



Student Accommodation Services

Mansfield Accommodation Welcome Guide



Nottingham Trent
University

Welcome to your new home

Student Accommodation Services would like to welcome you to your new home. We are here to ensure that you have an enjoyable and safe experience living in Mansfield with our partner Purseglove Properties. Purseglove manage properties on behalf of NTU in Mansfield and have been selected by the University to deliver safe, comfortable and well-maintained homes.

This booklet contains essential information about your new home which will make your stay more pleasant. In conjunction with your Licence Agreement and Student Code of Behaviour, it provides you with all the information that we think you might need on your arrival and during your stay. If you still have any questions please do not hesitate to contact a member of Student Accommodation Services or Purseglove Properties. Contact details are provided at the back of this booklet.

Always happy to help

Should you require any wellbeing support or have any worries whilst you are living in halls of residence, you can speak to the Student Accommodation Support Officers (SASOs), who are part of NTU's Accommodation Team. The Team are available seven days a week (Monday - Friday 09:30 - 22:00 and Sat/Sun 13:30 - 22:00 subject to availability).

Email: support4halls@ntu.ac.uk

If you feel that you need further support, please contact Student Support Services who are here to help your transition into student life at our Mansfield Campus at Nottingham Trent University.

Email: SSSMansfield@ntu.ac.uk

Tel: **0115 848 2500**

If unavailable please contact our main general enquiries number on Tel: **+44(0)115 848 6060** or email student.support@ntu.ac.uk.

Help for International Students


Our International Student Support Service is a specialist advice service for international students staying at Nottingham Trent University. They provide advice on a range of queries and issues including visas and immigration, employment regulations, academic concerns, settling into the UK and money matters. Please contact International Student Support by email at int.support@ntu.ac.uk or by calling **+44(0)115 848 2631**.

Make the most of Welcome Week

Welcome Week will help you settle into campus life with an action-packed programme of events covering all social, sporting and cultural aspects of the university experience. Your Fresher Team are here to help introduce you to student life and the activities provided by the Students' Union. For full details of Welcome Week log on to www.ntu.ac.uk/welcome.

We look forward to helping you settle in and we hope that you enjoy your stay with us.

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Moving in

We have made every effort to ensure your accommodation is ready for you to move into.

If you experience any problems please contact Student Accommodation Services or Purseglove Properties immediately so we can help.

Access keys and lock outs

Keys are issued to each resident on arrival. Please ensure your keys are always kept with you and take care not to lose them.

When entering or leaving your accommodation please ensure you lock the doors behind you enabling safety and security of your housemates and belongings.

If locked out, please contact Purseglove Properties on **01623 460 830** or via WhatsApp for business, via the same landline number.

We recommend storing this contact number in your phone. A call out fee will be charged for this service.

Continual lock outs through lack of due care and attention may result in referral to the Wardens service under the Student Code of Behaviour and charges may be applied.

If you have lost your keys then replacements are available from the Purseglove, you will be asked to cover the cost of the replacement.

Payment of fees

Your accommodation fees are payable on the due dates as stipulated in your Licence Agreement.

Any queries relating to fees should be directed to the NTU Finance Team by calling **+44(0)115 848 6500**.

If you wish to change room

If you experience an issue in your accommodation, we would like to help you to resolve this. There is information on Page 8 explaining the support available to help you.

If after using this support we are not able to resolve the issue together, you may want to request a room swap. To discuss the process and availability please contact the NTU Accommodation Team by phone or via **accommodation@ntu.ac.uk**.

Please note there is not a guarantee that you will be able to a swap as it is subject to availability. If a successful swap is made, a charge of £30 per person will be payable once granted.

Change of contact details

If your home address and / or emergency contact details change, please visit **StudentHub – Home (ntu.ac.uk)** to amend your personal details.

General

Room contents

Each study bedroom is provided with:

- bed
- mattress
- workstation
- chair
- wardrobe
- bookshelves
- pin board
- electrical sockets
- blinds or curtains
- carpet
- waste bin
- desk lamp / lighting

You will need to bring items such as bed linen, towels, crockery and cutlery with you, as these are not provided.

Inventory

You should check the inventory on arrival and report any damage or defects as per process designated by Purseglove Properties. You will need to complete within the designated time.

Where an inventory has not been completed, it is assumed that everything is in good order and that the contents are complete and undamaged. Completing the inventory is an important step.

