



University of Brighton

LIVING IN HALLS

2020/21



Welcome

Contents

Your contract	01
Before you arrive	04
Rules and regulations	06
Living in halls	12
Contact details	20
Other information	21



better homes for
students

COVID-19

The measures we are taking are referenced in your contract (2.1–2.6.6).

We will notify you in your arrival instructions of expected procedures and behaviours to ensure the safety of all residents and staff working in our residences.

Congratulations on being offered a place to live in our halls of residence.

This booklet covers all the information you will need to know about our halls, from the contract you accept to general advice on your stay.

It is important you read this booklet as it includes information on your safety and the safety of your fellow residents. When you agree to your contract you are confirming that you have read this booklet.

This booklet provides information about what you need to know before you accept an offer of accommodation from the university, and what you need to know once you have moved into halls. Please read the information carefully as you will need to understand the nature of the contract you have with the university.

This booklet also includes information on what to bring to your accommodation, including areas of consideration such as cars and parking. The remaining section details aspects of living in your accommodation such as welfare, health and safety and other services available to you. If you have any queries about any aspect of this information, please contact the relevant accommodation service, either at Brighton or Eastbourne (details on page 20).

STUDENT ACCOMMODATION CODE

Universities UK (UUK) is the representative body for the executive heads of UK universities and is recognised as the umbrella group for the university sector. One of its principal aims is to spread good practice throughout the higher education sector.

The Student Accommodation Code covers a broad range of issues relating to the management and quality of higher education residential accommodation, including health and safety, maintenance and repair, and the legal relationship between accommodation managers and student tenants. By following the standards and good practice guide contained within the code, universities can ensure that their students understand the standards applied to their accommodation, the university's responsibilities and the students' obligations as tenants.

The Student Accommodation Code was approved by Parliament in April 2006 and the University of Brighton is one of many national universities that has registered its residential accommodation as complying with the code's standards, subject to annual audits.

If you would like to find out more about the code, visit www.thesac.org.uk.



The Circus Street Halls, Kaplan Living Brighton, are registered under the ANUK Code, www.nationalcode.org.





Your contract

A LEGAL RELATIONSHIP

When you accept your place in halls of residence, you agree to abide by the standard terms and conditions of residence which form the legal contract you have with the university. This document is referred to as your accommodation contract. All student tenants are required to enter into an accommodation contract with the university before they take up occupation.

It is important that you read this guide and the accommodation contract before accepting your offer of accommodation.

Students in halls of residence are allocated a single study bedroom (often within a flat) in a named hall of residence. The accommodation contract is a single tenancy and contains rights for students to use the shared parts of the flat/unit in the hall of residence for a fixed period of time, 39, 40 or 50 weeks. This information is found on the front page of your contract. Due to service needs, it is not possible to offer extensions to hall contracts.

If you need accommodation beyond the end date of your contract, please contact the accommodation service at least 2 months before your contract terminates. It is not possible to extend your contract but we may have a room available in a flat with a longer tenancy or in Homestay accommodation.

You can view the terms and conditions of your contract on our website <https://accommodation.brighton.ac.uk>

YOUR CONTRACT

The accommodation contract creates a contractual relationship between you and the university and the obligations in the agreement are legally enforceable. The agreement operates within a framework of housing law, landlord and tenant law and consumer law, all of which place obligations on both you and the university.

The university's accommodation contract is a detailed document that explains both the student's and university's obligations so that it is clear and fair to both parties. The agreement is formed of six sections:

- general obligations (clauses 1.1-1.6)
- coronavirus measures (clauses 2.1-2.6.6)
- student's obligations (clauses 3.1-3.15.5)
- university's obligations (clauses 4.1-4.7)
- other conditions (clauses 5.1-5.17)
- termination of your contract (6.1-6.14)
- consumer protection and privacy (clauses 7.1-7.10)

International students should be aware that this agreement is made under English law, which may be different to the law applicable in their own countries.

The accommodation contract is an exempt student tenancy under paragraph 8 of Schedule 1 of the Housing Act 1988. This agreement expires on the stated end date without separate notice being required (or can be terminated earlier under clauses 6.3 or 6.4 of the agreement) and the student has no contractual right to remain in the room after that date.

WHEN DOES THE ACCOMMODATION CONTRACT BECOME BINDING?

This varies depending on whether you have accepted your accommodation online or signed a paper contract.

If you apply online, the agreement between the university and the student becomes binding when the student has:

- a) ticked the box on the university's accommodation application website confirming that they have had the opportunity to read the terms and conditions, and that they agree to them; and
- b) clicked the accept button on the university's accommodation application website confirming that they accept the university's offer of accommodation on the terms stated in the offer; and
- c) paid the first instalment of rent as stated in the offer.

If you have signed a paper contract, the agreement between the university and the student becomes binding when it has been signed by the student and counter-signed and dated by the university.

THE UNIVERSITY AS YOUR LANDLORD

The university aims to be a responsible landlord providing safe, affordable accommodation to its students. However, it is essential that the university is able to apply to the courts to seek legal redress, such as an eviction order, when students behave in a way which is dangerous or disruptive to others, or when they fail to pay their rent or cause damage.

The university also reserves the right to move a student to alternative university accommodation, but only where it is reasonable to do so. This may be in circumstances where, for example, there has been a fire, or where a student or group of students is behaving disruptively. Unless the reason for the relocation is the student's own behaviour, the university will try to offer accommodation of a similar standard. Where the new accommodation is less expensive, only the reduced rent is payable. If the new accommodation is more expensive, rent will be charged at the old rate (see clause 6.12).

RENT

Students living in halls are legally obliged to pay rent to the university throughout the period of their agreement (see clause 3.2).

Your first rent instalment must be paid when you accept your offer and before you move into your accommodation. The remainder of the rent is paid in three termly instalments.

It is important to make prompt payment and the university is entitled to charge interest at seven per cent annually where payment is late. If the university has to sue for non-payment, solicitor fees and court fees will be added to the debt claimed from the student.

Your rent includes internet, electricity, heating and water supply, cleaning of communal areas, buildings and contents insurance, repair and maintenance.

If you think you may have a problem paying your rent please speak to someone in the income office (01273 642592) as soon as possible so that you can be advised of the best course of action to take. You can also contact the Student Advice Service (page 24) for advice on loans or grants for which you may be eligible.

The university also has a dedicated Accommodation Income Officer whose role is to help students manage their accommodation payments (email p.sanna@brighton.ac.uk).

It is extremely important that you do not ignore reminders about rent arrears on your account. The university is entitled to terminate your accommodation contract if payment is overdue by 28 days or more and will pursue the outstanding debt using debt collectors and the courts. It is in your best interest to seek help and advice at the earliest possible opportunity.

Example of rent payments

If your rent for university accommodation is £150 per week for a 39 week tenancy, it would be payable in the following instalments:

1. £300 within three days of the accommodation offer being made (equivalent to 14 days rent)
2. £1,864.29 on or before 13 October 2020
3. £1,842.86 on or before 13 January 2021
4. £1,842.86 on or before 21 April 2021

CHARGES FOR DAMAGE

The university does not require a damage deposit when you move into halls of residence.

The university will invoice for the cost of putting right any damage caused. Where damage is caused anonymously in a shared communal area the university is entitled to charge each student for a proportion of the costs.

