

CHARTER OF HALL PRINCIPLES AND RESPONSIBILITIES

I. PREAMBLE

Members of the Mary Seacole Hall family are bound together by the fundamental values, rights and responsibilities of the Hall as a community. This charter sets out the ground rules considered consistent with the mission of the Hall and required conduct of all those who belong to the Hall Community. It seeks to outline the mechanism in place to review reported incidents of misconduct, in order to maintain an atmosphere conducive to the attainment of the ideals of the Hall. It should be noted that this sense of responsibility should characterize life in Mary Seacole Hall rather than the need for sanctions due to non-observance of the rules. Simply put, good manners are all that is required.

II. THE HALL COMMUNITY PRINCIPLES

The mission of the Hall is to support the University of the West Indies and the Office of Student Services by creating a residential environment that fosters a spirit of community and selflessness and by providing opportunities to enhance the holistic development of individuals in a civil society.

Members of Mary Seacole Hall are expected to demonstrate character traits of Integrity (honour, decency, honesty, morality, and ethics), punctuality and decorum. It is expected that Seacolites will show respect for: relationships, the dignity and worth of the individual, privacy and property, personal and community safety and for all Hall activities.

The regional diversity of its members is recognized on Mary Seacole Hall and an important goal is to organize as many activities as possible to cater to such diversity and to develop positive attitudes of tolerance, respect and appreciation of the cultural differences.

III. THE RIGHTS AND RESPONSIBILITIES OF STUDENTS OF MARY SEACOLE HALL

The Hall accepts you as a responsible individual and accordingly requires that you make responsible decisions regarding your own moral, social and spiritual behavior. A Seacolite should not lie, steal or cheat or tolerate those who do. That is the basis of your membership of the Hall community. This charter is thus extended to enhance mutual respect for your rights and to support an environment conducive to personal and intellectual growth. In furtherance of those objectives, you are required to accept the responsibilities indicated below.

1. You retain your **RIGHTS** as an individual when you become a member or resident of the Hall. You have the corresponding **RESPONSIBILITY** to abide by the laws of the land and the University in addition to the Hall's own laws and norms. Action by the civil authorities with regard to misconduct may not satisfy the University's or the Hall's disciplinary procedures, in which case the University or Hall reserves the right to take further action in the interests of the University or Hall community.
2. It is your responsibility to pay ALL FEES in advance.
3. On arrival, you must present a Bursary Certificate to the Secretary/Resident Advisor/SSM in the Main Office and sign the register to receive the key to your room.
4. On leaving the Hall you must, in all cases, sign the Register, leave a forwarding address and hand in your key.

5. It is the duty of Off-Campus Seacolites to register with the Hall and to participate as far as possible in the Hall activities.
6. If you are forced to discontinue your studies due to illness, or any other reason, part of the fees may be refunded. However, if you move out of the Hall without handing in the key(s), you will be liable for all charges if the room was still occupied.
7. Permission is not normally granted for a resident to move off hall during the academic year. If this is done, it is the resident's responsibility to pay for the room until she is replaced. If a resident moves out without permission, that person is still liable for room charges.
8. It is your responsibility to apply for residence during the vacation period. Payment for this period should be made in advance and those residents who are indebted to the Hall will be denied vacation residence.
9. It is the responsibility of students who wish to live in Hall during the upcoming Academic year to apply for accommodation before March 31 of that year.

IV. GENERAL RESPONSIBILITIES

You are entitled to satisfactory accommodation, (bed, cupboard, chair, desk, light, water, clean walls. You are equally **RESPONSIBLE** for ensuring that these facilities are not destroyed or abused. **FAILURE TO DO SO MAY LEAD TO DISCIPLINARY ACTION.** It is therefore your responsibility to:

1. keep your room, including the walls as clean as possible and to take care of the furniture and fittings. You are also expected to maintain sanitary conditions in your room and the rest of the Hall;
2. pay for any damage or loss of furniture, fittings, equipment in your room or any other part of the Hall. Any such loss or damage should be reported immediately to the Manager's Office / Resident Advisor / or Operations Supervisor.
3. refrain from transferring furniture or fittings of any kind from any part of the Hall without prior written permission of the SSM or Resident Advisor;
4. not interfere with electrical installations or make connections or cause any attachment to be made to furniture, fittings, doors or walls without the prior written permission of the Student Services Manager; (SSM)
5. ensure that cooking is done only in the kitchenettes and not in rooms. Such action could result in **suspension/expulsion** from the Hall;
6. clean stoves after use. Clean up if you spill anything, and carry out any other cleaning duties assigned to you;
7. pay a stipulated fee if you lose your key. A deposit will have to be made before you are given a new key;
8. refrain from making or causing duplicate key(s) to be made;
9. sign an inventory of the furniture contained in your room within 72 hours after receiving your key(s) at the beginning of the semester and before leaving the Hall at the end of the semester;
10. ensure that you do not sub-let your room or allow **unauthorized accommodation;**