Throughout the year, periodic quality checks will be carried out within the residence to ensure it is well maintained. A final inspection will also take place upon departure.

The inventory will be used to check for any loss or damaged items. This will be detailed in your Licence Agreement.

Losses, breakages and damages

Costs relating to any losses, breakages, accidental damage, or extra cleaning required within flats, rooms or communal areas considered to be beyond normal wear and tear will normally be charged for.

During the year, Purseglove Properties will record any damages that require attention. Where it is necessary to recover the cost of any damages we will make contact with you to discuss the costs involved and the damage recovery process.

When moving out of the residence, a final inspection is undertaken, and charges may be applied for repairing or cleaning any fixtures and fittings damaged or left dirty on departure.

If damage occurs in a shared area, costs will be apportioned to those responsible. Where the responsible person/s cannot be identified, costs will be apportioned equally between all persons entitled to use the area. Examples of repair costs are provided at the end this Handbook.

If you have any disputes regarding any charges made, please check that you have completed your inventory in the designated time frame and detail your reason for dispute by email.

This will need to be sent to Purseglove Properties in the first instance for review. If this is not resolved, you are able to escalate to NTU Accommodation Services.

Privacy and confidentiality

No information will be provided about residents to external parties, with exception of Purseglove Properties, NTU, the police, immigration or other legitimate authorities without your consent.

If we are concerned for your welfare, we may revert to your emergency contact.

Utilities and Wi-Fi

Each house is supplied with hot water, electricity and central heating. Utility costs are included within your accommodation fees.

Should you experience any issues with your utility provision, please report this to Purselove Properties as soon as possible.

If there is an issue with Wi-Fi in the property please contact NTU IT Support.

Cleaning and laundry

Everyone wants to live in a clean and homely environment. In busy areas such as the shared kitchen, please respect the space by ensuring your dishes are washed, dried and put away, the surfaces are wiped, and bins are emptied.

Work together to establish a rota and routine to be respectful of each other.

Each house is supplied with an iron, ironing board, mop, bucket and sweeping brush. There is a washing machine and tumble dryer, as well as a clothes line for drying clothes on the house's grounds.

Residents are not permitted to dry their laundry in any of the communal areas of the house.

Waste disposal

You are responsible for removing waste from your room and kitchen and placing it in the external bins provided. Please be aware of the recycling policy within your residence.

Broken glass should be wrapped well and clearly labelled, or disposed of in the bin areas provided.

Condoms should be wrapped in several sheets of tissue paper and placed in the bin. Please do not flush condoms along with any other items such as wipes and cotton wool or feminine hygiene products down the toilet as they cause blockages and problems with the plumbing.

Razor blades should be returned to their safety packaging wherever possible before being placed in the bin. If this cannot be done, please wrap them in several layers of tissue or other paper.

Shower heads and water testing

Shower heads are cleaned on a termly basis, water testing is carried out every month by an external contractor, notification of their visit will be shared via email. This work is necessary to comply with health and safety legislation.

Television Licence

If you are bringing your own personal TV, or wish to watch live TV, you must ensure that you are licensed. Licences can be purchased online at www.tvlicensing.co.uk

Inclusive Internet

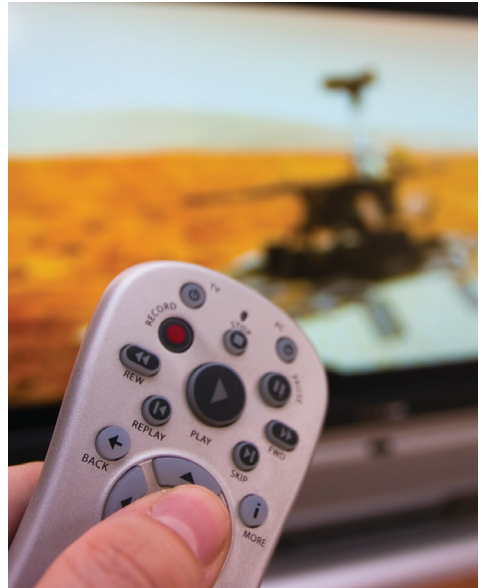
Download Speeds

Advertised Speed: 600 Mbps

Expected Speed Range: 30 – 80 Mbps

Upload Speeds

Advertised Speed: 50 Mbps



Council Tax

Full-time students are exempt from paying Council Tax. Forms are available at:

Council tax exemption form

Drugs

The possession of illegal substances/legal highs is strictly forbidden within the halls of residence. Any prescription drugs should be stored securely and out of the reach of other residents.

