

LSE RESIDENCES CODE OF CONDUCT

1. INTRODUCTION

- 1.1 The basic principle behind LSE's Residences Code of Conduct is the fact that living in the Accommodation is a communal activity and the School's task is to ensure that all residents are aware of their rights, and fulfil their obligations to respect the rights of other residents.

2. ACTIONS BY RESIDENTS

- 2.1 Residents and guests must not:-

2.1.1 cause damage to property (as detailed in paragraph 2.3); or

2.1.2 engage in anti-social behaviour (as detailed in paragraph 2.4).

- 2.2 Actions by residents (and guests) which breach paragraph 2.1 can lead to disciplinary measures being taken against them by the School (at the School's discretion), fines and in some circumstances may lead to exclusion. Breaches will be dealt with on a case by case basis and may include (but are not limited to) illegal or criminal acts.

2.3 Damage to Property

"Damage" includes making a mess as well as actual physical damage. Where an individual or individuals can be identified as having caused the damage, they will be charged the cost of repairing the damage (plus a fine in some cases, depending on how the damage was caused). When it is not possible to identify the person(s) who caused the damage, the costs of the damage are treated as Common Damages (as defined in clause 3.2 (below) and charged pro rata to all or sub-groups of the residents at the Accommodation. These charges relate specifically to malicious and negligent damage. Accidental damage is covered in the individual regulations relating to the Accommodation.

2.4 Anti-Social Behaviour

- 2.4.1 This covers all forms of anti-social behaviour (as determined by the Warden and/or the School). Some breaches may be dealt with by the Warden (such as minor noise and many alcohol-related incidents), some may involve outside authorities, including the School (in accordance with the School's disciplinary procedures) and/or the police. Anti-social behavior may include (but is not limited to):-

(a) **Alcohol-related offences**

While some Accommodation provided by the School has bars, and social drinking is a pleasurable part of student life for many residents, excessive consumption of alcohol by some residents is a cause of many disciplinary problems. Being drunk is not in itself a breach of this Code of Conduct or the LSE Residences Regulations, but actions committed under the influence of alcohol may be and can be subject to disciplinary action. A claim that a resident was drunk at the time that an offence was committed is not a valid excuse; residents are adults and must answer for their behaviour whether drunk or sober.

(b) **Noise**

This is a major source of friction among residents. The LSE Residences Regulations are clear and are enforced by Wardens. The sanctions depend on the context: how loud is the noise and for how long? When? What response is there to an initial warning? In minor cases, warnings may be sufficient, but if the noise problem continues, the sanctions are likely to involve fines and, in severe cases, may lead to expulsion from the Accommodation.

(c) **Aggressive Behaviour**

This is often the effect of drunkenness and ranges from verbal aggression and swearing at other residents and members of the School's staff to fighting or other forms of physical aggression. This offence is difficult to quantify in terms of a scale of fines, as it depends on the degree of aggression and the context; even a first offence might lead to expulsion.

(d) **Sexual Harassment**

This is a serious offence that will lead to expulsion from the Accommodation and will be reported to the School for disciplinary action, which may lead to expulsion from the School. Criminal charges are also probable.

(e) **Rape**

This is a very serious offence that will lead to expulsion from the Accommodation and will be reported to the School for disciplinary action, which may lead to expulsion from the School. Criminal charges are also probable and may result in a custodial sentence.

(f) **Drugs**

The possession of, use of and/or dealing in drugs are crimes and Wardens are required to treat cases accordingly. These are all offences that will lead to expulsion from the Accommodation and those offending will be reported to the School authorities and the police.

3. **RESPONSIBILITY FOR BREACHES OF THE CODE OF CONDUCT**

3.1 **Residents/ Guests**

3.1.1 When a breach of the Code of Conduct is caused by a resident the School may impose a charge/fine.

3.1.2 As it is difficult to impose and enforce monetary sanctions in case of breaches of the Code of Conduct by any of the resident's guests (especially if the guest is not a student at the School), residents will be held (and agree to accept) responsibility for the behaviour of their guests and will be charged for any damage caused by their guests.

