

Your home at Newman University

Cofton, Maryvale,
Edgbaston, Littlemore
& Oxford Halls



ACCOMMODATION AND
APPLICATION INFORMATION
FOR PGCE STUDENTS



Living at Newman

If you live at home during your studies, it can be harder to make the most of your university experience. If you are living in halls of residence, student life is all around you. Newman has a great social scene with an active student community set up to ensure you have a fun time alongside your studies.



Access To Facilities

Not all university halls are close to the university, but at Newman you will be living directly on campus. All the facilities on-site are easily accessible to you, if you fancy an early morning gym workout or a late-night study session then everything is only a stone throw away. Plus no early morning commute, you can roll out of bed for your 9am lecture!

Lifelong Friends

Strong friendships are built at university that will last a lifetime. When you first come to halls you will meet people from all walks of life, but everyone will be in the same position, and you will be able to support each other in this new chapter of your lives.

Sports Centre

The University Sports Centre is open 7 days a week. The facilities include a recently refurbished Cardio Suite, Sports Performance Suite and Squash Courts, which enable our members to achieve a broad range of fitness goals.

- ON-SITE LOCATION
- CHOICE OF BEDROOM WITH SHARED BATHROOM, STANDARD EN-SUITE, DELUXE EN-SUITE (INCLUDING LIVING SPACE) OR A ONE BEDROOM SELF-CONTAINED FLAT
- FREE GYM MEMBERSHIP FOR ALL RESIDENTIAL STUDENTS (NEWMAN UNIVERSITY SPORT & FITNESS CENTRE) - SIGN-UP BY END OF OCTOBER
- ELECTRICITY AND HEATING PROVIDED (HEATING MAINTAINED AT A CONSTANT TEMPERATURE)
- UNLIMITED ACCESS TO A 24/7/365 MENTAL HEALTH AND COUNSELLING CONFIDENTIAL TELEPHONE HELPLINE AND UP TO 6 SESSIONS OF TELEPHONE COUNSELLING
- POSSESSIONS INSURANCE
- NO CHARGE FOR WI-FI
- ALL ROOMS ARE NO-SMOKING
- SELF-SERVICE LAUNDRY ON-SITE
- 51 WEEK LICENCES AVAILABLE AT A REDUCED COST
- OUT OF HOURS TEAM ON CALL OUTSIDE OFFICE HOURS

Places for Worship

Newman University has a Chapel, Multi-Faith Prayer room and a Quiet Room for reflection. All are located along Chapel Gallery Walk and are open at all times. The Multi-Faith Prayer Room is permanently available and includes wudu facilities. A programme of events is held throughout, and all are welcome to attend.

Mental Health Support

As part of your accommodation package, we have arranged for a 24/7/365 mental health and counselling telephone helpline and up to 6 sessions of telephone counselling available for students if required. This supports the current provision in place at Newman University (helping to reduce waiting lists), as well as covering the out of hour's support and when students are off campus.

The service provides:

- Unlimited access to a 24/7/365 mental health and counselling (BACP accredited) confidential telephone helpline, which includes a translation service in over 200 languages. Answered by an experienced counsellor or therapist, who will offer support for a variety of issues including health & lifestyle (i.e. mental health, physical health, addiction such as gambling or alcohol, terminal illness), student life (i.e. stress & anxiety, exam worries, housing, harassment, managing change) and home life (i.e. Relationships, family issues, identity, childcare, bereavement)
- 24/7 critical and traumatic incident telephone support
- Medical information telephone helpline
- Legal information telephone helpline
- Debt and financial information (which includes additional support from Step Change – the debt charity)
- Online health and wellbeing portal & health e-hub mobile app (for a variety of advice and support including health checks, nutritional advice, financial wellbeing, expert health/wellbeing information)
- Up to 6 sessions of structured telephone counselling, including telephonic CBT counselling, per student, per issue, per year
- Online counselling, including online CBT & trauma courses
- Full triage, assessment and case management protocols
- Self, lecturer and personal tutor referrals / physiotherapy referrals
- Coverage for spouse/partner and dependents within HMRC guidelines
- Family advice line

Student Support Services

The Student Support Services Team and Accommodation Team are available to support students during office hours.

Residential Advisors will be available for all students in halls outside of office hours and they are first aid and mental health trained.

There is 24-hour university security team on-site who are available 365 days a year.