Noise

Please remember that you share your residence with others and that other people live nearby. We ask you to be considerate towards other residents and the local community at all times.

Wherever possible, please keep the volume on audio-visual equipment at an acceptable level and close doors quietly.

When returning to your accommodation, please keep noise to a minimum. If you are disturbed on a regular basis and cannot resolve the situation yourself, please report the issue in the first instance to Purseglove Properties.

Pets

Our accommodation is not suitable for pets and no pets of any kind are permitted within the residence (except for guide dogs). This includes fish, terrapins, hamsters, etc. For more guidance, please visit NTU's Student Support website.

Parking

Limited parking is available at the residence. Please email accommodation@ntu.ac.uk for more information.

Light bulbs

Purseglove Properties will be responsible for any built-in lighting. If there are any issues with lighting in your bedroom or communal areas, please report this to Purseglove Properties.

Maintenance

If you have a maintenance problem with either your room or communal areas, please report this to Purseglove Properties.

A member of the maintenance team will then visit your flat. Please ask for ID before allowing any trades people to enter the premises.

In an emergency, please contact Purseglove Properties on **01623 460 830**. Outside of office hours you will be prompted to leave a voicemail which will be picked up by a member of the on-call team immediately.

Room access

Access to another resident's room will not be granted under any circumstances.

Overnight stays

Residents are responsible for the behaviour of their guests and should ensure that any guests have left the residence by midnight.

Guests are allowed to stay overnight in a student's room for a maximum of two nights per week. Please bear in mind that having regular guests can place an unfair burden on fellow residents.

Parties

In the interests of fellow residents no parties are to be held in the accommodation without prior consultation and agreement with the Purseglove Properties and your neighbours.

No-smoking policy

Smoking / Vaping is not permitted within any area of the residence. Should you wish to smoke, you may do so outside. Please ensure cigarette butts are disposed of correctly.

Personal contents insurance

As part of your accommodation agreement, you have basic contents insurance provided by Endsleigh. Take a moment to make sure that the insurance cover is adequate for your needs, and to take out 'top up' cover if you need it. Information on the cover provided can be found at: [**Endsleigh student cover**](#).

Welfare and safety

We take your welfare and security while staying in University accommodation seriously, and the following information should help to have a safe and enjoyable stay with us.

Support4Halls

Should you require any wellbeing support or have any worries whilst you are living in Mansfield, you can speak to the Student Accommodation Support Officers (SASO's), who are part of the NTU Accommodation Team.

The Support4halls Team are available 7 days per week Monday to Friday 9.30 am – 10 pm, Saturday and Sunday 1.30 pm – 10 pm.

Contact the team on support4halls@ntu.ac.uk

Student Support Services

If you feel that you need further support, please contact Student Support Services who are here to help your transition into student life at our Mansfield Campus at Nottingham Trent University.

Email: SSSMansfield@ntu.ac.uk

Tel: **0115 848 2500**

If unavailable please contact our main general enquiries number on tel: **0115 848 6060** or email student.support@ntu.ac.uk.

Security

Outside of office hours, security is provided by the NTU Security staff. Contact details are provided at the back of this booklet.

Police

In an emergency please call 999 or alternatively 101 for a none urgent matter.

Personal safety

If you're going out, the message is: Have a good night but get home safe. Consider the following:

- Arrange transport home in advance.
- Avoid going to a pub, club or party alone.
- Don't become isolated from your friends.
- Never leave your drink unattended.
- Never accept a drink from someone you don't know or trust.
- If you begin to feel drunk, dizzy or disorientated seek help from a trusted friend or a member of the pub / club staff.
- Never walk home alone.
- Carry a personal attack alarm – information on purchasing this item is available from your local crime prevention officer.
- If someone threatens you, shout and scream for help.
- If you are attacked, report it to the police immediately. Specialist units are available to deal with sexual offences in a sensitive and confidential manner.

This advice has been taken from Your Practical Guide to Crime Prevention, compiled by the Home Office.

Doctors

We recommend you register with a local doctor as a temporary patient while you are studying. Contact details are provided at the back of this booklet.

If you are unwell during the night or at weekends and require assistance, please contact a member of University Security. You can call NHS 111 for medical advice.

