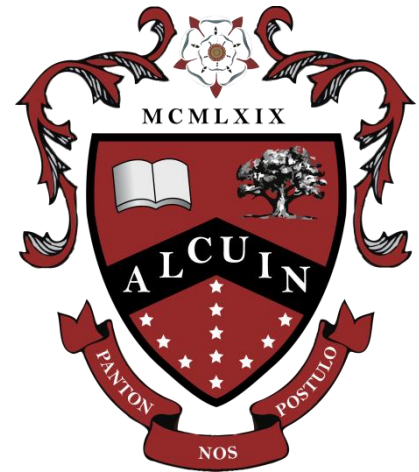




Welcome
to
Alcuin College



Most of you reading this Handbook will be new to York, and new to Alcuin College. For many, this will be the first time you have been away from home, and for some, the first time that you have been in this country. For others, perhaps as graduate students, this will be your first experience of moving to a different University.

Whatever your background, the staff of the College and I all welcome you, and are here to make your time at York as enjoyable and productive as can be.

A University is a self-governing community of scholars, and in joining the University and the College, you are entering and contributing to that community. We are here as scholars, but part of our scholarly pursuit is realised through social activity, much of which is offered by the College. As newcomers you have many opportunities to forge friendships, some of which may endure through your lifetime, and to engage in new and exciting activities. Have fun! And remember that fun comes from work as well as play.

In the pages that follow, you will find information on the facilities offered by the College, and a brief account of the rules under which our community works. Please remember that the College is your home or base during your time at York, and the staff are here to help you. The College is also a community influenced by past members, yourselves and those who will follow you, please help to maintain the quality of the College and the community culture. If you need help, no matter how trivial it may seem to you, please ask. If you are happy, then we are happy, and the College is a happy place.

For those of you new to the College this year I shall be holding a variety of social events during the Autumn Term when I look forward to meeting you - but if I can help at any time, please make contact. Enjoy yourself, have fun, work and play hard - that way you can fully benefit from life at the University of York and your College! Check the College website for specific details – <http://www.york.ac.uk/colleges/alcuin/>

The staff of Alcuin College join me in wishing you all the best for a rewarding time at the University of York.

Tony Ward, Alcuin College Provost.

The College



Alcuin College was formally opened in October 1969 by the Rt. Hon. Lord Clark CH, Chancellor of the University at that time, the third of the eight colleges at the University. The other Colleges are Derwent, Langwith, Vanbrugh, Goodricke, James, Wentworth and Halifax College. The College has 542 study bedrooms in 13 Blocks or Houses. Every room has ensuite facilities, has a telephone and access to the University network and from there to the internet. The College also has a cafe-bar, Junior (JCR), Graduate (GCR) and Senior (SCR) Common Rooms, Reception, Laundry and staff offices. There are also vending machines in the reception area and in the laundry.

The College is also the home of the Department of Economics and Related Studies, the Centre for Health Economics (CHE), the Department of Health Sciences, the Science Education Group, the Social Policy and Social Work Department and the Hull York Medical School (HYMS). The College is also the home of the University of York in the Evening, the part of the University's activities that serve students, staff and the local community through Lifelong Learning programmes, Languages for All and English as a Foreign Language, all of which are typically delivered in the evening.

As a member of the University you have the right to eat and drink in any University catering outlet and any College Bar.

Alcuin has three catering outlets open during the day:-, B.Henry's, Café Barista - located in the Seebom Rowntree Building.- and 'Freshers', adjacent to the Library. All these venues are wireless internet access zones. Details on each of the outlets can be found using weblink:-

http://www.york.ac.uk/commercialservices/catering_and_bars/

The College is named after Alcuin of York (735-804). Alcuin was an English scholar who was educated at the cathedral school in York, and also taught there from 768, becoming its Headmaster in 778. In 782, Alcuin was invited by Charlemagne to head the Palace School in Aachen, which had a curriculum based on the seven liberal arts. He wrote books covering each branch of the trivium (grammar, rhetoric and dialectic), and also taught in the subject areas of the quadrivium (arithmetic, astronomy, geometry and music). He was later appointed Abbot at Saint Martin de Tours. During this period Alcuin played a leading role in establishing the so-called Carolingian Renaissance. But Alcuin's main achievement is probably his creation of the

modern alphabet. He invented the Carolingian minuscule hand, a script which was adopted widely, and which gave rise to the Chancery Cursive hand in the 15th century, which served as the model for the Roman and Italic typefaces which have developed into the modern typefaces with which we are all familiar.

The College is built on a terminal moraine, an area on which a glacier melted and deposited the rocks it was carrying. Whatever other virtues the College has in its academic, social and sporting pursuits, Alcuin can claim without fear of challenge to be the highest college in the University. The area is one of history.