Being in Birmingham

Located at the heart of the United Kingdom, Birmingham is one of the UK's most desirable places to study, work and play. Birmingham is a truly cosmopolitan city bursting with creativity and a lively atmosphere. As Britain's second largest city and home to over 65,000 students it offers cultural diversity through its vibrant underground arts scene, worldwide iconic shopping centres and exciting nightlife. There's always something to discover in the city at the heart of the UK.

- NATIONALLY REKNOWNED SHOPPING IN THE BULLRING, SELFRIDGES AND THE MAILBOX
- A MULTITUDE OF THEATRES AND MUSIC VENUES SHOWCASING THE LATEST TALENT
- INDULGE IN ART, HISTORY AND HERITAGE AT A NUMBER OF VENUES INCLUDING BIRMINGHAM MUSEUM AND ART GALLERY, IKON GALLERY AND THE NATIONAL TRUST BACK TO BACK HOUSES.
- HOME TO BIRMINGHAM CITY AND ASTON VILLA FOOTBALL CLUBS AND WARWICKSHIRE COUNTY CRICKET CLUB'S HOME GROUND OF EDGBASTON HOSTS INTERNATIONAL TEST MATCHES
- GREEN SPACES AND MORE CANALS THAN VENICE. ENJOY WALKS AND CYCLE RIDES IN A VARIETY OF PARKS AND NATURE RESERVES.

Newman University is located in Bartley Green, 7.5 miles outside of the city centre. Our location is ideal for those who like to get away from the hustle and bustle of inner-city life, but we are only just over twenty minutes from Birmingham City Centre on the bus. Bartley Green is a quiet and leafy suburb, with a selection of local shops and amenities nearby including an ASDA supermarket.

For students who don't wish to go into the city centre, Northfield and Halesowen have shopping centres for your everyday needs, both a short bus ride away. Harborne and Selly Oak are also close by, and are popular with students for nights out with a range of bars and restaurants. For up to date information on public transport links visit: www.networkwestmidlands.com



Accommodation Overview

As a current or prospective student at Newman University, you can contact the Accommodation Office to obtain assistance in finding suitable accommodation.

If you wish to apply for on-campus accommodation in halls of residence, you will be required to complete the application form and you will be sent a link to MS Forms in order to do so electronically.

If you are interested in accommodation off-campus in a shared student flat or house, in family accommodation, or sharing a house with a landlord, please contact the Accommodation Office who will be able to provide you with a list of contacts, dependent on availability. Unfortunately, it is not possible to recommend properties and it is the responsibility of individuals to contact landlords and view prospective accommodation.

Cofton Hall

104 deluxe en-suite bedrooms (in flats of 6 with shared living space comprising of a kitchen, dining and lounge area)

2 en-suite accessible rooms (in flats of 5 with shared living space comprising of a kitchen, dining and lounge area)

2 self-contained flats (1 bedroom with bathroom, kitchen, dining and lounge area)

Edgbaston, Maryvale, Littlemore & Oxford Halls

There are 185 single study bedrooms in the original halls of residence. This comprises of 160 bedrooms with shared bathroom, 2 accessible en-suite bedrooms, 19 standard en-suite bedrooms and 4 self-contained flats. The halls of residence are split into four halls which are all interlinked:

Edgbaston Hall - 6 floors with 93 rooms and 2 flats

Littlemore Hall - 1 floor with 2 accessible en-suite rooms

Maryvale Hall - 6 floors with 82 rooms and 2 flats (including 15 en-suite)

Oxford Hall - 1 floor with 4 en-suite bedrooms

Bedrooms and Communal Areas in Edgbaston, Maryvale, Littlemore and Oxford Halls

The bedrooms with a shared bathroom in the existing halls of residence are sole occupancy study rooms with hand basin and shared bathroom facilities. The standard en-suite rooms in halls of residence are sole occupancy study bedrooms with a private bathroom. The flats are self-contained and comprise of a bedroom, bathroom, lounge and small kitchen area. Each room is furnished with a bed, bedside table, fixed wardrobe/cupboards, desk, chair, easy chair, mattress cover, curtains and a waste bin.

There are shared kitchens in halls of residence which include two fridges, two freezers, two cookers, a microwave, a toaster, a kettle, a lockable cupboard space and seating area. There is a food court on site which is open Monday to Friday and a local convenience store located near to the campus.

Each landing and bathroom in halls of residence is single gender although there may be a mix of male and female students sharing kitchen facilities and on adjacent landings.