In case of an emergency contact call 999, and then contact the NTU accommodation Team.

Local Hospital

Your nearest hospital and accident and emergency centre will be Kings Mill Hospital. Mansfield Rd, Sutton-in-Ashfield. NG17 4JL

Tel: **01623 622515**

Fire alarms

The fire alarms have been tested prior to your arrival. If you notice a fault, contact Purselglove Properties. Please do not tamper with the fire alarm system.

In the event of a fire, the alarm will sound, and you will need to leave your room quickly and proceed calmly to the fire assembly point. Information about fire assembly points and what to do in case of fire is given in the Fire Evacuation Procedure leaflet which is available in your residence. This information is also displayed on notices within your flat.

Tampering with fire equipment – including the discharging of fire extinguishers, the removal of detector heads or false activations of break glass points maliciously – is a criminal offence.

Anybody found to be responsible for tampering may be excluded from University accommodation as well as being subject to disciplinary measures under the University's Student Code of Behaviour.

Fire doors

All our doors are fire rated. In the event of a fire, please close all door behind you as this is one of the most effective methods of containing the spread of fire should one occur.

In event of a fire

The most important thing to do in an emergency is keep calm and be alert. This will enable you to think clearly and move quickly.

If a fire is detected, activate the fire alarm, leave the building immediately, closing all doors on the way out.

Do not attempt to tackle the fire.

Do not re-enter the building until told that it is safe to do so.

Please contact Purselglove Properties in the event of a fire and ensure that emergency services have been alerted.

What not to bring

In the interests of health and safety, we ask that you refrain from bringing any of the following items into the residence:

- plug in fairy lights
- any type of heating appliance
- any heavy-duty electrical appliance
- fridges, freezers or any other white domestic appliances
- deep-fat fryers
- offensive weapons (including dummy weapons used in re-enactments and air guns)
- barbecues and gas stoves
- gas appliances
- wheat bags
- dartboards
- electric scooter
- sofas and armchairs; and other items described in this booklet.

This list is not meant to be exhaustive and Purselglove Properties will discuss with you any other items they may deem unsafe.

Electrical equipment

All electrical items brought into the residence which are recognised as being permissible should be fitted with a correctly rated fuse, a correctly wired plug and a cable in good order.

No electric blankets or electric duvets are permitted without a current safety test certificate. If you need any advice, please ask Purselglove Properties in the first instance.

Irrespective of any restrictions made above, the managing agent / Landlord may disallow the use of any item or piece of electrical equipment which is deemed not to be in the interests of the welfare of other residents of your property.

Candles

Any type of candle, incense stick or incandescent burner is strictly forbidden, as they pose a serious fire hazard. Any such item found in residences will be removed. Any fire alarm activation caused by the use of candles is treated extremely seriously.

Moving out

The end date of your stay is defined in your Licence Agreement, all residents must be fully departed by 10am. Each room must be cleaned and left as it was found on the day you arrived. All bathrooms must be thoroughly cleaned on departure.

Any keys must be handed into: Purseglove Properties.

(Opening hours – 9 am – 5 pm Monday - Friday)
Please place in an envelope clearly identified.

On departure your room should meet the following standards:

- all personal belongings removed;
- all waste from bedrooms and kitchens are disposed of responsibly using the bins provided. Waste should not be left by the curbside or by the side of the bin. You should seek to dispose of larger items of waste at the local refuge centre;
- desks, drawers and wardrobes emptied and all personal belongings removed;
- bedroom carpet vacuum-cleaned;
- posters, pins, Blu-Tack, etc. removed from walls without damaging paintwork, and notice boards cleared of all paper and pins; and
- all furniture, window ledges, sink units and fixtures cleaned.

We will claim from you any losses suffered or expenses incurred to repair or replace items or works required to return the accommodation and its contents back to the standard expected.

Damages relating to a room will be claimed from the occupier of the room.

Damages relating to shared areas will be claimed from those identified as responsible, if not identified the claim will be made against all users of those areas.

Extending your contract

If you wish to extend your period of stay beyond the end of your License Agreement please contact accommodation@ntu.ac.uk to check availability.

Please note that you might need to move residences or rooms in order to stay over the summer.

Terminating your contract

If you're thinking of leaving early, you should talk to the Accommodation Team as early as possible to get advice and ensure you have accessed the support available.