Where accommodation has to be cleaned or decorated before it is fit to be relet, we will charge the cost of cleaning, decorating and repair to the outgoing tenant.

Items which need replacing as a result of reasonable wear and tear and decoration which is necessary as part of ongoing maintenance are not charged to students.

Where a charge has been divided between a number of students, any student who has grounds for objecting to the charge (e.g. if they can show they could not have been at the university at the time when the damage occurred) may make representations to the Senior Accommodation Manager (Accommodation Services) who will fairly and impartially consider the statements made and the evidence presented. Where the Senior Accommodation Manager (Accommodation Services) is satisfied that a student could not have been responsible for the damage, they will not be charged.

TERMINATING YOUR ACCOMMODATION CONTRACT

The accommodation contract for halls of residence commits you to staying in halls for the duration of the contract length (39, 40 or 50 weeks depending on the halls). In certain circumstances, however, it may be possible to break this agreement provided that this has been agreed with the university and subject to conditions set out in clause 6.6 of your accommodation contract.

The four conditions, all of which must be satisfied, are:

- a) the student has completed and handed in a hall of residence termination form (available from the university's accommodation service) notifying the university that s/he wishes to leave; and
- b) the student makes payment for, or puts right, to the university's reasonable satisfaction, all breaches (if any) of the student's obligations in this agreement; and
- c) a replacement student who is reasonably satisfactory to the university as a tenant and who is not already a tenant of the university enters into an agreement with the university (the university will assist the student in finding a replacement, but does not guarantee it will be able to find one); and
- d) the student pays a fee (£50 where the university finds a replacement student or £25 where the student finds a replacement student) towards the university's costs of administration and inspecting the accommodation.

Conditions (b) to (d) in this clause shall not apply if the student is able to show that the reason for termination is a serious or persistent breach of the university's obligations in this agreement or because the student is prevented from continuing their studies because of a disability.

Finding a student to take your room is not always easy. For example, if you leave during the first few weeks of term finding a replacement can be relatively easy. However if you leave after Christmas it can be difficult to find another student to take the room. You could end up paying rent on a room you are not using until the end of the contract period.

If you are thinking of leaving your accommodation, or if you decide to leave your course, you will need to notify the university. You will continue to be liable for rent until another student takes your place. When you leave, please return your keys to the halls reception and make sure your room is clean and tidy. Site staff will check your room and inform the accommodation team if any charges are to be made for cleaning or damage. Please note that handing in your keys does not constitute a surrender of your accommodation contract.

STUDENT REGULATIONS AND DISCIPLINARY PROCEDURES

Information about the university's disciplinary procedures is contained within the student handbook which you should read before accepting your place in halls of residence. It is essential that you read the handbook so that you understand your obligations and responsibilities as a student of the university.

A breach of a university policy may be regarded as a breach of the accommodation contract, which may be terminated as a result. In addition, disciplinary action may be taken either under the policy in question or under the student regulations and disciplinary procedures set out in the student handbook.

The student handbook can be found on <http://studentcentral.brighton.ac.uk> in the left hand section 'New Student'.



Before you arrive

Before you arrive at your new accommodation please take into consideration the points raised below and on the following pages.

ELECTRICAL EQUIPMENT AND SAFETY

The power supply in the UK is 230v. Most European appliances will operate with the use of an adaptor. Most appliances from outside of Europe will not work in the UK.

The use of kettles, cooking equipment, electric blankets and heaters in study bedrooms is prohibited as well as any other equipment consuming more than 500 watts. Fridges or mini fridges in bedrooms are also prohibited unless on medical grounds. Please ensure that you do not overload your sockets with too many appliances.

Any faulty fittings and dangerous wiring will be removed and it is possible that a charge will be made. Holes must not be made in furniture or fabric to accommodate wiring. Please remove all plugs from sockets if you vacate the room for any length of time.

TRANSPORT

All halls sites are very well served by public transport, and are within walking or cycling distance of university campuses.

- **Cycling**
All halls and campuses have cycle parking facilities, and bike repair kits and pumps are available, just ask at halls reception for details.
- **Bus**
All halls and campuses are well served by public transport. Local bus operators offer a range of ticket options, which can include special discounts for students.
- **Train**
Students can get a third off rail fares with a 16-25 Railcard, ask at your local train station for details of this and other discounted rail travel.
- **Cars**
The university discourages reliance on cars and cannot guarantee parking availability (free or charged) on any of its residential or academic sites. Parking is restricted on most sites and you should think carefully about whether you will need your car. Bringing a car to our halls of residence at Great Wilkins, Varley Park (Brighton) and Welkin Halls (Eastbourne) is prohibited as part of your accommodation contract (see clause 3.11).

Other sites require parking permits. For more information on car parking see page 7. For more information about site-specific transport please go to page 19.

INSURANCE

The university has arranged for block insurance of your personal possessions while you are living in halls. Your cover is automatically included in your rent and lasts for the duration of your accommodation agreement. Optional top-ups are available which will enable you to tailor the insurance cover to suit your particular needs. Further information will be provided when you move in.

ARRIVAL TIME

Our e-induction allows you to book an arrival slot, or you may be allocated a time when you should arrive at some of our halls. We request that students keep to the selected or allocated time slot so that students can check in with the minimum of delay and traffic can be managed on site.

WHEN YOU ARRIVE

Your accommodation contract will tell you which room and hall you have been allocated to. You'll need to bring photo ID (such as your passport or driving licence) with you on arrival day, as staff will need to see your ID before room keys are issued.

When you have received your keys, you will be directed to your room by residences staff. They will also be able to answer any questions you have about the halls and facilities on site or nearby.

Once you have unpacked your things, make yourself at home and meet your new neighbours – don't hide in your room!

WHAT WE PROVIDE

The following is provided within halls;

Bedroom

- a single bed with mattress (3 foot), with the following exceptions:

Circus Street, Cliffe, Firle, Highview, Coastland, Hillside, Upland and Great Wilkins – a small double bed with mattress (4 foot)

The Hub (premium room) and Welkin (large room)
– a double bed with mattress (4 foot 6 inches)

- wardrobe with hanging rail
- chest of drawers, desk and chair
- wastepaper bin
- curtains or other window coverings
- desk light and/or bedside lamp
- bookshelf and pinboard

Communal area

- sofa and/or easy chairs
- coffee table(s)
- dining table or breakfast bar
- microwave oven
- two fridge-freezers
- oven with grill and four electric rings (ceramic hob - Welkin)
- toaster
- electric corded jug kettle
- vacuum cleaner
- cleaning equipment
- TV aerial point in communal area

WHAT TO BRING WITH YOU

All halls of residence are furnished, but you will need to bring some items.

What you will need to bring:

- photographic identification (passport or driving licence)
- basic provisions for the first few days, until you have time to get to the shops
- washing powder or liquid, combined detergent/conditioner for Welkin and Paddock Field
- bed linen, including sheets, pillows and duvets or blankets
- towels and tea towels
- crockery – plates, bowls and mugs
- cutlery and cooking utensils, including tin opener and a bottle opener
- pans – a couple of saucepans, frying pan, baking tray, etc
- hairdryer and toiletries.

If you decide to bring a television, you will need to arrange for your own TV licence. Quality of TV reception cannot be guaranteed on our sites. For more information see page 18.