3.2 **Common Damages**

Common Damage relates to damage to Common Areas and the School reserves the right to allocate responsibility for any such damage to individual residents or jointly to some or all of the residents with access to those Common Areas.

3.3 **Single Rooms**

Residents in single rooms are held responsible for any damage that occurs in their rooms however caused (as they control access by virtue of having the key to the room). Residents will be held responsible even if they left the door unlocked and the damage occurred while they were away. However, if the room is broken into (through no fault of the resident), the resident will not be held responsible for any resulting damage (although the School accepts no responsibility for any such loss or damage).

3.4 **Shared Rooms, Flats or Kitchens**

In cases where the damage occurs in shared rooms, flats or shared kitchens, those who have keys to the space will be held responsible and will be charged pro rata for the costs of the damage (unless the perpetrator is revealed or makes an admission).

4. **FIRE ALARM OFFENCES**

4.1 Any resident who tampers with fire detection equipment or fire extinguishers is likely to be expelled from the Accommodation.

4.2 Any resident who, without proper reason, causes a fire alarm to be activated is liable to receive a penalty from the Warden, which may include expulsion from the Accommodation.

4.3 In the newer Accommodation fire detection systems are more sensitive than those in older Accommodation and residents in the newer Accommodation have suffered from large numbers of fire alerts caused by burning toast, people smoking in their rooms and steam from showers. These problems are the result of decisions by architects and local Fire Officers and are outside the control of the Wardens. Wardens have formulated rules for these buildings to minimise this problem. Residents must follow these rules, and failure to do so may result in penalties being imposed, including in appropriate circumstances expulsion from the Accommodation.

5. **SUBLETTING**

Wardens have experienced problems with residents on 40 week contracts who do not want to pay the licence fee for their room during the Breaks and have purported to sublet their room without consultation with the Warden. This has serious security implications as it may result in people who are not the School's students residing in the Accommodation. Any purported subletting is in breach of this Code of Conduct and those responsible will be subject to serious disciplinary sanctions.

6. **DEALING WITH PERSISTENT OFFENDERS**

The School and the residents agree that offences are not to be treated in isolation, but must be treated as cumulative. A resident who never commits a major offence can cause major problems for other residents if s/he commits minor offences persistently. Residents who break the rules on a number of occasions may be subject to the "three strikes and out" disciplinary process (although the School reserves the right to treat any such offences in such other manner as it considers appropriate in the circumstances and will not necessarily adopt this procedure). Under this procedure, at the:-

6.1 first offence, the resident is given a verbal warning of the consequences of future violations of any of the rules relating to the Accommodation;

6.2 second offence, the resident receives a written warning that this is the last chance; and,

- 6.3 third offence, the resident is required to leave the Accommodation and their Licence Agreement will be terminated.

7. **PROCEDURE FOR DEALING WITH AN OFFENCE IN THE ACCOMMODATION**

The School reserves the right to deal with any breach of the Code of Conduct on a case by case basis. Notwithstanding this, when there is evidence of any breach Code of Conduct, the Warden reserves the right to (but is not obliged to) proceed along the following lines:

- 7.1 **Investigation:** The Warden may collect evidence by talking to sub-wardens, security guards and any witnesses, examine CCTV footage and carry out any other reasonable investigations to determine what has happened. This process will normally culminate in the Warden interviewing the resident(s) involved in the offence.
- 7.2 **Consultation:** Having collected the evidence and spoken to the resident(s) involved, the Warden may wish to discuss the situation with the sub-wardens, members of the School's staff and, in serious cases, with the Deans. It may not be appropriate for the Warden to automatically discuss the case with the Halls Society Committee (as this may be construed as a breach of privacy). It is preferable for the student to contact the Halls Society Committee directly and ask them to make written representations on the student's behalf. The Warden can then take these representations into account.
- 7.3 **Action:** In the event of action being taken, the Warden will confirm in writing to the resident(s) involved the exact nature of the offence for which the sanction is being imposed. Unless the offence is minor, the Warden will discuss the sanctions with the resident(s) involved in person before they are applied. The nature of the appeals procedure will also be explained to the resident(s) involved (see clause 8 below).