A short distance to the west is Siward's Howe, a high-point now dominated by the fortress-like water tower with its numerous radio antennas for the emergency services and mobile 'phones, and in whose vicinity Erik the Bloodaxe is believed interred. It seems probable that King Harold marched his troops through the grounds of Alcuin College on their way to the battle of Stamford Bridge in 1066, although few if any sober students have reported any ghost-like activity associated with this event.

The College is headed by the Provost who has ultimate responsibility for the character, discipline, well-being and development of the College community and for co-ordinating and representing the views and interests of its members, assisted by the Deputy Provost and the College Administrator. The Provost is also assisted by a resident Dean and three resident postgraduate tutors, more on this later. A College Committee meets each term to discuss matters of interest and concern to the College, with representation from the College Staff, the Junior Common Room (JCR), the Graduate Common Room (GCR), and the Senior Common Room (SCR). Each of the Common Rooms has its own committee, which run their own affairs and organise a number of social and cultural events during the year.

College Staff

College Provostships are part-time positions and the Provost Tony Ward is also a member of staff in the Electronics Department. The Deputy Provost is Penn Snowden. Whilst often to be found in the College during the day and at weekends, it is sometimes better to arrange an appointment through the College Administrator if you wish to see the Provost or Deputy Provost.

In an emergency, or in the case of a student in serious personal difficulty, those wishing to consult the Provost or Deputy Provost are welcome to do so at any time, and should make contact through the College Administrator, ext. 3313 (internal) 323313 (external) or Reception, ext. 3300 (internal) or 323300 (external) as appropriate. All consultations are carried out in total

confidence. In serious emergency cases where it is more appropriate to do so, you should contact the University Security Centre on 3333 (internal) or freephone 0800-323333 (external).

Student Support and Welfare

The Student Support Network

The University's Student Support Network is designed to provide you with quick and easy access to a variety of sources of help and advice on all aspects of life as a student. Each College has a welfare team, which includes the Provost and a College Dean who has special responsibility for student welfare. Every full-time student is a member of a College, and students may approach their College welfare team for help and advice whether or not they are resident in the College at the time. In addition each student has a supervisor in their academic department, with whom they can discuss any academic or personal issues. There are then a range of more specialised services provided through the central University services and those provided by the Students' Union and the Graduate Students' Association.

Contacting your College Welfare Team

Information about who to contact is available in the College handbook, on the College web site and available through the College Administrator.

PROVOST :

Mr Tony Ward, Alcuin D/161. Tel. (01904) 32 3314. email: tony.ward@york.ac.uk

The Provost is responsible for overall welfare and discipline within Alcuin College. Within this broad remit specific responsibilities include:-

- The pastoral and welfare needs of students at Alcuin College (both resident and College students in private sector accommodation)
- Personal and communal discipline within the College
- Community-building activities through the Junior and Graduate Common Room Committees
- The representation of Alcuin College on University committees
- Liaison between Alcuin and the other Colleges.

In some cases you may feel that you are unable to talk to your academic supervisor about an academic related matter. The College is an alternative place to raise such matters. In the first instance please contact the College Administrator for an appointment to see the Provost.

DEPUTY PROVOST:

Ms Penn Snowden, Disability Services, The Sally Baldwin Buildings, Block B. Tel. {01904} 322637. Email: penn.snowden@york.ac.uk

The Deputy Provost assists the Provost in achieving his overall objectives, the specific responsibilities of the Provost apply to the Deputy Provost (see above).

DEAN:

Natalie Kopytko, Flat B218. Langwith College. Tel: (01904) 414896 (home) - email: natalie.kopytko@york.ac.uk

The College Dean is the senior resident within the College community. The duties and responsibilities of the Dean include:-

- To endeavour to get to know the residents and to support social activities in order to encourage residents to regard the College Blocks as a home in the full sense.
- To be able to give assistance and advice when any serious problems arise, and to call on other University facilities for assistance (medical, counselling or departmental) as seems appropriate.
- To act as the next level of referral for disciplinary matters in the context of the general regulations for student conduct in the residence, when requested by the College Tutor. To ensure the Provost is informed of intervention and any action taken, where appropriate. In the absence of the Provost, the Dean shall have authority to determine fines and other punitive measures within guidelines set out by the Provost.
- To keep abreast of matters relating to the smooth running of the residence via the College Administrator and College Tutors.

COLLEGE TUTORS:

Ms Karisha George, Alcuin Block F2, Flat 6, Room F/231. Tel: 713030 email: kkg502@york.ac.uk

Ms Caroline Aliwell, Alcuin Block J1, Flat 3, Room J/115. Tel: 713156 email: ca539@york.ac.uk

Mr. Alex Reid, Alcuin Block M, Flat 8, Room M/312.