Please remember that you will be sharing accommodation with a number of other students so try not to bring too much.



Rules and regulations

When you live in halls, there are certain rules and regulations that must be observed. These conditions are outlined in your accommodation contract which is a legally binding document. The rules help to ensure everyone's safety and wellbeing.

You are sharing your accommodation with other students so it is important you understand what is expected of you. Please ensure that you are fully aware of your obligations.

The following rules are for your safety and wellbeing and form part of your accommodation contract. Where appropriate a reference to the relevant part of your accommodation contract has been made.

ABSENCE FROM HALLS

If you plan to be away from halls for longer than seven days, please inform your neighbours and site staff. This is a requirement outlined in clause 3.4.4 of your accommodation contract so that you can be accounted for in case of an emergency.

ACCESS TO YOUR ROOM

The university will aim to give prior notice before accessing your room (clause 3.6.2).

No notice will be given in the following circumstances:

- fire drill/evacuation
- emergency repairs are required
- access is required to the communal areas, i.e. kitchen or corridors
- the need for repair (or any other matter affecting the suitability of the accommodation for habitation) was reported by you
- concern about your welfare or wellbeing.

In these circumstances the university is entitled to enter the accommodation whether or not you are present.

The university will carry out individual room and communal area inspections on a monthly or termly basis as appropriate to enable the university to maintain standards of repair within the accommodation.

ANTISOCIAL BEHAVIOUR

When living in shared accommodation, you need to be aware of how your behaviour affects others living with you or nearby. Antisocial behaviour causes nuisance and distress for fellow students and neighbours living in the surrounding community. Causing a nuisance or disturbance is also a breach of the accommodation contract (clause 3.7) you have with the university.

One of the most common problems is caused by high noise levels. Whether inside the halls or in the grounds around the halls, noise levels must be kept to a minimum at all times. Noisy behaviour will be regarded as antisocial and a breach of your accommodation contract with the university and the university will take disciplinary action as a result.

The following are examples of antisocial behaviour:

- music, singing and loud conversation which is audible to those outside your room or flat
- unruly behaviour such as shouting or causing a disturbance in the street, often when returning to halls or accommodation late at night
- parties - these are not permitted in university halls of residence.

Incidences of noise nuisance or other antisocial behaviour are often fuelled by excessive alcohol consumption. The university does not accept this as an excuse for inappropriate behaviour at any time.

Circus Street, Phoenix, Varley, Moulsecroomb Place and Welkin Halls are all situated in residential areas and you are expected to respect neighbours who may be elderly, have young children or have to get up early each day. The local councils in Brighton and Eastbourne also monitor noise disturbances and will fine students who persistently behave in an antisocial manner. Police action may also be taken against you.

Other examples of behaviour which is unacceptable and constitutes a breach of your accommodation contract are:

- verbal or physical abuse towards other students, neighbours or staff (clause 3.7)
- harassment or bullying
- criminal activity, such as the use of illegal substances. See clause 3.10 of the accommodation contract and page 8 of this guide for information about the university's drug and alcohol policy
- possession of firearms or imitation firearms (clause 3.3.2)
- tampering with fire detection equipment and the malicious activation of fire alarms. See clause 3.3.1 of your agreement and also page 9 of this guide for information about fire regulations.

CAR PARKING AND ENFORCEMENT

Please be aware of the following car parking restrictions on halls of residence sites:

- **Great Wilkins
Welkin Halls
Varley Park
Circus Street Hall (Kaplan Living Brighton)**
There is no designated car parking for halls' residents at these sites (except for registered disabled users) and therefore you must not bring a car to the site (clause 3.11).
- **Phoenix Halls
Moulsecroomb Place Halls Paddock Field Halls**
These halls have a parking control scheme in operation because the numbers of parking spaces is limited and a parking permit is required to park at these three sites. Holding a valid parking permit does not guarantee a space, it means that if there is a space available, you can park in it.
At Phoenix Halls and Moulsecroomb Place parking in university owned car parks, including these Halls of Residence, is controlled by permit. You will need to apply for, be granted and pay a fee in order to park in these location
At Paddock Field, parking permits will be available from mid-week after you have moved into halls. Applications may be collected from halls reception. There are no parking restrictions at Paddock Field for the first two weeks of term.
Anyone who abuses the privilege of holding a permit will have their permit revoked and may be subject to the parking controls and charges. Students who leave the university must return their permit to the reception office.

For more information on parking, and to apply for a permit, please see the University's parking webpage: www.brighton.ac.uk/brighton-students/your-student-life/travel-and-transport/index.aspx

Parking enforcement

The parking control scheme at the university is managed and operated by the One Parking Management Company. They operate to nationally recognised guidelines set by the British Parking Association.

Any illegally parked vehicles may be issued with a £60 Parking Charge Notice (PCN) or, in certain cases be removed.

This is defined as follows:

- any vehicle parked in a space reserved for a disabled driver that does not show a recognised disabled driver badge
- any vehicle parked in an area that it is not permitted to park, e.g. without a permit
- any parked vehicle which causes an obstruction, e.g. a vehicle parked on double yellow lines, or on the pavement, or obstructing emergency vehicles attending site.

For information on alternative transport please see page 19.

CLEANING

Students are responsible for cleaning their study bedrooms and keeping the communal areas within their flat/unit tidy and safe (clause 3.5.6). Refuse and recycling should not be allowed to accumulate and bins must be emptied regularly.

Where students do not maintain an acceptable standard of cleanliness and hygiene, they will be billed for professional cleaning charges – these can be very expensive. For advice on cleaning see page 13.

DRUG AND ALCOHOL POLICY

The university has a legal responsibility for the health, safety and welfare of its students, staff and visitors and aims to provide a safe, healthy and high quality learning environment.

This includes addressing the risks posed by substance misuse, informing students of their responsibilities and codes of conduct and providing help and advice on request. All students have a legal responsibility to take reasonable care for their own safety and that of others and to comply with this policy (clause 3.10).

Who is covered by the policy?

The policy applies to students in circumstances where there is a safety risk to themselves or others, or where their conduct or quality of work affects others or the reputation of the university, such as students on university organised work placements, working in laboratories on research projects or as members of university sports teams.

It applies whether students are on university premises or elsewhere on university business or study activities, including premises managed on behalf of the university by a third party (such as some halls of residence).

Aims of the policy

- promote health, safety and wellbeing by providing information, advice and support
- inform students about drug and alcohol use and misuse
- provide advice on the support options available
- enable individuals with drug and alcohol related issues to seek help
- offer guidelines to all students and staff regarding their responsibilities and the required code of conduct
- explain how misuse may lead to disciplinary or legal action.

As part of this process, the university and the police will carry out periodic testing for illegal substances in halls of residence. In certain situations individuals may be subject to disciplinary action, be asked to leave and/or be reported to the police. The university has a legitimate interest in protecting those at the university and its own reputation from the likely consequences of substance misuse.

Full details of the Drug and Alcohol Policy and Mental Health Policy are available at www.brighton.ac.uk/brighton-students/your-learning/student-policies-and-regulations/index.aspx

FIRE REGULATIONS

All students and their guests are required to familiarise themselves with the following regulations, the location of fire appliances, fire alarm call points, exit routes from buildings and assembly points. Fire and evacuation instructions are found in each flat – please read them carefully. You will be required to participate in fire drills.

