

Accommodation Conduct Procedure

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This document details the clearly formulated and impartial process for dealing with misconduct allegations that arise in Halls of Residence.	

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University of Greenwich – Accommodation Conduct Procedure

Purpose

1. The purpose of the Accommodation Conduct Procedure is to ensure that:
 - 1.1. The University has the agreement of all students living in Halls of Residence in the formation and maintenance of a good community that supports the pursuit of a full-time course of study.
 - 1.2. All students living in Halls of Residence have the benefit of the quiet enjoyment of their accommodation.
 - 1.3. Students are living in accordance with the terms set out in the [Accommodation Licence Agreement](#) ('the Licence Agreement') applicable to their period of tenancy.

Breach

2. Any breach of the Licence Agreement or a complaint about misbehaviour in University Halls of Residence will be responded to as follows:
 - 2.1. For low-level nuisance or misconduct (see Appendix A for examples), the allegations will be investigated and responded to by Accommodation Services staff as set out below.
 - 2.2. For repeated or more serious allegations of misconduct or where the allegations fall within the scope of the [Student Harassment and Sexual Misconduct Policy](#) (see Appendix B) or where it is otherwise considered necessary and appropriate, the allegations will be referred to the appropriate stage of the University's [Student Disciplinary Procedure](#) and the student notified accordingly. In such cases, no further action will be taken under this Procedure and will be dealt with under the Student Disciplinary Procedure.

Procedure

3. For low-level nuisance or misconduct which are suitable for resolution under this Procedure, the allegations will be investigated by a member of the University's Accommodation Services staff. This may include holding a meeting(s), speaking with other students and considering evidence including CCTV. The investigation will normally be completed within 7 days of receipt of the allegations and the student notified of the outcome.

Outcome

4. The member of Accommodation Services staff may decide on the balance of probabilities, based on the evidence provided to:
 - 4.1. Uphold the allegations and apply an appropriate sanction;
 - 4.2. Dismiss the allegations and take no further action.

Sanction

5. Where the allegations are upheld, the member of Accommodation Services staff may apply any one or more of the following sanctions (to be approved by the relevant Accommodation Services Manager):
 - 5.1. Making good any damage caused, including any reasonable costs to correct the damage.
 - 5.2. Formal warning.
 - 5.3. Behavioural contract.
 - 5.4. Spot checks on the student's flat/room.
 - 5.5. Prohibition of access to certain parts of the Halls of Residence.
 - 5.6. Transfer to another room/flat/Halls of Residence.
 - 5.7. Blocking of application for accommodation during the summer vacation and/or accommodation in the next academic session.

- 5.8. Withdrawal of offer of accommodation for the summer vacation and/or accommodation in the next academic session.
- 5.9. Housing ban – the student loses the right to apply for accommodation in any University Halls of Residence in the future.
- 5.10. Notice to Quit – the student is issued with a Notice to Quit requiring them to leave their room.

Appeal

6. The student may appeal against a finding of misconduct or the sanction imposed. Any appeal must be made in writing to the Head of Accommodation Services (or a nominee appointed by the Director of Student and Academic Services (SAS), where the Head of Accommodation Services has previously been involved in the case or is otherwise unable to act) within 7 days of being notified of the decision. Appeals can only be made on one or more of the following grounds:
 - 6.1. The process set out in this Procedure has not been followed.
 - 6.2. The decision was unreasonable and/or a disproportionate outcome has been imposed.
 - 6.3. The student has new material information/evidence which they were unable to provide before the outcome was reached.
7. The Head of Accommodation Services (or the Director of SAS's nominee) will consider the appeal and will either:
 - 7.1. Uphold, set aside or vary the decision and/or any sanction previously applied;
 - 7.2. Refer the case, or any part of it or any sanction back to the member of Accommodation Services staff for further consideration.
8. The student will be notified of the outcome of their appeal within 14 days.

Final Review

9. If the student remains dissatisfied with the outcome of an appeal, they may submit a Final Review Request under the University's [Final Review Procedure](#).

Appendix A

The following list is intended to illustrate examples of nuisance/misconduct that may be investigated under the Accommodation Conduct Procedure. Please note that this list is non-exhaustive and the University reserves the right to refer allegations to its [Student Disciplinary Procedure](#) for investigation upon a report being made where it considers it necessary and appropriate to do so.

- Low-level disputes between flatmates or other residents.
- Accidental or intentional damage to any part of the Halls of Residence
- Accidental or intentional damage to student property and/or possessions
- Anti-social behaviour e.g. noise, drunk and disorderly behaviour, inappropriate and/or abusive language.
- Malicious fire alarm activation.
- Smoking and/or drug use in the Halls of Residence.

Appendix B

[Report + Support](#) is the University's portal for disclosing any form of harassment, including bullying, discrimination, hate crime and sexual misconduct. Disclosures can be made anonymously or by speaking to an advisor. The site also provides information about these issues and the University's policies and guidance.