Tel: 713897 email: amr507@york.ac.uk

The College tutors are postgraduate students living in the College who have agreed to serve on the College Welfare Team. Their primary task is to foster a community atmosphere in the residences and to serve as a point of contact for welfare issues. College tutors are student members of the College community. The College tutors are responsible for:-

- The general welfare of students in the residence
- Endeavouring to get to know the residents and to maintain an atmosphere that will encourage residents to regard College blocks as a home in the full sense
- Providing advice and guidance on where students can find professional welfare and counselling advice. The College tutors are resident in the College for the full 52 weeks of the year and, within reason, are contactable at any time. They are empowered with actioning general discipline in the residences in the context of the general regulations for student conduct in the residences. In general the College tutors will defer discipline matters to the Security staff or to the College Dean or Provost.

COLLEGE ADMINISTRATOR:

Mrs Sheila Ashton, tel. (01904) 32 3313, Alcuin room D/160 (1st floor above the College Reception. Email: sheila.ashton@york.ac.uk

The College Administrator provides the first point of contact for enquiries from residents on accommodation and general College matters. Within this broad remit responsibilities include:-

- Allocation of all undergraduate accommodation and maintenance of student records for the College
- Acting as a central College repository for data concerning welfare intervention and disciplinary action
- Maintaining records regarding all College keys
- Dealing with general enquiries both internal and external relating to the College
- General communications to College residents
- Secretarial support, including arranging student meetings, for the Provost.

Please refer to the photo-board in Reception for the name and identity of these key people. All these posts are part-time posts, this means not all are available at all times, you may need to leave a message or make an appointment to see any of us.

In addition, Alcuin has the following

JCR WELFARE REPS:

Male Welfare:

Adam White, Pascal Dubois

Female Welfare:

Aimee Clarke, Chantelle Garbutt, Jenni Cohen

Vice-Chair, Welfare & Support:

Francesca Isherwood

The JCR Welfare Information board is located in the Junior Common Room and provides useful information on welfare issues and events.

GCR WELFARE:

The web address for the GSA is: <http://www.yorkgsa.org/>

The Alcuin College Staff Common Room is for use primarily by Alcuin College staff members and members of the Graduate Common Room. It is available as a common room when it is not being used for Alcuin College meetings. This room is situated on the first floor above the College Reception (A/D/164).

The Overseas Students Association (OSA) is located on the first floor of Wentworth College and is open 10am to 4pm Monday to Thursday; 10am to 3.30pm on Fridays. You can contact the OSA by email (osa@york.ac.uk) or tel: (43)2719.

The **COLLEGE PORTERS** can be contacted on **32-3300** email: **admn192@york.ac.uk**

The **SECURITY CENTRE** can be contacted via the following telephone numbers:

Security Control (24 hr) 32-4444

Security Control (Emergency) 32-3333

Porters are on duty in Alcuin College 24 hours per day most days of the year. The Porters play a central role in College life and can help in sorting out a great many problems including noise in the night, maintenance problems, key issue, mail handling and general security issues. If the Porters cannot help they will refer you to someone who can. In the case of an emergency or where first aid is needed with the College, the Porters should be your first point of contact.

FURTHER SOURCES OF WELFARE SUPPORT

Through widely disseminated knowledge about and co-ordination of the University's Student Support Network, students seeking assistance in any quarter should, if necessary, be referred quickly to those with the specialist knowledge and skills to help them. The main contributors to the Student Support Network are described in the Student Support Services Handbook, which is sent in hard copy to all incoming students. The Handbook is available on the Web at:

<http://www.york.ac.uk/student-support-services/handbook/>

Your College will help to put you in touch with the relevant services, should you need specialised assistance. Your Academic Supervisor is also a first point of contact within the Student Support Network and can be a source of support for both academic and personal concerns.

Central Support Services

Listed below are just some of the central support services which are available to all students:

a) *Open Door Team & Counselling Service for Students*

The Open Door team offers initial appointments with one of a team of professional practitioners to students experiencing emotional, psychological or mental health difficulties. Following the initial meeting the student will either be offered some short term assistance or referred through to other services, including the Counselling Service for Students and health services. *[Please note: Counselling Service will only accept referrals through the Open Door team]*

Open Door Contact details:

Opening hours during term-time: Mon-Fri 10.00 – 16.00

Reception Tel: (32)3698

Email: opendoor@york.ac.uk

Website address: <http://www.york.ac.uk/opendoor/>

Location: Sally Baldwin Buildings, Block B

The Counselling Service for students has now merged with the Open Door Team.

b) *Health Centre*

General Medical Practice with a surgery on campus.
Opening hours during term-time: Mon-Fri 8.30am - 6pm
Enquiries and Appointments tel: (32)3290
Location: near the Exhibition Centre and the bridge leading to Central Hall.
Website address: <http://www.drpriceandpartners.co.uk>

c) ***Student Financial Support Unit***

Provides information and advice to prospective and current students regarding financial support arrangements. Also administers various bursary schemes and hardship funds for students experiencing unanticipated financial difficulties.