Students who do not cooperate with evacuation procedures will be subject to university disciplinary procedures and/or penalties.

Interference with firefighting equipment, detectors, doors, signage or alarms is a criminal offence. Failure to comply with the regulations or with instructions from a member of university or emergency service staff will be considered a serious infringement and render the offender liable to prosecution, penalties and/or to have their accommodation contract terminated.

Hallways and Fire Exit routes must be kept clear at all times. Anything that could impede a safe exit or increase the fire loading is prohibited. This includes items such as posters and decorations. Items may be removed by staff if left in these areas.

The following regulations must be observed at all times:

- Fire doors, which include your kitchen, bedroom and flat entrance doors, must be kept closed and not be propped open. Students must also not affix anything, such as posters and photos, to the doors as this will breach fire regulations and increase fire risk
- Safety signs must not be covered, removed or defaced in any way
- Heat/smoke detectors must not be covered or interfered with in any way
- The maximum number of persons permitted to gather at any time in a study bedroom is six
- No cooking or heating of liquids is permitted to take place in study bedrooms. Use of chip pans or similar is prohibited within halls of residence. Care should be exercised whilst cooking with a wok, frying pan or the grill. Smoke produced from such cooking activities (e.g. burning toast) can set off fire alarms. Cookers and grill pans must be cleaned before using to prevent unwanted fire alarm activations
- Barbecues are not permitted on halls of residence sites
- Candles, joss sticks, tea lights, electric bar fires, fan heaters, oil lamps or fireworks are not permitted in the buildings
- Activation of alarms (particularly those where fire doors have been propped open or windows kept closed) which result in the unnecessary attendance of the fire brigade may result in disciplinary procedures. An equipment reinstatement charge will be levied in the event of malicious or preventable and unwanted alarm activation. Such charges may be made against an individual, flat or block. In addition, the fire brigade may seek to prosecute the individual responsible for malicious activation
- Residents are not permitted to bring any furniture into halls of residence accommodation. Any furniture which is not the university's property will be removed at the resident's expense. Any defects with university furniture or fittings should be reported to site staff immediately
- Electrical circuits must not be overloaded. Only a four-way oblong extension lead with neon indication and an in-line fuse rated at five amps, of the Duraplug make or similar, may be used (cubic type adaptors and coiled extension leads are prohibited)
- Any activity which could place other people or property at risk is forbidden
- Fire drills and fire alarm activations must be responded to promptly by all in residence
- Cars and motorcycles must not be parked in locations which would impede access for emergency vehicles. If the car park is full, vehicles must be parked off site

- Storage of bicycles or any other objects is not permitted within study bedrooms, staircases, corridors or communal areas. The university may remove any article which constitutes a fire risk.

Fire alarms

Make sure you are aware of the action needed in the event of a fire or the activation of a fire alarm. This information is displayed on a fire action poster in your flat.

Take time to familiarise yourself with the evacuation procedure.

Fire drills will take place every term and you must respond to them promptly.

Fire safety

You are advised to watch the university's fire safety video. This can be found on studentcentral.brighton.ac.uk (look for 'safety and security', under 'My Student Life').

Fire charges

You will be charged for the following breaches of fire regulations:

- Tampering with fire safety equipment (i.e. covering smoke detectors, removing fire safety signs, misuse of fire extinguishers or fire blankets)
- Avoidable or malicious fire alarm activation
- Propping open of fire doors
- Smoking in a designated no smoking area

HEALTH AND SAFETY

The university aims to protect the health, safety and welfare of students and staff. Some policies on safety are set out in the student handbook (see page 3) and others are available from the departments in the university to which they apply.

Every student has a duty to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions.

We strongly recommend that you wash your hands well whenever you leave your Accommodation and return to it – even if you are only going to another part of the building.

All students are required to maintain a safe environment within their flat and bedroom for staff and contractors who may have to enter the accommodation. For example, this means students are responsible for ensuring that cables to personal electrical equipment are safe and are not left trailing. It is a condition of the accommodation contract that a student will not put the health and safety of others at risk (clause 3.3.1). In serious cases, the accommodation contract may be terminated before its expiry date.

Hazardous chemicals or biological substances must not be brought into the residence sites (prescribed medicines are allowed). Mercury thermometers are not allowed on the premises.

Students are responsible for the safe moving and handling of all luggage and belongings. University staff will not assist in the handling of excessive loads.

INVENTORY

An inventory is a list of the contents and condition of a room or property when you move in. You will find an inventory in your study bedroom.

If you see any discrepancies please record as much detail as possible. If you can, take photographs.

Please complete it fully and return to site staff within 48 hours of arrival (clause 3.5.1). If you do not return the inventory, you may be held responsible for damage not noted.

Contact a member of staff if you have not received an inventory when you arrive.

MAINTENANCE AND REPAIRS

The university is responsible for the repair and maintenance of the accommodation it manages at Varley, Phoenix Brewery and Moulsecroomb Place. Several of our halls of residence are managed on behalf of the university by Kaplan Living (Circus Street), L&Q (Paddock Field), Sanctuary Students (Great Wilkins) and by Optivo in Eastbourne (Welkin Halls).

The university or housing associations managing halls can only repair faults once they are aware of them. You should notify the site office within 24 hours of becoming aware of any problem (clause 3.5.2). Any defects which you consider to be potentially dangerous must be immediately reported to site staff. For less serious faults, please complete a maintenance form at halls reception.

You should ensure that when necessary repairs are reported, a full description of the fault is given. For example, to mend a broken window the university may send round a glazier, but if the window just won't open, it might be more appropriate to send a joiner.

Repair response times:

- **Emergency repairs**
Repairs which are necessary to avoid a danger to a student's health and wellbeing or to avoid serious damage to the accommodation or a student's belongings (e.g. a burst pipe): within 24 hours of being reported.
- **Urgent repairs**
Repairs which, if not carried out, would significantly affect the comfort and convenience of the tenant(s): within five working days of being reported.
- **Non-urgent repairs**
Repairs which do not fall into the above two categories: within 28 working days.

PETS

No animals may be kept in halls of residence (clause 3.14) unless used as an aid for a disabled person.

SAFETY AWARENESS

Residents should keep their study bedroom locked and windows closed when unoccupied (clause 3.3.4). It is also your responsibility to ensure that the front door to your flat/unit is locked.

Do not let anyone into your building or home if you don't know them. If you do and they cause a disturbance or damage, you will be held responsible. Members of university staff carry identification cards and should identify themselves before entering a building.

Occasionally you may be asked by a member of university staff to produce identification (e.g. Unicaid). Please cooperate – it is not an invasion of privacy and is in the interest of all residents to dissuade intruders. There are CCTV security cameras at some halls sites and a security team on call at all sites.

If you discover anyone who you believe to be trespassing or presenting a potential threat, please report them to site staff.

SMOKING POLICY

It is against the law to smoke in virtually all enclosed public places, workplaces, public and work vehicles. Failure to comply with the law is a criminal offence and carries financial penalties. The law clarifies that 'smoking' refers to smoking tobacco or anything which contains tobacco, or smoking any other substance.

