

RULES FOR RESIDENCES AT THE INTERNATIONAL COLLEGE

Senior Residences. There are three residences for students aged 18+ at St Clare's – International College. The facilities at each are similar but not identical. However, in each residence we expect you to behave as a responsible adult at all times and to observe the rules below.

1. **Guests and visitors.** Your house is your 'new home' in Oxford; it is reserved exclusively for students 18+ Please remember that you must:

- a. Sign any guests in and out of the building.
- b. Make sure that your guests leave by 23:00.
- c. Be responsible for the actions and behaviour of your guests.
- d. Not have overnight visitors.

2. **Support Team.** We take your welfare very seriously. Our dedicated team is available 24 hours a day to help and support you:

- for urgent matters - use the **HOTLINE +44 7967 127281**;
- for less urgent - email IC.support@stclares.ac.uk Everyone at the college is happy to help, especially:
 - the Accommodation & Welfare Officer;
 - the Maintenance team;
 - the House-keeping team; and,
 - the Porters (day and night).

3. **Looking after your room and the premises.** Your room remains the property of St. Clare's during your stay and you must maintain it in good order. It is cleaned once a week on a rota basis and common areas every weekday. Please:

- a. keep your own room tidy - including your bathroom and kitchenette if you have one
- b. wash your own plates, pots and pans every day
- c. put your own rubbish into the bins provided every day: sort into recycling and landfill as appropriate
- d. use the notice-boards for posters or photos - do not stick anything to the walls
- e. report stains or physical damage to surfaces or fixtures
- f. make sure your room is available for cleaning by 10:00 a.m. – see rota.

Your room is inspected from time to time. If it is not clean or tidy, we warn you and may charge you for any additional cleaning or repairs required. (See charges for residences).

Please note: we have the right to enter your room – to make necessary repairs, for scheduled maintenance, safety and fire checks and to investigate any noise which is disturbing other residents or members of the local community. We normally let you know of any visits the day before, except in emergencies or when you have requested a repair.

4. **Personal Laundry.** The laundry room is open from 07:30 to 23:00 every day. There are washing machines and dryers, an iron and iron board, for your personal laundry: a) these facilities are free but please buy your own washing powder/conditioner b) do not wash clothes or hang damp clothes in your own room – it is unhygienic and a fire risk.

5. **Common Areas.** All common areas are for the exclusive use of students in the house – this includes communal kitchens, common rooms and gardens.

- a. Communal kitchens are reserved for students who do not have their own kitchenette. They must be locked at all times when not in use.
 - b. The Common Room is only for relaxation and light entertainment. It is not a party area or for group activities that exclude others, such as play station or video games.
 - c. You can watch live TV in the common room on the television provided.
6. **TV Licence.** If you watch live TV or catch up on BBC iPlayer on your own device, including online, you **MUST** buy a TV licence. More information is available at www.tvlicensing.co.uk
7. **Gardens.** You are welcome to use the garden between 07:00 and 22:00. Once again, however, you must respect this privilege:
- a. Keep noise to a minimum – our neighbours are very quick to complain.
 - b. No games (football, Frisbee, etc.), music or group activities.
 - c. Smoking is permitted in the designated area between 17:00 and 07:00 ONLY. If you want to arrange a barbecue, you must have explicit permission from the Accommodation and Welfare Officer at least 48 hours prior to the event.
8. **Noise.** Your house is in a quiet, residential area. You must respect our neighbours as well as others living with you. Please make sure that your behaviour does not disturb others by following these simple rules:
- a. Keep noise to a minimum – most students want to study or relax quietly in their rooms. Remember this when you play music, make a telephone call or have a conversation. If necessary, keep windows closed or invest in some headphones!
 - b. Parties in your room are not allowed - so no loud conversations, no social drinking and no communal music.
 - c. You must use the common rooms responsibly: do not invite friends from outside and do not hold parties or monopolise the use of the space.
 - d. Respect the quiet time in the house from 22:00 to 07:00.

Make sure you are especially quiet if you move around the residence or return from a night club or social event between these hours.

9. **Smoking, alcohol and drugs.** You are expected to behave responsibly at all times and to respect the laws of this country.
- a. Cigarettes and e-cigarettes are bad for your health and the health of others.
 - b. Smoking (including e-cigarettes) is not allowed inside or within 200 metres of any part of the residences (including private balconies).
 - c. If you must smoke, make sure that you do not disturb our neighbours. Do not gather on street corners or by private houses.
 - d. There may be a designated smoking area at the rear of some residences. If so, it must be used quietly and only between 17:00 and 07:00.
 - e. Alcohol must be used sensibly and safely. Drunkenness in the residence is expressly forbidden and you will be disciplined if you misuse alcohol repeatedly. The use of class A, B and C drugs is banned - this includes smoking cannabis or cannabis resin. You will be automatically suspended and may be expelled from the college if you are found in possession of drugs or supplying drugs for others. We reserve the right to involve the Police in such cases.

10. **Security & Safety.** Please help us to keep the residence safe for you and for others.
- We give you a St. Clare's ID card when you join the college. It allows entry to your house (and room) and helps us record who is in the building.
 - Do not allow other people to use your card or leave a visitor unattended in the residence.
 - Lock your room, and close the windows, whenever you leave - but make sure you have your key/ID card with you!
 - Do not leave by the windows or emergency exits, unless in an emergency.
 - Protect your belongings – always use the safety deposit box for your money, passport and valuables. Follow the instructions carefully.
 - Protect the building - do not allow unknown or unidentified person(s) into the house. Use the HOTLINE (+44 7967 127281) if you have concerns. All staff and contractors carry a valid ID card.
 - If it is an emergency ring 999 for Police, Ambulance or Fire Brigade. Please note: If you lose your card or lock yourself out we will charge you. (See charges for residences).
11. **Fire Safety.** You have a responsibility to keep yourself and others safe:
- Make sure you know the fire procedures.
 - If the alarm rings, exit the building immediately and go to the fire assembly point. Do not return until a member of our staff or the Fire Services says you can.
 - Do not put lives at risk. You must not:
 - smoke (or vape) anywhere inside the building;
 - use candles or incense in your room; or,
 - cover or disable any smoke detectors or misuse any fire safety equipment. (see charges for residences).
 - Check your personal possessions – electrical items like hairdryers, curling tongs, shavers etc must meet the minimum UK standards for fire, electrical safety. Please note:
 - you must not bring larger electrical items like fridges, freezers, heaters, microwaves into the building;
 - you must not bring chairs, sofas, curtains etc. into the building.
- If in doubt, please ask for further guidance.
12. **Travel within Oxford: Cars and Bicycles.** Oxford is a small city and it's quite easy to get around. You can:
- Use the public bus service along the Banbury Road.
 - Hire a bicycle but you must take great care of yourself and the bicycle. Always wear protective clothing and chain your bicycle to the racks provided. Please note: students at colleges in Oxford must not bring a car into the city.
13. **Leaving your Accommodation.** At the end of your course you must leave your room as you found it when you arrived.
- Remove all your personal belongings and rubbish from the room and common areas.
 - Return the keys for your room and residence and any other item as requested before 10:00.
 - We check your room (including the shared kitchen and other common spaces, if applicable). Please note: Any damage, repairs or cleaning costs are your responsibility and may be taken from your deposit. (See charges for residences).

- d. We dispose of any items you leave behind.
- e. We pass any important documents to the Office and try to contact you at your last known address. Any costs, for example postage/mailing, are your responsibility.