

# Section 8

## GENERAL INFORMATION

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## Car Parking

The University Travel Plan seeks to manage the needs of its users in an environmentally sustainable manner. The plan includes a car park management scheme designed to regulate and reduce the pressure on available car park spaces at each of our campuses.

Full-time students can purchase a 12 month permit for £75 or a 6 month permit for £40 (equivalent to a charge of approximately £1.50 per week). Students are asked to complete and submit a Student Permit Application Form to the Car Park and Traffic Management Office, along with a valid University Student ID card. The duration of the chosen permit will run from the date of purchase.

Part time students can choose between hourly tickets or a top-up card. Full time students who do not wish to use the permit options can also purchase hourly tickets or top-up cards.

Disabled students (Full-time and part-time) will be eligible for an annual permit at a cost of £1 per annum subject to the presentation of a valid Blue Badge and completion of a Student Permit Application Form.

All students who intend to use the car parking facilities are advised to familiarize themselves with the Policy and Terms and Conditions of use prior to joining the scheme as violation of these are disciplinary offences.

Forms can be downloaded from [www.ulster.ac.uk/carparks/studentpermitapplication.pdf](http://www.ulster.ac.uk/carparks/studentpermitapplication.pdf)



## Health and Safety

**[www.ulster.ac.uk/hr/healthandsafety](http://www.ulster.ac.uk/hr/healthandsafety)**

Health and Safety at Work (Northern Ireland) Order 1978  
The University's policy is to give the highest priority to safeguarding the health and safety of employees, students and any member of the public who may be affected by its operations. To this end a Health and Safety Policy has been implemented.

### General Policy Statement

It is the University's policy to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees and students in accordance with the relevant statutory requirements.

### General duties of students

It shall be the duty of every student while involved in University activities either on or off campus:

- to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions;
- to follow the Health & Safety Policy and comply with any health and safety instruction given to them
- to co-operate and comply with health and safety policy and procedures in operation within
- the University, so far as is necessary, to enable any duty or requirement imposed upon the
- University by relevant statutory provisions to be performed or complied with;

- to not, without the consent of the member of staff in charge of the areas or activity, introduce any equipment for use on University premises, alter any fixed installations, alter or remove health and safety notices or equipment, or otherwise take any action which may create hazards for employees of the University or for persons using the premises; and
- not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

### Smoking

A general ban on smoking is in place throughout the University's premises and any infringement of this ban may be regarded as a breach of discipline.

### University Safety Committees

Each Faculty has a Health and Safety Committee which meets three times a year. These Faculty Health and Safety Committees can consider recommendations or complaints from students and recommend appropriate action. If you wish to raise a health and safety issue at a committee please contact the Faculty Office.

### Fire Procedures

In the event of a fire in the University the information contained on the general Fire Action Notices dictate:

- The action to take on discovering a fire
- The action to take on hearing the alarm

All staff, students and visitors are required to follow the directions on these notices which are posted throughout the University.

It is essential that you are aware of these instructions BEFORE a fire occurs and follow the instructions without hesitation in an emergency.

**FIRE SPREADS QUICKLY!  
ON DISCOVERING FIRE (no matter how small)**

- (1) Sound the alarm by breaking the nearest Fire Alarm Break-Glass Point
- (2) Warn people in the immediate vicinity
- (3) Leave the building using the nearest available route by following the Emergency Exit Signs
- (4) Go directly to the Assembly Point

**ON HEARING THE ALARM**

- (1) Leave the building using the nearest available route by following the Emergency Exit Signs
- (2) Go directly to the Assembly Point
- (3) Do not re-enter the building until you are told by a uniformed member of Security Staff or the Emergency Services that it is safe to do so

DO NOT USE LIFTS  
DO NOT STOP TO COLLECT PERSONAL BELONGINGS  
DO NOT TAKE PERSONAL RISK

**Fire Drills**

Fire Drills are used to test our procedures and ensure that they will work effectively and efficiently in a real emergency.

It is a legal requirement that we carry out fire drills. It is imperative that everyone responds to the Fire Alarm and follows procedures without any hesitation. Full co-operation in all Fire Drills is mandatory for all. Misuse of the fire fighting equipment or alarm installations is a criminal offence and could endanger the lives of students and staff. Misuse will result in disciplinary action.