11. ensure that the quiet period is maintained between **11:00 p.m.- 7:00 a.m.**
12. ensure that you participate in and lend support to all block activities.
13. Attend Hall and Block meetings, absence should be with good and sufficient reason which should be communicated to the Block Representative;
14. ensure that you participate in at least one developmental programme organized by the Hall.
15. ensure that you attend the following Hall activities – Awards ceremony, Thanksgiving service - absence should be with good and sufficient reason which should be communicated to your Resident Advisor in writing.
16. Ensure that you support all Hall activities.
17. take pride knowing and being loyal to the Mission Statements (UWI, OSS), the Hall Song/UWI Song and Mottos and in maintaining a high level of Hall spirit and tradition while appreciating and celebrating the achievements of other Halls and the University in a spirit of camaraderie;
18. be polite towards members of staff, visitors and fellow residents. In case of conflict or possible conflict within the room or block, members should first attempt resolution on a one-to-one basis. This may be followed by a meeting with the Block Representative(s) and/or the entire block. If these efforts fail, then the Resident Advisor responsible for the block must be informed. The Student Services Manager is then advised if the matter is still unresolved and a solution is arrived at with her assistance;
19. show consideration and tolerance for others and always strive to demonstrate respect for the personal space of your room mate(s);
20. **visitors are not allowed in the Hall outside of visiting hours.** Infringement of this regulation could result in the loss of your room;
21. not to use expletives or to make derogatory and inflammatory remarks;
22. **dress appropriately at all times** in accordance with standards of modesty and decorum. If you are uncertain, seek advice;
23. ensure that you do not abuse the telephones. No call should exceed FIVE (5) MINUTES. Students are advised to use the pay phones for overseas calls;
24. keep the laundry area in an acceptable condition by placing all garbage in the bins provided, leaving the washing facilities clean after use, and refraining from giving non-Seacolites permission to use the facilities. Clothes must not be left in the tubs to soak and personal basins left with clothes soaking for more than 24 hours will be thrown in the garbage bin;
25. notices must not be posted on bathroom doors and walls. Instead, use the notice boards that are available;
26. not to leave any litter on the bathroom or toilet floors and never stand on the toilet seat. **ALWAYS FLUSH** after use, making sure to leave the seat clean;
27. not to litter the corridors, common area or grounds;
28. use the Sanitary Disposal Unit. Never flush sanitary napkins or tampons down the toilet;
29. do not wash hair in the shower;

30. wear a robe or duster to and from the bathroom;
31. keep yourself tidy at all times;
32. do not wear curlers off the block unless absolutely necessary and then they should be covered;
33. do not hang clothes over balcony and railings or at the window;
34. do not leave bits of food in the waste basket in your room;
35. leave the showers clean after use and take ALL personal items back to your room;
- 36. REFRIDGERATORS ARE NOT ALLOWED IN ROOMS. STRONG DISCIPLINARY ACTION WILL BE TAKEN IF YOU ARE CAUGHT WITH ONE.**
- 37. Visiting Hours are between 9:00 a.m. - 1:00 a.m.**

V. SECURITY

You are entitled to adequate and reasonable security. You have the corresponding responsibility to:

1. not engage in behaviour that will endanger your own safety or that of other Seacolites;
2. always have your identification card and be prepared to produce it when called upon by the security and other authorized personnel;
3. ensure that your visitors are told that they are required to give their names, produce identification and state the purpose of visit to the Hall when asked to do so by security and other authorized personnel;
4. ensure that the visiting hours **9:00 a.m. - 1:00 a.m.** are strictly adhered to;
5. ensure that functions held on the Hall end at 1:00 a.m.
6. ensure that your room is properly locked even if you are stepping out for a short while;
7. not leave your key(s) over your door, under the mat or at any place other than the Security Post on the Hall.