Restrictions on smoking at the university
Smoking is prohibited in the following university locations:

- anywhere in university and Students' Union buildings or vehicles
- all areas of university halls of residence, including private bedrooms
- within 10 metres of any entrance, openable window or vent on university buildings
- all external areas of the university, unless in a designated smoking area.

All halls of residence are designated as non-smoking areas of the university. Students who have an accommodation contract with the university agree to comply with the university's policy on smoking (clause 3.9).

Breaches of policy will constitute an offence under the university's student disciplinary procedures.

More information and advice about the university's smoking policy can be found at www.brighton.ac.uk/current-students/my-studies/student-policies-and-regulations/index.aspx.

SUBLETTING

The subletting of rooms is strictly prohibited (clause 3.12.1). This includes allowing the use of, or sharing your room with relatives, friends, boyfriends or girlfriends.

VISITORS

You are responsible for the behaviour of any visitor you invite into your accommodation (clause 3.8.3).

Daytime visitors are permitted in halls of residence, subject to the fire regulations that there should be no more than six people in any study bedroom at any one time.

One overnight guest is permitted to stay for a maximum of two nights in a period of seven nights. The guest must:

- be over the age of 18
- agreed and acknowledged by site staff
- signed in at reception
- issued with a visitor pass

You must be present on site or in residence during the duration of your guest's stay.

This regulation is strictly enforced. To allow a guest to stay at the accommodation on more than an occasional basis will be regarded as subletting and is in breach of the accommodation contract.

You must not have anyone visit you after 10pm if they have not signed in at the halls reception.



Living in halls

Here you will find guidance for living in halls - from how to get connected to the university network to how you will receive your post.

There is also information about the staff you will meet on site and other university services you might want to access.

BANKING FACILITIES

- **Welkin Halls**
There is a cash machine located in the reception of Welkin Halls, available 24 hours. There are limited banking facilities close by in Meads village. Further banking facilities are available in the town centre.
- **Moulsecoomb Place**
A cash machine is situated in the Cockcroft building close to Moulsecoomb Place.
- **Paddock Field and Great Wilkins**
There is a cash machine located on the Falmer campus next to the Hive (Students Union café) by the bus stop. The closest banking facilities at Falmer are located on the University of Sussex campus nearby, which has a Barclays, HSBC and various other cash machines.
- **Phoenix**
There are branches of all the main banks on the London Road near Phoenix Halls and in the centre of Brighton close to Grand Parade.
- **Varley Park**
There is a cash machine in the Hub.
- **Circus Street Hall**
There are branches of all the main banks in the centre of Brighton close to the halls.

C-CHANGE

The University of Brighton is proud to say that sustainability is one of its core goals. This is highlighted through the People and Planet's Green League, where the university scored a 'first class' award, ranking twenty-first out of all the universities in the country in 2014.

c-change is the university's internal campaign aimed at helping students to come together to reduce your impact upon the environment, while still having a great time living at the university. Look out for c-change competitions, information and volunteering opportunities while during your time in halls.

Here are a few simple things you can do to support the c-change campaign and be more sustainable while living in halls:

- power down - turn off anything that uses power when not needed. Games consoles, PCs and lights are particularly energy-guzzling!
- travel sustainably - have a look at the different options for travelling to and from your Halls and campus (see page 19).
- reduce, reuse, recycle - see page 15 for some top tips on cutting down your waste and making sure as much as possible is re-used or recycled.
- log on and join in - be part of the c-change campaign and help make a difference. Keep in the loop through Facebook and Twitter or contact the c-change team via email if you would like to get involved:
F: [unibrightoncchange](#)
T: [@_cchange_](#)
E: cchange@brighton.ac.uk

CATERING

There are restaurants and cafés on all campuses. For more information on our hospitality facilities please go to www.eat.brighton.ac.uk.

CLEANING ADVICE

University or contract cleaners will clean on a weekly basis the communal areas of your flat as part of your accommodation contract (see page 8).

They will not clear up after you or do the washing up – this is your responsibility. We highly recommend agreeing a cleaning rota or establishing some ground rules from the outset. This can avoid disagreements at a later date. Further information about cleaning arrangements can be found in your kitchen.

Particular problem areas are:

- shared kitchens and bathrooms – a lot of problems can be avoided if individual students clear up after themselves. Please make sure that you do your own washing up, clean the sinks and kitchen surfaces. And when you use the bath and shower, be sure to clean them afterwards.
- grill pans which are not cleaned regularly are a fire hazard and will activate fire alarms. You should therefore clean grills after every use.
- do not leave food lying around – vermin can be attracted very easily.
- rubbish and recycling – don't let the bins provided overflow with rubbish and recyclable items.
- ensure fridges and freezers are defrosted regularly, at least once per term, to prevent the build up of ice.
- where there is a shower curtain, always make sure it is tucked inside the bath.
- you should not pin or stick anything to the walls – it always leaves a mark, despite what the adhesive manufacturers claim. Please use the notice board provided. Charges will be made for walls marked in this way.

We may need to vary cleaning routines or even close common rooms to manage our response to COVID-19. There will be no reduction in rent or compensation if we need to do this.

COMMENTS AND COMPLAINTS ABOUT SERVICES

Our aim is to provide you with the highest standard of service at all times. However, we know that things can and do go wrong. When this happens, we need to know about it so that we can take measures to put things right quickly and efficiently. We also welcome comments and feedback about our services.

Most complaints can be resolved immediately, but if your complaint is complex we may need more time to investigate. We aim to deal with your complaint within ten working days of having received it.

Complaints, comments or any suggestions you may have should be referred to the appropriate member of residential staff (please see pages 16-17 for contact details).

Appealing a charge or decision

If you wish to appeal a charge, fine or decision you should in the first instance contact the relevant Halls Manager (contact details are at the back of this guide). If you are still unhappy with the decision you may appeal in writing to the Senior Accommodation Manager (Accommodation) within 10 days of receiving the charge notification.

COMPUTING FACILITIES

Students in our halls of residence are able to use the university's computing facilities. Internet access and the use of this facility is included in your rent.

University wireless - Eduroam

This service, eduroam, (education roaming) is the secure, world-wide roaming access service developed for the international research and education community.

You can find more information about eduroam and how to connect to the service at www.brighton.ac.uk/eduroam.

The following is not covered by the halls of residence internet service:

- some internet services that are not enabled for security or performance reasons
- advice or fixing of problems with your computer hardware
- networked printing facilities
- a guarantee that it is technically possible to connect your computer to the network.

A network specifically for residents of Circus Street Halls, Kaplan Living Brighton is available throughout the accommodation. You can connect up to ten devices and will provide speeds of up to 100 Mb/s.

COUNCIL TAX

Students living in halls are exempt from paying council tax.

DOCTORS

You are strongly advised to register with a university doctor or local doctor as soon as possible after you arrive. More information on local doctors can be found at www.brighton.ac.uk/brighton-students/your-student-life/my-wellbeing/health/index.aspx

EMERGENCIES

If there is an emergency contact the emergency services on 999.

If possible contact a member of site staff immediately after you have contacted emergency services.

HEATING

All study bedrooms and communal areas are centrally heated during the winter months and the cost is included in your rent. In the event that the heater in your bedroom or communal area is defective, you should report it to one of the halls staff immediately. Further information about how the heating works in your halls can be found in your bedroom.

