and in good condition.

• Clean and vacate your room and remove all rubbish. The kitchens and communal areas of your flat, house or hall should be left in a clean and tidy state.

• Remove any unwanted items to the appropriate recycling point. Check with your Residence Management Team as they will be able to provide you with further information regarding the correct disposal of items, including if they are to be donated to one of the many charities in town.

• Vacate your room and ensure that you return your key to the Hall Reception office.

If you fail to return your key, you will be charged for a replacement key and lock. Charges will also be made against you for any excessive clearing and removal of rubbish from your room and/or kitchen. If there are items missing or damaged as part of the inventory then you will also be charged for their replacement.

Please note, it is your responsibility to make sure you have packed everything and taken it with you. Any items left in your room will immediately be disposed of and any cost incurred for doing so will be passed on to you.
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 areas, 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.

Please note that for major disciplinary indiscretions, breaches of hall rules and regulations, residence contracts or for repeated antisocial behavior, 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.
Student Accommodation Services
Residential & Business Services
Agnes Blackadder Hall
North Haugh
St Andrews, Fife KY16 9XW
E: accommodation@st-andrews.ac.uk

www.st-andrews.ac.uk/accommodation