VI. INTERFERENCE, HARRASMENT, DISRUPTIONS

You have a right to an environment that is safe and free from harassment. However, the onus is on you to avoid engaging in any activity which is likely to cause personal injury, such as fighting, to avoid interference in any meeting or function and to avoid intimidation and harassment. You must also:

1. not indulge in any act directed at a student which intimidates, annoys, alarms, embarrasses, ridicules, or causes physical or psychological discomfort to the student. **RAGGING IS PROHIBITED AND WILL RESULT IN SEVERE DISCIPLINARY ACTION INCLUDING EXPULSION FROM THE HALL;**
2. at all times have a duty to maintain an atmosphere conducive to study. Permission to hold parties and other Hall activities must be obtained from the Student Services Manager. Applications should be made through your Resident

Advisor and such functions must be conducted in accordance with the Hall Standards;

3. request permission to use electrical appliances from the Student Services Manager in order to prevent overloading of and distress to circuits. The approved fee must also be paid. Musical instruments must also be played in designated areas;
4. "Sound systems" i.e. speakers, amps, turntables, CD players connected all together or in any other combination are not permitted in rooms;
5. play your radios, etc. so that they are **not** audible outside your room;
6. not to keep **PETS** in Hall.

VII. ALCOHOL AND DRUGS

- a. You have a DUTY to abide by the laws of the land pertaining to the use of alcohol and illegal drugs. Any breach will result in expulsion from Hall and liability to criminal prosecution.
- b. There should be no sale or dispersing of alcoholic beverage on the Hall

VIII. DANGEROUS WEAPONS

You have a DUTY not to have dangerous weapons in the Hall, whether licensed or not.

APPENDIX A

DISCIPLINARY PROCESSES

Behaviour contrary to accepted norms is subject to disciplinary action with appropriate steps for appeal if the student disagrees with the action taken by the appropriate authorities.

COMPOSITION OF THE COMMITTEE

- 1.1 At the Hall level, the Disciplinary Committee will consist of the Student Services Manager or her Nominee, a Resident Advisor and the Hall Chairperson, or her Nominee. There is a right of appeal from the Hall Disciplinary Committee to the Director of Student Services the Deputy Principal and to the Principal. In addition, the student reserves the right to approach the University Disciplinary Committee in accordance with the procedures set out in the of Principles of the University in accordance with the procedures set out in the Charter of Principles of the University.

HEARING PROCEDURES

LODGING A COMPLAINT

- 1.2. Any person may make a complaint in writing against a student to the Student Services Manager.

STUDENT SERVICES MANAGER'S RESPONSIBILITY

- 1.3 The SSM will consider the merits of the complaint and/or if deemed desirable a report from the Resident Advisor based on her preliminary investigation of the complaint and informs the Hall Chairman whether or not the complaint is a matter for a formal hearing. The SSM may depending on the nature of the offence, the merits of the complaint and in the interest of preservation of order and following

consultation with the Hall Chair and suspend the student against whom the complaint has been made with immediate effect. The suspension should be no longer than fourteen (14) days, during which time procedures for hearing the matter will be put in place.

- 1.4. Where no complaint has been made but nevertheless it has come to the notice of the SSM that a student has committed an offence against the criminal law of the country, the SSM may, after consulting with the Director of Student Services and the Hall Chairman refer the matter to the Principal who would proceed as indicated in the Code of Principles and Responsibilities for students.

NOTICE OF COMPLAINT

- 1.5. As soon as a complaint has been referred to the SSM she will inform the student of the complaint made against her.
- 1.6. The notice of complaint will set out the precise nature of the complaint and the time and place of the commission of the offence complained of and require the student to respond in writing within three days of the receipt of the notice of complaint.
- 1.7. At the hearing of the complaint a student may be represented by a friend nominated by the student.
- 1.8. After the hearing the SSM or her nominee will determine whether the student is guilty or not of the misconduct complained of and, in her discretion, impose any one or more of the penalties specified in Appendix D. A written report containing the factual findings whether the conduct found as to each charge constitutes a violation and where appropriate, recommendation (s) regarding sanction (s) to be imposed should be submitted within three (3) days of the hearing. The findings and recommendation (s) must be based only upon evidence received at hearing.
- 1.9. The student complained against must be advised in writing of the time and place of the sitting of the Disciplinary Committee at least 24 hours before the date.
- 1.10. Student disciplinary hearings on Hall are not court proceedings, therefore complaints are investigated under procedures regulated only by the rules of natural justice, the terms of the code and the Committees own discretion. In addition formal rules of evidence do not apply (e.g. here say evidence is admissible). Written minutes and/or audio recordings of the hearing may be kept. The student may be present or absent at the hearing. Both the Hall and the student may present evidence and question witness.
- 1.11. The Hall Disciplinary Committee, in conduct of its proceedings:
 - (a) shall afford reasonable opportunity to all who appear before it to present their case;
 - (b) shall hear all sides in a matter before it in a fair and dispassionate manner.
 - (c) shall not show any bias in any form towards any of the parties before it;
 - (d) shall be fair and candid in all its deliberations; and
 - (e) shall give reasons for its decisions.