Office hours: Mon-Fri, 10am-4pm, Tel: (32) 4043
Email: student-financial-support@york.ac.uk
Website address: www.york.ac.uk/studentmoney/
Location: Sally Baldwin Buildings, Block B.

(d) ***Student Support Office***

Provides advice and information on a range of practical problems, including welfare benefits, housing rights, council tax, money advice, undergraduate course transfer, leave of absence, immigration advice, support for international students, child-care and health care.

Office hours: Mon-Fri, 10am-4pm. Tel: (32) 4140
Email: student-support@york.ac.uk
Website address: <http://www.york.ac.uk/student-support-services/>
Location: Sally Baldwin Buildings, Block B.

e) ***Disability Services***

Provides help, information, advice and practical support for students and staff with disabilities.

Office hours: Mon-Fri, 10am-4pm. Tel: (32) 4785
Email: DisabilityServices@york.ac.uk
Website address: <http://www.york.ac.uk/student-support-services/disability-services/>
Location: Sally Baldwin Buildings, Block B.

f) ***Students' Union- YUSU Academic and Welfare Service***

Staffed by the Students' Union Academic and Welfare Officer -
email: acwelfare@yusu.org
and the Academic and Welfare Support Coordinator
email: welfare@yusu.org

Offers advice and information about a range of issues including safe sex, drugs, alcohol and personal issues. The Centre can also help you to make a complaint, take legal advice or tackle harassment or discrimination and provides help with academic issues such as change of course or supervisor, academic misconduct and appeals.

Drop-in hours: Mon-Fri, 10.30am-2 pm or by appointment

Tel: (32) 3485

Location: Student Centre, Goodricke College

Website: <http://www.yusu.org/welfare>

g) *Nightline*

A confidential listening and information service, run by students for students; supplies free condoms and attack alarms. Phone or drop in, 8pm -8am during term-time or email: nightmail@york.ac.uk.

Tel: (32)3721, or (32)3735.

Located in D Block, Goodricke College (on the Wentworth side of the Goodricke-Wentworth bridge)

Chaplains and other contacts for religious faiths

Full time Chaplains who will serve people of any faith and none - office is in Wentworth College W/020: Tel [32]3131 with answerphone.

Information relevant to the Christian faith and details of World Faiths and the whole range of religious societies on campus can be found on website <http://www.york.ac.uk/univ/chap/>

TERMS AND CONDITIONS OF RESIDENCE AND CONDUCT IN RESIDENCES



It is important to read and understand the Terms and Conditions of Residence, a legally binding contract issued by the Accommodation Office (web link <http://www.york.ac.uk/admin/accom/termsandconditions.htm>) and the following information, which together includes the rules and conventions of the College. Failure to observe these rules can lead to a disciplinary offence. The information should be retained for future reference.

B Henry's Café Bar

A wide choice of snacks and beverages available from Monday to Friday.

Opening times during the day:-

Monday to Friday 10.00 am to 3.00pm

B.Henry's Bar opens for special events during term-time. Look out for JCR posters and on their website for more information.

Please note that the licensing laws require that the drinking-up time at the end of these sessions is strictly limited to 30 minutes. In addition, drinks purchased in the bar must not be taken from the bar unless in unopened containers.



Ball Games

You must not play ball games of any kind in the vicinity of the residences or other buildings as these may disturb students who are studying and could cause damage to buildings (e.g. broken windows) or injury to passers by. Designated sports areas are available for ball games, Heslington Church green is the nearest to Alcuin College.

Barbecues



We have two double-sided barbecues to accommodate the disposable barbecue packs. The rules for use are by the side of them, please use them safely and responsibly. You do not need to book.

Car Parking

The University of York's policy regarding travel and transport is that it should be sustainable. The campus at York is being developed to provide increased bicycle access, both to and through the University. The campus is also well served by public transport with buses running to the City Centre and the railway station every 20 minutes. For more details regarding public transport, visit the travel and transport web pages at <http://www.york.ac.uk/admin/security/transport/bus.html>

You must not bring a car to the University unless you qualify for a parking permit under the University Parking Regulations. Non-compliance with these regulations is a disciplinary offence. The regulations can be found at:

<http://www.york.ac.uk/admin/security/transport/parkingregs.html>

Please note that these regulations are subject to change.