LAUNDRY

Laundry and drying facilities are available at each halls site. Information about how to use the facilities, including washing and drying costs, is displayed in each laundry area. If you experience a problem with any of the machines, please advise by email the halls staff straight away.

At Welkin Halls in Eastbourne and at Paddock Field in Brighton, the washing machines do not have detergent drawers so you need to bring washing capsules (combined with fabric conditioner) that are placed directly inside the machine drum.

Laundries may be put on a rota basis, so that you are only able to use them during your allocated times, in order to maintain adequate social distancing.

KEYS

Each student will be issued with a key to his or her study bedroom and/or unit. Please keep your keys safe and do not give them to other residents or friends.

Access to bedrooms in the Woodland, Downland, Cliffe, Firle, Highview, Upland, Hillside and Coastland and the Hub buildings at Varley Park is via the Unicard.

Remember to lock your door even when you are going to the kitchen or bathroom and to keep the front door locked at all times. It is not possible for students themselves to get spare copies of keys cut, so if you lose your keys you will be charged for having a replacement cut for you.

You must report loss or theft of keys or your Unicard to staff on site immediately. Please note that if you lose your keys, the halls staff will need to first confirm your identity before issuing you with a replacement and/or allowing you to access your flat and room.

MENINGITIS, MEASLES AND MUMPS

You are strongly advised to get immunised against meningitis, measles and mumps, as soon as possible. All are highly infectious, and prone to spread among the student population because of greater social mixing and living in close proximity. More information, including immunisation can be found at www.brighton.ac.uk/brighton-students/your-student-life/my-wellbeing/health/index.aspx

POST

Please ensure the full and exact postal address is used to avoid any problems with the delivery of your post. Important items should be sent by recorded delivery.

- **Great Wilkins** - Letters are delivered to your flat. Larger letters, parcels and recorded items are delivered to halls reception. You will be notified by email when items are ready for collection. Please bring ID (e.g. your UnicaID) with you when you collect post so that staff can verify who you are. Your postal address will be your block, flat number and room number followed by the site address, e.g. Block A Flat 1 Room 1, Great Wilkins, University of Brighton, Falmer, Brighton, BN1 9QW.
- **Varley Park** - All post is delivered to halls reception. Letters are distributed to flats by site staff and larger letters, parcels and recorded items are kept at reception for you to collect. You will be notified by email when items are ready for collection. Please bring ID (e.g. your UnicaID) with you when you collect post so that staff can verify who you are. Your postal address will be your block, flat number and room number followed by the site address, e.g. Woodland Lodge, Flat 1, Room 1, Varley Park, Coldean Lane, Brighton BN1 9GR.
- **Paddock Field** - Letters are delivered to your flat letterbox. Larger letters, parcels and recorded items are delivered to halls reception. You will be notified by email when items are ready for collection. Please bring ID (e.g. your UnicaID) with you when you collect post so that staff can verify who you are. Your postal address will be your flat number and letter followed by the site address, e.g. 12A Paddock Field, University of Brighton, Falmer, Brighton, BN1 9SF.
- **Phoenix Brewery** - Letters are delivered to your building. Larger letters, parcels and recorded items are delivered to halls reception. You will be notified by email when items are ready for collection. Please bring ID (e.g. your UnicaID) with you when you collect post so that staff can verify who you are. Your postal address will be your flat number and block letter followed by the site address, e.g. Flat 2C, Phoenix Brewery, Brighton, BN2 9WG.
- **Moulsecoomb Place** - Letters are delivered to your building. Larger letters, parcels and recorded items are delivered to halls reception. You will be notified by email when items are ready for collection. Please bring ID (e.g. your UnicaID) with you when you collect post so that staff can verify who you are. Your postal address will be your flat number and block letter followed by the site address, e.g. Flat 12, Tillstone Close, Moulsecoomb Halls of Residence, Brighton, BN2 4GA.
- **Welkin Halls** - Letters are delivered to your flat letterbox. Larger letters, parcels and recorded items are delivered to halls reception. You will be notified by email when items are ready for collection. Please bring ID (e.g. your UnicaID) with you when you collect post so that staff can verify who you are. Your postal address will be the flat and court followed by the site address, e.g. Flat 1, Berwick Court, Welkin Halls of Residence, University of Brighton, Gaudick Road, Eastbourne, BN20 7SH. Do not use your room number.
- **Circus Street Halls** - Letters are delivered to your mailbox in the lounge area adjacent to reception. Larger letters, parcels and recorded items are delivered to halls reception. Please bring ID with you when you collect post so that staff can verify who you are. Your postal address will be your flat number followed by the site address eg Flat 2, Kaplan Living Brighton, 5 Market Square, Circus Street, Brighton, BN2 9AS.

REDUCING, REUSING AND RECYCLING

As part of our c-change sustainability campaign (page 12), the university follows the waste hierarchy of 'reduce, reuse and recycle', and students play a key role in this.

Here are a few things you can do to help cut your waste and save natural resources.

Reducing: Avoiding food waste is a key way of reducing waste and cutting greenhouse gas emissions, as well as saving you money. You can visit www.lovefoodhatewaste.com for simple recipes and tips on reducing your food waste. Avoiding buying heavily packaged food will also help to reduce plastic waste.

Reusing: At the end of the year, the c-change campaign runs a 'Reuse Project', collecting unwanted items from students leaving their halls, and donating them to a local charity. Look out for more publicity in your halls in June for information on how to take part.

Recycling: The university has a target to recycle 75% of all our waste.

You will find more information about recycling in your halls, but items which can be recycled at all halls include:

- plastic bottles
- paper and card
- tins and cans

RESIDENTIAL LIFE

What is it about?

Residential Life is a peer-to-peer support project in the halls of residence and university-managed houses. Upper year students called Student Residential Advisors (SRAs) live and work in the accommodation and provide assistance to the new residents. The aim of the scheme is to create a friendly, inclusive and supportive environment for everyone living in our accommodation.

Support

The Student Residential Advisors (SRAs) provide a range of support:

- You will be assigned a SRA who will check in with you regularly throughout the year to say 'hi' and make sure you are settling in to your accommodation and life at the university. They are in place to provide advice and guidance and serve as a resource for all sorts of issues.
- They organise and deliver a diverse mix of social events to create a sense of community where everyone feels welcome.
- They are on call overnight to deal with welfare or pastoral related emergencies.

Staff Residential Advisors

In addition to the Student Residential Advisors, we have a team of full-time members of staff who are also on call overnight to provide welfare support in case of emergencies.

Contact

For any support or enquiries you can contact us at resilife@brighton.ac.uk. Details of your assigned SRA and their contact information can be found on the noticeboard in your flat kitchen.

Contact details for each of the sites and more information about Residential Life can also be found here:

www.brighton.ac.uk/brighton-students/your-student-life/my-wellbeing/residential-life/index.aspx

Circus Street Halls

At Circus Street Halls, social activities will be organised by Kaplan Living Staff. There are no SRAs living on site however there are staff Residential Advisers in place that provide emergency support overnight.

SITE STAFF

There is a team of staff working throughout the halls 24 hours a day.

Halls managers

Halls managers work during normal office hours and are contactable via the details on page 20. They are responsible for a team of staff at each site. The halls manager can help you with any queries you may have about the halls you are living in and you should contact them in the first instance.

