



**Harper Adams**  
University

# Campus Regulations

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The University has published this Code of Conduct with which students are required to comply. It is the University's policy to administer the Code of Conduct with fairly, reasonably and in accordance with the principles of natural justice. Any conduct, on or off the University premises which constitutes a breach of the Code of Conduct, or is inconsistent with the spirit of these Regulations, will be regarded as a breach of Regulations and appropriate disciplinary action will be taken. Details of the Disciplinary Policy & Procedures are appended to these Regulations.

## Visitors

Visitors, including registered non-resident students and registered students on sandwich placement, must leave the University by 11.30 pm during the week and by midnight on Fridays, Saturdays and Sundays, unless attending a recognised University function when they must depart within half an hour of the end of the function.

On payment, one guest may occupy an available spare room in a hall of residence, which is reserved for resident students of the same sex as the guest. If the available spare room is not in a mixed hall, it must be on a floor reserved for students of the same sex as the guest. Rooms must be booked with the Student Services Manager at least 24 hours before occupation is required.

At all times that a guest is on University premises he/she is expected to conform to University Regulations insofar as they are applicable. The hosting student is responsible for the proper conduct of the guest.

## University Buildings and Facilities

The facilities allocated for student use by the University are available for use by registered students in term time only. University buildings, will be closed daily, under University arrangements, when not required or advertised for use.

## Student Bar

(a) Regulations for the functioning of University bars are published separately. They may be dictated by the local licensing laws and must be strictly observed. Bar facilities may be suspended if regulations concerning them are abused or student behaviour in the bar is unsatisfactory.

(b) The sale of alcoholic liquors is permitted in the University bars only and at recognised University functions when the hours for sale of alcoholic liquors and other conditions will be defined by the Vice-Chancellor.

(c) The consumption of alcohol by students on University premises is restricted to

authorised bars.

## **Damages**

### **University Property**

Damage to University property will be treated as a disciplinary offence and may, in serious cases, lead to suspension or termination of the course of study. Legal proceedings may also ensue.

### **Neighbouring Property**

Damage caused by students to property in the locality of the University will be treated as a serious offence and may be reported to the Police.

### **Building Work**

Students must not, under any circumstances, enter a designated building site. Students trespassing on the site of building works or found in possession of contractors materials or equipment will be subject to immediate disciplinary action.

### **Borrowing**

Equipment, appliances and implements may be borrowed only with the authority of the appropriate Head of Department.

### **Dining Room**

Meal arrangements are published separately. Students must wear a reasonable standard of dress in the dining room. Students must not wear Wellington boots or white coats whilst in the dining room.

### **Health and Safety**

The provisions of the Health and Safety at Work Act 1974, as they apply to staff, employees and students are published separately and all concerned are expected to obey the University Rules pertaining to the Act.

Students are also required to familiarise themselves with the Health and Safety instructions issued by the University, and their associated environments, in which they pursue their studies. Further advice on the use of University facilities is included in The Student Safety Handbook.

The recreational facilities provided by the University, including the Sports Hall, Multi-Gym and Swimming Pool, are available for use by staff, registered students and their sponsored visitors, following the appropriate registration and acceptance that use is at their own risk. The University provides no supervision of recreational activity and accepts no responsibility for injuries sustained as a result of recreational activity. Misuse or abuse of facilities could result in disciplinary action.

## **Fire Precautions**

- (a) Fire escape doors and stairways will be used for the purpose for which they are provided and will not be used except in an emergency, unless otherwise authorised.
- (b) Unauthorised use of fire-fighting equipment, which includes boxed keys hung by fire doors and smoke/heat detectors is a criminal offence under Section 8 of the Health and Safety at Work Act, 1974, and action under that Act may be taken in the event of offences against it.
- (c) A minimum fine of £100 will be imposed on any student responsible for propping open fire doors or illegal interference with fire-fighting equipment including boxed keys placed by fire doors and smoke/heat detectors.
- (d) If it is impossible to identify the individuals responsible for propping open fire doors or illegal interference with fire-fighting equipment, including boxed keys placed by the fire doors and smoke/heat detectors, a general fine of £100 for each incident will be raised against the student body.
- (e) Smoking, including the use of e-cigarettes, is banned in all University buildings.
- (f) All students are expected to make themselves fully conversant with the University fire orders, a copy of which is posted in all buildings and in rooms in halls of residence.

Unauthorised interference with the fire-fighting equipment could lead to further disciplinary action, including suspension from the University.

## **Bicycles**

The University accepts no responsibility for loss of, or damage to, vehicles or cycles within the precincts of the University. Cycle pods are available for hire.

Cycle shelters are located around the University campus and should be used to store bicycles used on University premises. Bicycles should not be left in other locations. On no account should bicycles be taken into halls of residence. The cycle pods located outside Ward and Boughey Halls can be rented through Student Services as can the University's hire bikes.

## **Illegal Substances**

No student will possess, use or distribute any illegal substance. A breach of this regulation may be notified to the appropriate legal authorities and will result in serious disciplinary action by the University.

## **Firearms**

Firearms, airguns, pellet guns, BB guns, paintball guns or bladed implements must not be brought onto the University premises. An exception is made for members of the Harper Adams Shooting Club, whose members must apply to the Student Services Manager (or any delegated staff) for a permit to keep their gun at University and agree to keep it in the University Gun Cabinet when not in use.

Under no circumstances may any firearm, airgun, pellet gun, BB gun, paint ball gun or shotgun weapons or ammunition be kept in rooms of halls of residence or other University owned residential accommodation.

The use of firearms, bladed implements or airguns in the community in such a way as to cause or potentially cause injury or to bring the University into disrepute will be considered a serious disciplinary offence by the University.

## **Fireworks**

In the interests of animal welfare, fireworks of any kind (this includes 'bangers' etc.) are NOT to be brought on/or used on the University campus. This does not include organised firework displays arranged by the Students' Union.

## **Pets**

No pets are allowed on University premises at any time. Guide dogs and hearing dogs are permitted for students with disabilities. A separate policy is available detailing the University policy on dogs on site.

## **Recycling**

Recycling bins are located on the University campus. Students are expected to recycle paper, glass, plastic and cans in the bins provided and in the recycling centre. Cardboard should be placed in bins provided or can be taken to the back of the QMH kitchen or the compound by the Bamford Library in the bins provided prior to being baled.

Under no circumstances are students to try to operate the baling machines in either location for their own safety and the safety of others.

## **Smoking**

The University operates a strict code of practice on smoking in accordance with current legislation. Smoking, including e-cigs, is not permitted in any teaching area or in any designated University buildings – this includes University-owned accommodation. Students are reminded that smoking can seriously damage health.

The penalties associated with smoking in University buildings are detailed in Student Disciplinary Policy.