**Reporting Accidents**

In case of injury during working hours at Coleraine or Jordanstown contact the Student Health Service. Outside normal hours and at Belfast or Magee, you can request an accident report form from the main entrance reception desk.

Your supervisor or warden should be informed of all accidents, whether or not they result in injury and an accident report form must be completed. These forms are available from the nursing staff and Faculty Offices.

**Discipline**

Misuse or damage to University property or facilities is likely to lead to disciplinary action which could result in termination of a student's studies and/or payment for damages and call out charges.

A breach of discipline can range from a failure to comply with any Statute, Ordinance, Regulation or Rule prescribed for the conduct and discipline of students, to theft, riotous or disorderly behaviour and plagiarism.

Further information is also available at  
<http://plangov.ulster.ac.uk/governance/studentdiscipline.html>

Examples of penalties for a breach of discipline include the following based on actual cases:

- a fine for plagiarism with coursework disallowed
- a fine for damage to University property in addition to being punished in the courts
- removal from accommodation for intimidation of other residents
- suspension from studies and associated privileges

In extreme cases students may be expelled from the University.

## Copyright

For more details on copyright check  
[www.ulster.ac.uk/copyright](http://www.ulster.ac.uk/copyright)

or contact the Copyright Officer, David McClure,  
 at [dj.mcclure@ulster.ac.uk](mailto:dj.mcclure@ulster.ac.uk)

### Copyright and the law

The Copyright, Designs and Patents Act 1988 (as amended) protects the rights of authors or creators of original material from having their material unlawfully exploited.

You have a personal responsibility to keep within the law – to infringe copyright is illegal.

### Photocopying and Scanning

Students who wish to copy for the purposes of private study or research for a non-commercial purpose may do so without having to ask the permission of the copyright holder. You should keep to the following rules:

- stay within the limits of so called safe copying i.e.:
  - one article from any one issue of a journal
  - one chapter or 5% from a published work;
- only make single copies;
- multiple copies require a copying licence;
- digital copies must not be placed on a network. This requires permission or a licence;
- all copies should be acknowledged except where this is impractical.

The University has a Photocopying and Scanning Licence which permits it to copy or scan material and place it on a network under certain strict conditions. If you need information on the licence see your subject librarian.

### Works in electronic form

- Students wishing to download or print material for the purpose of private study or research for a non-commercial purpose may do so without having to ask the permission of the copyright holder;
- When copying from web pages you must observe carefully the copyright statements in their Terms of Use section and follow any specific copyright notices attached to individual items;

- You must down-load and print only single copies unless explicit permission is given on the website to permit you to copy more;
- Copying for research for a commercial purpose is illegal unless explicit permission is given on the website, in question;
- If you are using material from a subscription database your use should follow the contractual conditions of that database.

### Intellectual Property Rights

If the work of a student, either alone or as part of a team, results in an invention or discovery, any exploitation of the matter will be subject to the University's Code of Practice on Intellectual Property Rights.

**[http://www.uutech.co.uk/media/909/\(j\)\\_intell\\_prop.pdf](http://www.uutech.co.uk/media/909/(j)_intell_prop.pdf)**

### Child Protection Policy

Whilst the University owes a duty of care to all its students, it also has a particular responsibility to safeguard the welfare of any individual under the age of eighteen (defined by the Children (NI) Order 1995 as a child). This responsibility applies whether that child is a student of the University or is otherwise under the care or supervision of University staff.

The Child Protection Policy is available at:

**[http://plangov.ulster.ac.uk/governance/pdfs/child\\_protection\\_policy.pdf](http://plangov.ulster.ac.uk/governance/pdfs/child_protection_policy.pdf)**

### Security

Personal property is the responsibility of the individual and the University will not accept responsibility for items lost or stolen.

Items lost or found should, however, be reported to the Main Entrance Reception Desk and, if applicable, a Lost Property Form completed.

Should a student have any security problems, he/she should take the matter up with Security Staff.

A member of campus security staff can be contacted at the following numbers:

Belfast	028 9536 7251
Coleraine	028 7012 4480
Jordanstown	028 9036 6971
Magee	028 7137 5262

### For all Campuses in an emergency

Ext 22222 – If ringing from within the University  
08 700 400 701 – If ringing from outside the university