Students living in University accommodation, studying on the following programmes may apply for a permit to park in an off-Campus area. This permission is granted because these academic programmes require the use of a car.

- Diploma/Degree in Nursing Studies
- PGCE
- MSW or MA in Social Policy
- Bio-Informatics MRes
- Third or fourth year HYMS
- First or third year BA Social Work
- White Rose Scholarship students
- Theatre Film and Television MA/MSc in Postproduction

Please contact the Parking Permits Help Desk, Information Centre, Market Square, Parking-permits@york.ac.uk or telephone 01904 32 2057.

Under section 9 of the University Parking Regulations, students with a disability, medical condition or special needs may apply for a Campus parking permit. If you wish to apply please contact the Student Support Office by e-mail student-support-admin@york.ac.uk or phone 01904 322151.

Cleaning



The College has a number of part-time cleaners, whose activities are co-ordinated by the Cleaning Team Leader. The cleaners' job is to maintain the cleanliness of the building and its fixtures and fittings for the benefit of all members of the College. They are not employed as servants for students! Thus it is incumbent on all students to keep their rooms, the kitchens, and other areas of the College in a tidy state.

The Cleaning Service Level provision for your block will be on display in your flat. This also lists your responsibility as a resident. It is important to point out that the kitchen bin will be emptied on the day of cleaning only and it is the residents' responsibility to empty the bin on the remaining days of the week. It is also important that residents empty the recycling containers in the kitchen into the appropriate outside bins adjacent to all blocks on a regular basis (see the paragraph on 'Recycling in Residential Accommodation').

Cycles and Cycle Storage

As a general rule, cycling is not allowed on covered walkways. For the few areas where this does not apply, signs are posted to that effect. You should remember that the University has among its members a number of people at special risk, including those with mobility difficulties, the blind and partially sighted, and it is clearly essential that they are protected from unnecessary hazards of this kind. If you fail to observe this restriction you will be liable to a fine of £5 for a first offence, and repetition may lead to higher fines. You are free to cycle on all other external paths around the campus but you should keep to the paths and avoid crossing lawns.

Cycles should be stored in the cycle sheds, and under no circumstances should they be left in residential blocks or under staircases or elsewhere in University buildings where their presence could cause a hazard, particularly in the event of an emergency when unimpeded access is of vital importance.



For further information, please see <http://www.york.ac.uk/admin/security/transport/cycling.html>

Cycles can be left in the cycle stands or in the cycle sheds. Access to the cycle sheds adjacent to blocks F, G, H, J, K, L, M, N, P and Q is gained using the key card. Residents in E Block have key card access to the cycle sheds adjacent to blocks F1 or J2.

Pool Bikes Scheme

The University of York offers a free cycle hire service for use by staff and students to travel between The King's Manor Campus and the main Heslington Campus. There are 10 cycles available for hire.

The bikes can be hired for up to 48 hours at a time in exchange for a £10 returnable deposit. For further information, please see

<http://www.york.ac.uk/admin/estates/transport/cycling/poolbike.html>

Candles, Smells and Aromas

All cooking must be confined to the kitchen. The use of joss sticks, incense or candles in rooms is strictly forbidden. Apart from being a safety hazard, the intense aromas can annoy other residents and can be absorbed by soft furnishings. Damage to fabrics and furnishings will be charged at the rate defined in the 'Charges for Cleaning, Loss and Damage' referred to on page 12 in the 'Terms & Conditions of Residence' document (weblink:

<http://www.york.ac.uk/admin/accom/cleaning.htm>).

College Office

The College Administrator, Sheila Ashton, is available in the College Office situated on the first floor above the College Reception during weekdays from 9.30 am to 4.00 pm. She is able to help with a range of queries relating to the College, and is often a first point of contact for students with domestic problems. If you cannot climb the stairs (there is no lift to the first floor), contact the Porters on the ground floor and ask for the College Administrator.

Compass

In response to student requests, a compass is available on loan free of charge at the College Reception.

Computer Access

All study bedrooms in Alcuin College have network ports to access the internet plus a number of network services available to students after successfully connecting. Full details of the Network Access Service (NAS) may be found at website:

<http://www.york.ac.uk/services/cserv/net/nas>

This is the fastest access to the internet you can achieve and is much faster (normally) than broadband. If you do decide to access the internet via a modem and 0800 number you should note that the telephone network is private and the network operator charges a flat rate fee for such calls.

B. Henry's is a wireless access area. To access the internet via a wireless interface you first need to register with the Eduroam Service. Registration and access details can be found at www.york.ac.uk/services/cserv/net/wireless B Henry's is open for quiet study when it is not open as a cafe bar or as our cocktail bar. Please leave it as you find it and put all your waste paper/rubbish in a bin.