Unless a current university non-resident wishes to take over your contract or you have very serious extenuating circumstances. You will be liable for your residence fees until the end of the contractual period.

Complaints

All of our standards are designed to meet and exceed the expectations of our customers. If you are dissatisfied with any part of our service, it is important that you let us know. By working through any problems we can make sure that we give you the best service possible.

What to do if you have a complaint

If you are dissatisfied with any part of our service, it is important that you let us know as soon as possible, but within 60 working days of the cause for concern. Firstly, contact a member of staff at Accommodation Team, if we have made a mistake, we will try to put it right as soon as possible.

Sometimes we may need to ask you to put your complaint in writing, this helps us understand your concerns fully and helps with our investigation. In any event, Student Accommodation Services will acknowledge your complaint within 5 working days.

Within 20 working days, Accommodation Services will have investigated your complaint and sent a written response.

Hopefully, we will have resolved the situation but, if you are still unhappy at this stage, you can escalate your complaint in accordance with the University Complaints Procedure available here:

[Student handbook complaints summary](#)



NTU and the Environment

At NTU we are committed to reducing our impact on the environment. The Environment Team are working hard to reduce NTU's carbon footprint and minimise our waste. However we can't do this without you!

Working together with our students and staff we continue to strive for excellence in environmental sustainability.

Here are some bright ideas that really will make a difference, helping to keep NTU in the top five most environmentally friendly Universities in the country as well as helping you to save money:

- Ensure electrical items such as phone and laptop chargers are switched off at the socket when not in use. They all use energy, even if they're not connected to the item charging.
- Avoid putting hot food back into the fridge. Wait for it to cool down first.

- Switch to Fairtrade items such as tea, coffee and chocolate. These are available in all of NTU's cafés as well as supermarkets and local shops.
- Donate unwanted clothing, shoes, books and electrical items to charity.
- Use Nottinghamshire's fantastic public transport network including buses and trams to the City centre to get around rather than jumping in your car.

Alternatively why not walk to University or cycle? You can save money whilst keeping fit and healthy, it's a win-win situation!

So why don't you get involved? Encourage your new house mates and course mates to do their bit; you really can make a difference!

Let the Environment Team know your ideas and what you would like to see introduced or ask for further advice by emailing environment.team@ntu.ac.uk.

Sustainability | Nottingham Trent University

Mansfield Campus

NTU in Mansfield is based at Vision West Nottinghamshire College, approximately 14 miles north of Nottingham and easily reached by car, train and bus.

Travel to and from NTU Mansfield to NTU City Campus

The Stagecoach Pronto bus, will take you to the city centre, where you can experience the colourful culture and vibrant nightlife that Nottingham is known for.

More information about bus routes and timetables can be found on the Stagecoach website.

Mansfield students will receive discounted travel between Nottingham and Mansfield with the production of a valid NTU ID card (this offer is not available during August).

Stagecoach

Travel to and from NTU Mansfield to Mansfield Town Centre

From Layton Avenue - Mansfield bus station is a 3 minute walk. From here you can catch bus 6, 23, 23A, Pronto to NTU Mansfield. The bus stop is directly outside of NTU Mansfield Campus. Journey time is around 20 minutes by bus and 6 minutes by car.

From Grange Avenue - You can catch the 1, 9.1, 3B, 3C, Black cat into Mansfield bus station which takes 5 minutes. From here you can catch bus 6, 23, 23A, Pronto to NTU Mansfield. The bus stop is directly outside of NTU Mansfield Campus. Journey time is around 25 minutes by bus and 6 minutes by car.

Parking

Parking is available on NTU Mansfield campus.

Local taxi's

ACEABC – **01623 654 321**

Sixfivetwo's – **01623 622 222**

Nearest Supermarket

Asda – Bancroft Lane (0.4 miles to town centre)

Sainsbury's – Nottingham Road (0.9 miles to town centre)

Morrisons – Sutton Road (1.6 miles to town centre)

Students' Union

You'll have access to university-wide facilities, libraries, sports and social venues are right at your fingertips. The City Campus Students' Union is home to the 160 clubs and societies you can join. Watch it come alive at night, as it transforms into a buzzing 2,000-capacity club.

Student Union in Mansfield





Library
Please remember
• No food or drink
• No mobile phones
• No smoking

Table of charges

Please note: this schedule shows the typical amount we have to spend on repair, replacement, testing or cleaning if you don't keep your accommodation and contents in the same condition as when we gave you the key. The actual charge to you will be cost as per invoice – in other words, the amount charged to us, which can vary depending on what it is we are replacing.