Caretakers and cleaners

Our caretakers and cleaners have a number of duties including keeping the halls site and the accommodation clean and tidy. Caretakers can also help you with queries you may have about your room or flat.

A list of contact numbers for each hall is provided on page 20.

Overnight and emergencies

Halls are staffed by security officers and a team of residences staff. The university has appointed a team of overnight staff to offer support to all students living in halls of residence. The team is made up of a mix of residential and non-residential staff. They are there to help students settle in and to provide ongoing support and advice to you while you live in halls accommodation.

You can contact our overnight staff about any personal issues or concerns you may have, for example, if you are finding it difficult settling into your new accommodation, or if you are experiencing noise problems or other forms of nuisance. If they are unable to help they will be able to advise you who else can.

Please do not hesitate to contact or speak to one of our overnight staff, they are there to help you. You will find more information about our overnight staff and how you can contact them in your flat.

- **Residential Life Manager**

Monday to Friday
07903 363861

- **Staff Residential Advisor**

Monday to Sunday including
public holidays
7:30pm to 7:30am
01273 641064

Security officers

The security team work across the university estate and patrol the halls as part of their routine duties. They can also be contacted to respond to incidents, emergencies and other situations such as noise complaints or when a student is locked out.

Security officers provide an overnight presence across the university from 9.45pm until 7.00am, and their main responsibility is to ensure that the sites are safe and secure and to take appropriate action where halls or student regulations are being breached.

- **Phoenix Brewery**

If you need to contact security, report to the halls reception in C block, or telephone 07880 725423 or 01273 644200.

- **Moulsecoomb Place**

You can contact security at their site office or by telephone on 07880 725415 or 01273 643547.

- **Welkin Halls**

A security officer will be on site overnight. You can contact them on 0208 036 0062 or 07590 778868.

- **Great Wilkins**

A security officer is available for emergencies outside of normal office hours. You can contact the officer in the management suite on site or by telephone on 01273 693548 or 07747 457626.

- **Paddock Field**
L&Q staff can be contacted in an emergency after 5pm on 07958 767672.
- **Varley Park**
If you need to contact security, report to the site reception office in the Hub, or telephone 01273 641300.
- **Circus Street Halls**
Please visit reception or call 01273 005459 to speak to a member of site staff.

SPORT

Sport Brighton is the University of Brighton's sports and fitness services. It offers great deals for students to join the on campus gyms, attend classes, take part in student clubs or attend turn up and play sessions. All Sport Brighton services are priced and designed for students.

Details of the University of Brighton sports facilities are listed below:

Eastbourne

- swimming pool
- fitness suite
- sports halls and studio
- bouldering wall
- 3G artificial pitch

Falmer

- fitness suite
- 2 studios
- sports hall
- netball and tennis courts
- 3G artificial pitch
- grass pitches

Moulsecoomb

- fitness suite
- sports hall

For more information on sports services at the university please visit <http://sport.brighton.ac.uk>

STUDENT SERVICES

Opportunities and support to help you get the most out of your time at university.

Student Services is a central department that provide a range of services to support you through university and to help you get the most from the student experience.

Their experienced and supportive staff offer advice on a range of issues, including:

- Advice about money worries and how to live on a budget.
- Support in finding jobs and volunteering opportunities.
- Help accessing academic support if you have a disability, learning difficulty or long-term medical condition.
- One to one support for students with worries or concerns in a safe, confidential space.

Below is an outline of some of the ways in which they can help you during your time here.

Career development

Build your employability skills and boost your graduate potential, with careers guidance, enterprise skills, and employment and volunteering opportunities.

Chaplaincy

There's more to the Chaplaincy than you think with social events, retreats, worship, discussion, support and listening.

Childcare

With two Ofsted rated nurseries open to children of staff, students and the local community, the University of Brighton is an excellent choice for high quality, affordable and flexible childcare.

Wellbeing

Your mental health and wellbeing is always our priority, and the university offers a number of wellbeing services to support you during your time as a student with us.

Our expert teams listen without judgement and encourage you to connect with others, in the way that most helps you personally.

For more information about available services, visit www.brighton.ac.uk/brighton-students/your-student-life/my-wellbeing/index.aspx

Student Advice Service

When it comes to your finances at university it pays to be money wise; so for expert advice on financial issues, including fees, grants, bursaries, loans, and money management, contact the Student Advice Service. They can also help if you are an international student needing immigration advice, or support if you're experiencing culture shock and home sickness.

Get in touch

You can find further information about Student Services and answers to your student life queries via:

- www.brighton.ac.uk/brighton-students/your-student-life/index.aspx
- your Student Support and Guidance Tutor www.brighton.ac.uk/brighton-students/your-student-life/my-wellbeing/student-support-and-guidance-tutors/index.aspx
- one of our student centres located on each campus
- email or telephone (see page 24).

TELEVISION LICENCE

Televisions are provided in the communal areas of Phoenix Brewery, Moulsecoomb Place, Varley Park and Welkin Halls. In other halls, television aerial points are provided in communal areas. If you live in Varley Park, Phoenix or Moulsecoomb Place and wish to use the TV provided to receive television channels you will be responsible for obtaining a TV licence. If you live in Welkin halls in Eastbourne, the TV licence has been provided by Optivo who manage the halls of residence on behalf of the university.

If you have a personal television, or receive television channels via your laptop or computer, in your room, or communal area, you will need to get a TV licence.

Since autumn 2016, anyone who downloads or watches BBC programmes on demand including catch up TV on BBC iplayer needs to be covered by a TV licence. This applies to all devices, including a smart TV, desktop computer or laptop, mobile phone, tablet, digital box or games console. For more information visit www.nidirect.gov.uk/articles/tv-licences-what-students-need-know Television detector vans operate on all sites and fines can be imposed for non-compliance.

TRANSFERRING BETWEEN ROOMS

If you are not happy with your allocation you may be able to transfer to another room in halls. The university's accommodation service manages a room swap list you can join, or if you know of a particular room you believe is vacant, contact the team to find out if it is available.

A £25 transfer fee is payable to cover administration costs (clause 6.8).

Please note that we will not consider requests for room transfers until Monday 12 October 2020. Although many rooms in halls will become vacant during the first few weeks of the academic year, most of these will be allocated to students who still require accommodation as this is our main priority at this time.

TRANSPORT

In line with the planning requirements of the local authority and in support of the university's environmental policy, the university discourages reliance on cars and cannot guarantee parking availability.

For further site specific details including maps and directions to university campuses please go to www.brighton.ac.uk/about-us/contact-us/maps/index.aspx

For more sustainable travel tips, and info on student travel discounts please visit our c-change campaign's travel webpages: blogs.brighton.ac.uk/sustainability/travel

For information on car parking at a halls of residence site please refer to page 7.

- **Welkin Halls**

Bicycles: there is storage for bicycles within the grounds of the halls of residence. A bike repair kit and pump is available at reception, just ask if you would like to borrow anything. Please note that bicycles are not permitted inside halls of residence buildings.

Public transport: Welkin Halls are close to bus routes serving the town centre and Eastbourne train station. It is a 20 minute walk from the halls to Eastbourne train station, which offers regular services to Brighton.