Computer Room



Open access computer rooms are provided on the ground and first floor of East Wing - the keycard will permit access after lock-up. Please note the ground floor computer room is a teaching room and therefore may be booked for teaching activities at times.

Here are to be found a number of computer terminals and PCs connected to the University computer network, together with a networked printer. No smoking, food or drink is permitted in the Computer Room. Panic buttons are provided in the East Wing computer rooms.

Discipline

The Provost (or Deputy Provost) normally deals with day-to-day matters of discipline, and is able to fine students up to £250 (in addition to costs and other charges as appropriate) for

unacceptable behaviour. In extreme cases, the Provost can exclude a student from the College, and can escalate cases to the Vice-Chancellor when the seriousness of the case requires it. The College Constitution makes provision for students to appeal against the judgement of the Provost or Deputy Provost and appear before an Appeal Committee of the College. The final appeal lies with the Vice-Chancellor. It should be noted that students can only graduate from the University if they are in financial good standing with the University.

Fire

The College has an automatic fire alarm system which is able to identify the area of an alarm. On hearing an alarm, you must vacate the building and assemble in the designated assembly point. See Section 20.2 of the Terms & Conditions of Residence document for fire safety regulations - <http://www.york.ac.uk/about/departments/support-and-admin/accommodation/termsandconditions/>

Please also read the fire notices in the building. If the fire is such that it prevents egress, you should close the doors, attempt to block the weak point of the doors, which is the bottom, go to the window and await rescue.

The buildings are fitted with smoke and heat sensors, which because of their sensitivity will help in detecting the presence of fire. The system is automatically linked to the security centre, whilst also alerting the fire services.

Do not prop open corridor and kitchen doors.

Do not remove the fire extinguishers except in an emergency.

Do not tamper with the break-glass fire alarms except in an emergency.

Interfering with fire safety systems is a University disciplinary offence and carries charges up to £476 if fire tenders have been called out unnecessarily, in addition a fine to the current £250 maximum will be imposed if deemed appropriate to do so. The current University procedure that applies to you in respect of interfering with fire safety systems should be [read carefully](#).

First Aid

First Aid equipment is available from Reception.

Graduate Tutors

There are three graduate tutors who are part of the welfare team. One of the required duties of these tutors is to be available to discuss problems, give advice or direct you to help. The tutors are resident within the College, one in Block F2, one in Block M and another in Block J1.

Please contact your nearest tutor directly or make an appointment through the College Administrator or Porters in urgent cases.

Guests and Visitors

Guests are welcome in College, provided you accompany them and take responsibility for their actions – see the rules in Section 15 of the Terms & Conditions of Residence

<http://www.york.ac.uk/about/departments/support-and-admin/accommodation/termsandconditions/>

Guests residing in your bedroom are allowed to stay without charge for a maximum of two consecutive nights. Alternatively, depending on availability you can book a guest room on campus for which charges apply. Please contact the York Conference Park for further details. Email: conferences@york.ac.uk or telephone 01904 328431.

Household Insurance

The University insurance does not cover the cost of breakage of items such as mirrors, basins, windows, carpet damage etc. in your room. You will be held responsible for any damage caused to your room by yourself or any person within your room. See Section 23 of the Terms & Conditions of Residence –

<http://www.york.ac.uk/about/departments/support-and-admin/accommodation/termsandconditions/>

Keys and Key-Cards

At the start of the Autumn term the Porters will issue the key or key-card to your study bedroom from the College Reception.

Should you lock yourself out of your room, the Porters will be able to provide a temporary key or keycard. Identification will be required. This procedure helps prevent unauthorised access to your room.

In the event of lost keys and key-cards, replacements will be issued at a charge of £10 per key or key-card. Should you find and return your original key to Reception within 24 hrs the charge will be waived. It should be noted that only one key-card can be 'live' at anyone time. The replacement card automatically invalidates the original.

All room keys and key-cards must be returned to the Porters before you leave at the end of your occupancy, on the date as outlined in your accommodation contract offer. A charge of £10.00 per key or keycard is payable for their loss or late return, and if you do not vacate on time, additional costs will arise.

If you have a 33-week contract (living in blocks E, F1, K, L, M, N, P & Q) you are required to vacate your room by 9.00am on Saturday 17th March 2012 and hand your key/keycard in to the Porter at Reception. Your room will be booked out to conference guests over the Easter vacation. You will be able to collect your keys from the Porter at Reception for the start of the Summer term on Sunday 22nd April from 11.00am.

Residents of study bedrooms in E Block should remove the room number tag from the key, and keep it in a safe place until the room is vacated at the end of term. The tag must then be reattached to the keys before handing in to the Porters.