8. **APPEALS PROCEDURES**

- 8.1 The procedure is:-
- 8.1.1 that in the case of serious complaints, appeals against a Warden's disciplinary decisions will continue to be made to the Deans; and
- 8.1.2 that appeals against decisions in less serious cases be dealt with by a panel consisting of the chairman of the School's Residences User Group or another member of the Accommodation Society Committee if the appeal relates to the chairman's own Accommodation, one other Warden and a representative of the Students' Union.
- 8.2 Examples of minor, medium, serious and unacceptable offences are given in the table at the end of this Code of Conduct. These are given by way of example only and may be varied at any time by the School.

9. **EXPULSION**

- 9.1 If a resident is being expelled and wishes to appeal the School may require the resident to vacate the Accommodation immediately (and prior to any investigations or appeal). In these circumstances, the resident's space within the Accommodation will be reserved for the resident pending the outcome of the investigation/ appeal.
- 9.2 Notwithstanding clause 9.1 provided the offence does not involve aggression towards other residents or other dangerous behaviour, the resident may be allowed to stay in occupation of the Accommodation pending the outcome of the investigation/ appeal. In these circumstances, the Warden may impose conditions on the resident's occupation (e.g. not to use the bar or common room within the Accommodation).

10. **DEFINITIONS**

In this Code of Conduct the following terms have the following meanings:-

- 10.1 "**Accommodation**" means any of the School's halls of residence
- 10.2 "**the Breaks**" means the Christmas and Easter holidays as timetabled by the School.
- 10.3 "**Common Areas**" means any shared facility such as bathrooms, common rooms, computer rooms, student kitchens or other space as are allocated to the Accommodation by the School from time to time and such other parts of the School's property which the School allocates to the residents from time to time for the purpose of gaining access to the Accommodation
- 10.4 "**Damage**" has the meaning set out in clause 2.3 of this Code of Conduct
- 10.5 "**LSE Residences Regulations**" means written rules and regulations relating to the Accommodation including student's use thereof published from time to time by the School
- 10.6 "**resident**" or "**residents**" means the residents of any of part of the Accommodation
- 10.7 "**School**" means the London School of Economics and Political Science
- 10.8 "**Warden**" means the Warden, School Resident or Senior Residents appointed by the School

Dated – 15 June 2011

The Table below provides some guidance to students on the range penalties they can expect when offences have been committed. However, a given offence is hard to define in absolute terms and penalties will vary depending on various factors including (but not limited to) the circumstances and the building in which the breach took place (to take account of special local conditions).

Offence	Penalty
<p>Section 1: Minor</p> <p>(1.1) Leaving possessions in any part of the Accommodation during the Breaks or any other vacations without permission from the School. (1.2) Failure to keep Common Areas clear following a warning (if an individual can be identified). (1.3) Violation of regulations regarding noise, mess etc. after being given a warning.</p>	<p>£5 - £25</p>
<p>Section 2: Medium</p> <p>(2.1) Damage to property caused either deliberately or through negligence. (2.2) Repeated examples of anti-social behaviour, such as loud music or drunken behaviour. (2.3) Breach of any rules regarding cooking, smoking, taking showers etc which result in the activation of fire alarms.</p>	<p>£25 - £100</p> <p>Possible bar on admission to the School's accommodations in subsequent years</p>
<p>Section 3: Unacceptable</p> <p>(3.1) Serious and deliberate damage to the Accommodation or to any property; or damage caused by gross negligence. (3.2) Sub-letting a room without the permission of the School. (3.3) An accumulation of minor offences. (3.4) Interference with fire extinguishers. (3.5) Tampering with fire alarms. (3.6) An accumulation of serious offences.</p> <p>It should be noted that the student will be warned and/or fined after each offence.</p>	<p>£100 - £200</p> <p>Possible Expulsion</p> <p>Probable bar on admission to the School's accommodation in subsequent years</p>
<p>Section 4: Serious</p> <p>(4.1) Drug offences. (4.2) Aggressive behaviour, harassment or defamation towards another student, employee of the School, visitor or any other third party. (4.3) Sexual/racial harassment of another student, employee of the School, visitor or any other third party.</p>	<p>Expulsion</p> <p>Bar on admission to the School's accommodation in subsequent years</p>