Access and security

Item	Cost
Replacement door keys	£30
Replacement lock	£75
Lock-outs	£10

White goods

Replacement kettle	£20
Replacement toaster	£25
Iron	£20
Ironing board	£20
Replacement microwave	£80
Replacement combi oven	£165
Replacement fridge	£200
Replacement freezer	£220
Replacement fridge-freezer	£350
Disposal of existing fridge / freezer	£50
Cooker	£300

Bathroom

Replacement toilet seat and cover	£40
Painting to bathroom / shower room	£35 per wall
Additional cleaning	£20 – £80

Kitchen

Replacement kitchen bin	£20
Replacement dustpan and brush	£10
Kitchen vinyl	£100 upwards
Kitchen worktop burn	£100 upwards
Kitchen table	£150
Kitchen chair	£30
Painting to kitchen wall / ceiling	£45 per wall
Additional cleaning to kitchen	£20 – £40 minimum charge

Extinguishers

Recharge water, CO2, foam	£40
Replacement water	£80
Replacement Fire Blanket	£40
Replacement Broken Glass	£20
Replacement Tamper Indicator Tab	£20

Please note: this schedule shows the typical amount we have to spend on repair, replacement, testing or cleaning if you don't keep your accommodation and contents in the same condition as when we gave you the key. The actual charge to you will be cost as per invoice – in other words, the amount charged to us, which can vary depending on what it is we are replacing.

Item

Cost

Bedroom

Replacement mattress protector	£15
Replacement study chair	£85
Replacement bed base	£110
Replacement wardrobe	£160
Replacement wardrobe mirror	£22
Replacement lightshade	£15
Replacement study desk	£200
Replacement desk lamp	£15
Painting to bedroom	£45 per wall
Additional cleaning to bedroom	£50
Replacement waste bin	£10
Replacement bedroom blind	£85

Communal areas

Replacement sofa	£450
Replacement vacuum cleaner	£120
Painting to communal areas	£65 per wall
Additional cleaning to lounge area	£80

Other

Damage to intercom	Invoice costs
Damage to fire door	CAP1
Replacement window	£100
Restrictor / catches	£40
Replacement light diffuser	CAP1
Replacement carpet	CAP1
Additional window cleaning	£40 per window
Shampoo carpet cleaning	£60 minimum
Removing stickers / white-tack, etc.	£10 per wall
Damage to electrical sockets	£50
Damage to notice boards	£35
Replacement window or door glass	CAP1 – Invoice costs
Fire signage	£20 – Invoice costs
Heat detectors	CAP1
Fire alarm sounder	CAP1
Return furniture to original position	£40
Call out charge	£50 / CAP1

Contact information

Purseglove properties will be your main contact for any maintenance/property issues. For any other queries, please contact the Accommodation Team.

NTU Accommodation Team:

Email: accommodation@ntu.ac.uk

Tel: +44 (0)115 848 2894

Accommodation phone lines are open from 9:30 am – 4:30 pm Monday-Thursday, 9:30 am – 4pm Fridays.

Purseglove Properties:

Email: hello@purseglove.co.uk

Tel: +44 (0)1623 460830

Whatsapp: +44 (0)1623 460 830

Open Monday – Friday 9 am – 5 pm. Please contact the Whatsapp number above for any emergency maintenance requests out of hours.

Nottingham Trent University (Mansfield Campus) Vision West Nottinghamshire College

Derby Rd, Mansfield NG18 5BH

Tel: +44 (0)808 100 3626

Other Useful Contacts

NTU Security: +44 (0)115 848 2468

Support4Halls

Email: support4halls@ntu.ac.uk

Finance Team (for rent payments)

Tel: +44(0)115 848 6500

Student Support Services

Tel: +44(0)115 848 2500

or: +44(0) 115 848 6060

Student Union Advice Service

Tel: +44(0)115 848 6260

Nottingham Trent University

50 Shakespeare Street
Nottingham
NG1 4FQ

Tel: +44 (0)115 941 8418

www.ntu.ac.uk

This information can be made available in alternative formats.

While the University has made every effort to ensure the accuracy of information contained in this guide, it reserves the right to make any appropriate modifications without prior notice.