A post-box key will accompany the accommodation key-card, and should be collected by you on your arrival. E, F, G, H and J Block residents will also collect a locker key for a storage cupboard above the wardrobe, where items can be left during the Easter vacation, at your own risk, provided it is secured. Likewise the storage cupboards in blocks K, L, M, N, P and Q, also above the wardrobe, can be used to store belongings and are secured by fitting a small padlock to the hasp on the locker doors. Padlocks can be purchased from the SU shop in Market Square.

Kitchens



Kitchens and cooking equipment - an oven and a microwave - are available in each flat. A refrigerator, freezer and cupboards are provided for the storage of foodstuff. There have been a few incidences of opportunistic theft of items left within arm's reach of open windows of ground-floor rooms (including the kitchens in E Block).

It is advisable not to leave items close to open windows in ground floor rooms, or adjacent to open windows where such items could be reached and knocked out of the window by any suitable long implement.

Launderette

The launderette is situated on the ground floor of the Services Building and is accessible 24 hours. The washing machines and tumble driers only accept cash. It is considered antisocial to leave laundry in any of the equipment beyond its cycle time, thus preventing others from using it. An iron can be borrowed from the Porter at the College Reception.



Lifts

The lift hoists in Blocks F, G, H and J are for use by the cleaners only, and must NOT be used by students. There is a lift available for students to use in blocks Fl, K, L, M, N, P and Q.

Mail

The majority of Post Office mail is delivered direct to the postboxes outside the accommodation blocks and a key is issued to you to check the contents of the relevant postbox. This direct delivery is dependent upon the use of the accurate postcode address on your accommodation contract offer and on display in every flat. Other incoming mail is put in the pigeon-holes opposite the Porter's Desk in Reception. These are alphabetical and post is filed according to surname. There are two sets of pigeon-holes - the first set for internal mail, and the second set for mail addressed to the College postcode. **Please check your pigeon-holes regularly as internal (University) mail is delivered to them.** Registered or Special Delivery mail is kept in Reception, and a display board indicates mail awaiting collection.

All incoming letters delivered to Reception will be date stamped on arrival. Any letters/parcels/registered items, left unclaimed after 3 months from the date stamped will be removed by the porter from the parcel list and student pigeon-holes and returned to sender via the University mailroom.

Needles and Other Sharps (syringes etc.)

These must be taken to College Receptions to be disposed of safely. Reception staff will use the safe handling tools provided in disposal kits to deal with needles and other sharps that are taken to them. Students must not put others in danger from needle stick injuries by disposing of these items by any other means in residential buildings.

Noise

Noise is one of the biggest problems affecting those who live closely in a community, and Alcuin College is no exception. Whilst one of the advantages of College life is that it brings together students from different disciplines, it also means that when some students feel they can relax and enjoy some social time, others will be trying to work. This not only means others in adjacent rooms, but also those above and below on different floors. **The College therefore requires you to take a responsible attitude to noise, keeping music and conversation to a level which will not disturb others, at all times.** See also section 18 of the Terms & Conditions of Residence – <http://www.york.ac.uk/about/departments/support-and-admin/accommodation/termsandconditions/>

The Provost is particularly keen to protect the rights of the 'silent majority' with regard to noise; if you have concerns about noise, and cannot get satisfaction by bringing the problem to the

attention of the perpetrators, you should contact Reception at the time of individual incidents, or make an appointment with the Provost in the case of extended problems.

Parties



For the benefit of all, parties are not permitted in residence blocks. However, the Junior Common Room may be booked for parties through the JCR Committee, on completion of a booking form, and with the permission of the Provost. A deposit must be left with the College Administrator which will be refunded if no damage is incurred in the room. A booking form is available from the College Administrator.

Pathways

Pathways leading to residential blocks are for pedestrians only. Motor vehicles should not be taken on them - a trolley is available from the Porter's Lodge for transporting trunks, suitcases, etc.

Personal Belongings Left on Vacating Residence

The University cannot be held responsible for any property left on campus once you have vacated your residence. The University reserves the right to remove and dispose of such items after the end of your residential contract.

Items of value that cannot be taken with you over a vacation should be stored in a secure off-campus storage facility. The College Administrator has some contacts for such storage facilities, all of which charge for this service. See the paragraph headed 'Storage'.

Posters and Wall Coverings

Poster rails are provided in study bedrooms in blocks E, F, G, H and J. The rail is operated by a gripping action when the poster is inserted from below. Please use the rails and the pin-boards provided. Nothing should be fixed to painted surfaces in any study bedroom.

Recycling in Residential Accommodation

Containers are provided in the kitchens for cans, glass, plastic, cardboard and paper. Please remember to wash the glass bottles and cans out before putting them into the bins. Cardboard is to be folded flat - and note, cardboard boxes that are contaminated with food, e.g. pizza boxes, cannot be recycled. Please empty the containers into the recycling bins adjacent to all blocks. These are emptied weekly. Details for the Computer Recycling Project can be found at: <http://www.comprec.org.uk>.