FAILURE OF ACCUSED STUDENT TO RESPOND/APPEAR

- 1.12. Where a student does not give a response in writing as required at 1.6 above does not attend the sitting of the Disciplinary Committee after being advised in writing

of the time and place of the sitting, The Disciplinary Committee may proceed to hear the complaint in the absence of the student or **may** adjourn the proceedings.

- 1.13. On the adjourned date the Disciplinary Committee may proceed to hear and determine the complaint in the absence of the student.

APPENDIX B

APPEALS

A student aggrieved by a decision of the Hall Disciplinary Committee may, within seven days of the decision complained of, appeal in writing to the Director of Student Services. The appeal may be made on one or more of the following grounds: (1) lack of substantial basis in fact to support the findings; (2) sanction(s) inconsistent with the findings; or (3) unfairness in the proceedings. The appeal may be denied, granted in part, or other relief may be directed where appropriate. On appeal, the student has the burden of proof, and must show that there is no substantial evidence to support the Disciplinary Committee's decision.

APPENDIX C

MISCONDUCT IN RESPECT OF WHICH A STUDENT MAY APPEAR BEFORE A DISCIPLINARY COMMITTEE ON THE HALL

1. Knowingly furnishing false information to the Hall.
2. Forgery.
3. Stealing.
4. Commission of an offence under the Criminal Law.
5. Commission of a breach of Hall Regulations.
6. Willful destruction or threatening to do damage to University property.
7. Willful engagement in conduct which substantially disrupts Hall life including studying.
8. Intentional use or threat of violence to a person or that person's property or assisting or being a party thereto.
9. Intentionally preventing the participation of another person in an authorized activity or event.
10. Sexually harassing any member of the University.
11. Intentionally obstructing or causing to be obstructed the lawful use of, access to, or egress from, University premises or part thereof.
12. Transferring fittings, furnishings or furniture from any part of the Hall without the prior written permission from the appropriate authorities. – Student Services Manager, Resident Advisor or Operations Supervisor.
13. Interference with electrical installations or making attachments to fittings, furnishings or furniture from any part of the without the prior written permission from the appropriate authorities. – Student Services Manager, Resident Advisor or Operations Supervisor.
14. Transferring furniture, fittings or furnishings from any part of the University to the Hall without prior written permission from the appropriate authorities.

15. Refusal to pay for loss of, or damage to fittings, furnishings, furniture or equipment of any kind.
16. Organizing initiation or any other ceremony in any form, organizing noisy or disorderly conduct which is carried on in defiance of authority or discipline or involving and risk of injury to person or damage to University property.
17. Failure to pay any fee or other charge in the manner prescribed.
18. Illegal use of telephone, laundry and other services provided by the Hall and for which there is a charge.
19. Making a duplicate key for a room in a Hall of Residence.
20. Ragging in any form whether on University premises or not.
21. Using or threatening to use an offensive weapon.
22. Gross or repeated insolence to a member of Staff in a Hall of Residence.
23. Unexplained absence from Hall or block meetings.
24. Fighting, whether on or off the Hall.
25. Use an implement besides a key to open any door on the Hall.
26. Enter another resident's room without her permission and without her key.

APPENDIX D

LIST OF PENALTIES

The following penalties may be imposed by the Disciplinary Committee:

1. **Special assignment** (e.g. apology –verbal or written, community service, etc).
2. **Warning** in writing addressed to the student.
3. **Reprimand** in writing to the student.
4. **Fines.** The Disciplinary Committee will in all cases state the time within which a fine shall be paid and the appropriate penalty to be imposed in a case where the fine is not paid within the period specified by the Disciplinary Committee.
5. **Disciplinary probation** to be imposed for a specific period which debars the student from representing the Hall in any sports and/or other activities and/or membership on Hall or Block Committees and/or any recognized student society or club.
6. **Restitution** – Reimbursement, either monetary or by service, for damages to or misappropriation of property.
7. **Suspension** from the Hall.
8. **Expulsion** from the Hall of residence.