- **Varley Park**

Bicycles: there is storage for bicycles within the grounds of the halls of residence. A bike repair kit and pump is available at reception, just ask if you would like to borrow anything. Please note that bicycles are not permitted inside halls of residence buildings. There is also a Brighton Bike Share hub located at Varley Park.

Public transport: the number 24 bus stops almost opposite the Varley site entrance – a 5 minute walk. The bus travels past the Moulsecoomb campus and into Brighton city

centre. The N25 night bus stops outside the halls of residence. More bus routes are available by walking to Lewes Road – a 15 minute walk. Local bus operators offer a range of ticket options, including special discounts for students.

- **Phoenix Brewery**

Bicycles: cycle parking is available within the site car park and in the courtyard outside the main reception, please visit the site office for more details. A bike repair kit and pump is available at the site office, just ask if you would like to borrow anything. Please note that bicycles are not permitted inside halls of residence buildings.

Public transport: Phoenix is located very close to a wide range of bus routes which serve the city, and is about a 15 minute walk from Brighton train station.

- **Great Wilkins and Paddock Field**

Bicycles: there is storage for bicycles within the grounds of the halls of residence. A bike repair kit and pump is available at Paddock Fields halls reception, just ask if you would like to borrow anything. Please note that bicycles are not permitted inside halls of residence buildings. There is also a Brighton Bike Share hub located at Falmer.

Public transport: the Falmer campus is well served by public transport.

Brighton and Hove Bus numbers 25 and 23 both travel frequently during the day to the campus and the bus stop is a short walk from the halls. The N25 night bus also stops on the campus. Local bus operators offer a range of ticket options, including special discounts for students.

Falmer train station is about a 5 minute walk from the halls of residence, and there are regular services into Brighton. Students can get a third off rail fares with a 16-25 Railcard, ask at your local train station for details of this and other

discounted rail travel.

- **Moulsecoomb Place**

Bicycles: there is cycle storage within the halls of residence, in order to get a key you must pay a £5 deposit at the Registry office (Mezzanine floor of Cockcroft in Moulsecoomb), then take your receipt to the Moulsecoomb Place reception. A bike repair kit and pump is also available at reception, just ask if you would like to borrow anything. Please note that bicycles are not permitted inside halls of residence buildings.

Public transport: The hall is very well served by public transport and is close to Brighton and Hove bus numbers 24, 25, 48 and 49. Local bus operators offer a range of ticket options, including special discounts for students.

The hall is located next to the Moulsecoomb train station, which offers frequent services to Brighton and Falmer. Students can get a third off rail fares with a 16-25 Railcard, ask at your local train station for details of this and other discounted rail travel.

- **Circus Street Halls**

Bicycles: secure cycle storage is provided on site, please visit reception for more details.

Public transport: Circus Street Halls are located in the centre of the city and are very close to the main bus routes throughout the city. Brighton Train station is a 15 minute walk.



Contacts

GREAT WILKINS

Site manager Matt Clinnick
Site office 01273 693548
Security 01273 693548 or
07747 457626

great.wilkins@sanctuary-students.com

Great Wilkins Halls of Residence
University of Brighton
Village Way
Falmer
Brighton
BN1 9QW

PHOENIX BREWERY

Site manager Richard Roalfe
Site office 01273 644200
Security 01273 644200 or
07880 725423

PhoenixHalls@brighton.ac.uk

Phoenix Brewery Halls of Residence
University of Brighton
Southover Street
Brighton
BN2 9WG

PADDOCK FIELD

Site manager Steve O'Flaherty
Site office 0300 456 9998
ext 2804
Security 07958 767672

soflaherty@lqgroup.org.uk

Paddock Field Halls of Residence
University of Brighton
Village Way
Falmer
Brighton
BN1 9SF

VARLEY PARK

Site manager Dave Berry
Site office 01273 641300
Security 01273 641300

VarleyHalls@brighton.ac.uk

Varley Park
University of Brighton
Coldean Lane
Brighton
BN1 9GR

MOULSECOOMB PLACE

Site manager Jon Hearn
Site office 01273 642806
Security 01273 642806 or
07880 725415

MPhalls@brighton.ac.uk

Moulsecoomb Place
Halls of Residence
University of Brighton
Queensdown School Road
Brighton
BN2 4HQ

WELKIN HALLS

Site manager Fiona Robinson
Site office 0208 036 0062
Security 07590 778868

Reception.WLK@Optivo.org.uk

Welkin Halls of Residence
University of Brighton
Gaudick Road
Eastbourne
BN20 7SH

CIRCUS STREET HALLS

Site manager Jamie Bennett
Site office 01273 005459
Security 01273 005459

jamie.bennett@kaplan.com

Kaplan Living Brighton,
5 Market Square, Circus Street,
Brighton
BN2 9AS

WELLBEING SUPPORT

Residential Life Manager
Martin Barr
07903 363861

Monday to Friday

Residential advisors
01273 641064

Monday to Sunday including
public holidays
7:30pm to 7:30am



Other information

ACCOMMODATION SERVICES

Brighton

01273 644100

accommodation@brighton.ac.uk

Eastbourne

01273 643810

accomeastbourne@brighton.ac.uk

UNIVERSITY SERVICES

Income office

01273 642592

income@brighton.ac.uk

Student services

Eastbourne

01273 643845

Falmer

01273 643584

Grand Parade

01273 643187

Moulsecoomb

01273 642895

studentservices@brighton.ac.uk

NON-UNIVERSITY SERVICES

Police

Emergency 999

Non-emergency 101

Buses

Brighton and Hove buses

01273 886200

www.buses.co.uk

Eastbourne

0870 200 2233

www.stagecoachbus.com/eastsussex

EQUAL OPPORTUNITIES

The University of Brighton is committed to providing a fair environment that embodies and promotes equality of opportunity and values the diversity of all members of our community. To reflect this we ensure that there is no discrimination in the provision and letting of accommodation and that all tenants are treated respectfully and fairly.

Discrimination on grounds of disability, gender, sexual identity, marital status, family or caring responsibilities, race, colour, ethnic origin, sexual orientation, age, gender identity, national origin, nationality, trade union membership and activity, political or religious beliefs, work or study pattern or contractual status may be unlawful as well as representing a breach of university policy.

YOUR PERSONAL DATA

Your personal data is processed by the University for the purpose of managing your application for accommodation and to fulfil its contractual obligations to you in the provision of your accommodation. It may also be collected to fulfil legal obligations and/or regulatory duties that it owes to its regulators and to other third parties.

Accommodation Services collects your personal data from the following sources:

- Personal details from the University Student Record System.
- The information contained on your accommodation application form.
- Information provided by you during the application process and whilst a resident in the accommodation.

For more information on how we collect and process data please go to staff.brighton.ac.uk/ahs/docs/Accommodation_Services_Privacy_Statement.pdf

June 2020: The University of Brighton makes every effort to ensure the accuracy of this handbook and will take all reasonable steps to provide the services described within it and in supplementary documentation. It cannot, however, guarantee their provision in the event of circumstances beyond its control (such as lack of demand, changes in government policy or industrial action) but in such an event, will make reasonable effort to provide a suitable alternative. It is the landlord's responsibility to ensure that they are aware of and comply with any changes in current legislation.



This publication is
available in alternative
formats on request

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