Security

Access to all blocks is by means of a key-card. Block E study bedrooms therein is by means of a key. Access to blocks F to Q, the flats within them, and individual study bedrooms is by means of a key-card. A high level of security is provided. You must not wedge or otherwise prevent self-closure of external or flat doors. Tampering with locks is an extremely serious matter and any offender will be dealt with appropriately.

Single Sex Accommodation

All flats in Alcuin College are generally gender-mixed accommodation, however, it is possible for us to arrange for single-sex accommodation in some cases. The occupants of single-sex flats have a reasonable expectation that they will not be sharing their domestic arrangements with people of the opposite sex. In such designated accommodation members of the opposite sex (including guests) will not normally be allowed between the hours of midnight and 10.00 am the following morning. Deviations from this rule are only allowed with the express permission of the Provost.

Smoking

The University of York smoke-free policy came into force on July 1st 2007. Smoking is therefore not permitted in any study bedroom, any communal space and within 2 metres of any University building. You are fully responsible for the actions of your guests in respect of smoking and all other college rules.

Storage

There is a lockable storage facility in every study bedroom, above the wardrobe. Keys are issued on arrival for the residents in blocks E, F, G, H and J. The cupboards in blocks K, L, M, N, P and Q are fitted with a hasp and the occupant is required to purchase a padlock to secure to the hasp. Any items are left at your own risk.

There is no suitable storage space for packing boxes or large, extra-ordinary pieces of equipment. After unpacking, all boxes of combustible material must be disposed of immediately in the salvage bay. Please note storage space is not available for belongings sent in advance and you are advised to ensure your belongings arrive after you have taken up occupation.

There are several storage companies in York who provide storage facilities, for which there is a charge, and will include insurance on your belongings. The companies below are near the University:-

Pickfords Storage Services, 4 James Street, York Y010 3WW

Telephone: 01904 425555

Web: www.pickfordselfstore.co.uk

Stadium Self-storage, Unit 15 Alexandra Court, James Street, York Y010 3DP.

Telephone: 01904 427123, fax: 01904 427124.

Web: www.stadiumstorage.co.uk

A national student storage company is Seven Seas:-

Telephone (freephone number): 0800 21 6698

Web: www.sevenseasworldwide.com

Telephones

A public telephone is situated adjacent to Reception. In case of emergency incoming calls may be taken by the Porters (01904-323300). Student Telephone Services handsets are in all study bedrooms in Alcuin College.

Television Licence

A TV aerial socket is provided in every study bedroom. You are not covered by any University television licence or licence from your home address (televisions powered solely by their own internal batteries being the only exception). If you intend to bring your own television to use in your bedroom you must purchase an individual television licence for your own set.

In communal kitchens where a TV wall bracket (suitable for a portable TV) and aerial socket are provided: if, together with other residents you decide to provide a shared television, you must jointly make your own arrangements to purchase a television licence. The licensing authority makes site checks. Failure to produce a valid licence could incur a fine of £1000.

You may be entitled to a refund of part of the licence fee for the summer vacation if you are not using your television at the University.

Further details regarding TV licensing are available on the website: www.tvlicensing.co.uk

Alcuin College Welfare Support Team

			Tel Ext.	Email
Provost	Tony Ward	office	3314	tony.ward@york.ac.uk
		Provost's Lodge	3326	
Deputy Provost	Penn Snowden	office	2637	penn.snowden@york.ac.uk
Dean	Natalie Kopytko	residence	01904 414896	natalie.kopytko@york.ac.uk
Tutor	Karisha George	room F/231	713030	kkg502.york.ac.uk
Tutor	Caroline Aliwell	room J/115	713156	ca539@york.ac.uk
Tutor	Mr Alex Reid	room M/312	713897	amr507@york.ac.uk
College Administrator	Sheila Ashton (9.30 am to 4.00 pm)	room A/D/160	3313	sheila.ashton@york.ac.uk
Reception/Porters	24 hour cover		3300	admn192@york.ac.uk
Facilities Manager	John Maddison		4192	john.maddison@york.ac.uk
Catering Manager	Catherine Henderson		3312	ch32@york.ac.uk
Security	24 hour control centre		4444	or 01904 324444
	Emergencies		3333	or 0800 323333 (free)

General Enquiries: Please contact the College Administrator

Alcuin College Website: www.york.ac.uk/univ/coll/alcuin

Junior Common Room Website: www.alcuincollege.com

*If dialling from outside the University, or from a mobile phone, prefix telephone ext. numbers with 010904 32*****