Bedrooms and Communal Areas in Cofton Hall

Flats contain deluxe en-suite sole occupancy bedrooms for six students with a shared open plan living space. Each type of bedroom and flat in Cofton Hall contains a small double bed (120 x 190cm), desk, chair, spot lighting, mirror in pod, integrated wardrobe and an en-suite bathroom. The living space comprises of a kitchen, lounge and dining area. This includes a table and chairs for six, sofas for six, LCD screen, fridge, freezer, integrated cooker, toaster, microwave and kettle.

There are two flats for five students on the ground floor with each containing one accessible room with wet room and a shared open plan living space comprising of a kitchen, dining and lounge area. The one bedroom deluxe flats comprise of a bedroom, bathroom and kitchen/living space and contain the same furniture as the 6 bedroom flats including a sofa, LCD screen, table/chairs and kitchen appliances.

You can ask to be allocated a flat with friends and the group can be mixed gender or single gender as preferred.



LCD Screens

The LCD screens are for use with iPad, laptop and DVD and not as a TV.

TV Access

Students are required to pay for their own TV licence in halls of residence. Please see the website for further information: [Check if you need a TV Licence](#)



Bedding Packs

Students are required to bring their own bedding, towels, coat hangers and any kitchen utensils they require. Students are able to hire a bedding pack upon request at £25.00 each from the Housekeeping department dependent on availability, with £15.00 being refunded when the bedding pack is returned in good condition. Bedding packs include: 2 sheets, 2 pillows with shams, 1 duvet and cover, 1 matching pillow case, 1 white pillow case, 2 medium size towels and 6 coat hangers.



Parking

Residential students in halls of residence and their guests are NOT allowed to use the car parks on-site or the Bartley Green Sailing Club car park at any time unless they are in receipt of a blue badge. Free on street car parking is available in the surrounding area.

A covered cycle rack is situated just outside the entrance to Oxford Hall.



Application Process

All students at Newman University are eligible to apply for a room in halls of residence on site and priority is given to first year and final year students where possible. There is always a mix of year groups in halls of residence and students are encouraged to apply even if they live locally in order to fully appreciate the complete student experience. However, bedrooms are allocated on a first come first served basis due to restricted availability, so applications should be returned as soon as possible as availability of rooms cannot be guaranteed to late applicants.

The link to the Application Form to be completed in Microsoft Forms will be sent to all applicants by the Admissions Team in April.

New students will be advised that their application has been received and a room provisionally reserved pending their place on the course being achieved. New students will be informed regarding the result of their application by the end of August (where possible). First year, HEADstart and PGCE students are required to make payment of a £250 deposit as soon as they have received the accommodation confirmation e-mail and by the specified date in order to confirm their room.

Registration

PGCE students may move into their room in the halls of residence from the Sunday prior to the start of their Licence. Students will need to provide their payment details for their hall fees by the specified date prior to arrival.

Allocations Policy

Priority for rooms in halls will be given to first and final year students where possible. However, there is always a mix of year groups in halls of residence. Applications are dated and numbered on receipt and rooms are allocated on a first come first served basis. Due to restricted availability, a room cannot be guaranteed to all applicants.

Current and prospective students are asked to include on their application form if they have any access needs. Current students are able to state any preference for room/number/hall/flat and/or the names of the students they would like to be located next to. Students may also request a quiet landing and a mixed or single gender kitchen/flat which will be dependent on availability. The four types of accommodation are listed for students to choose their preference: shared bathroom bedroom, standard en-suite bedroom, deluxe en-suite bedroom or one bedroom self-contained flat. There is no guarantee that each student's request can be met although it is normally possible to allocate groups of friends together. In terms of specific rooms, these are allocated on a first come first served basis and it is advisable for students to include a second choice on their application.

Bedrooms may only be exchanged after a request to the Accommodation Manager has been submitted. However, the Accommodation Manager retains the right to move students from one room to another in exceptional circumstances to meet unforeseeable contingencies.



Contract & Costs

The 44-week licence for PGCE students living in Cofton, Maryvale, Edgbaston, Littlemore and Oxford Hall will cover the period from Monday 4 September 2023 until Friday 5 July 2024 to include the Christmas and Easter vacation periods.

Cofton Hall

Deluxe en-suite bedroom for a 44-week Licence during 2023/24 costs £6600

Self-contained flats (comprising of one bedroom, bathroom, lounge and kitchen) for a 44-week Licence for the academic year 2023/24 costs £8800

Edgbaston, Maryvale, Littlemore & Oxford Halls

Bedroom with a shared bathroom for a 44-week Licence during 2023/24 costs £4620

Standard en-suite bedroom for a 44-week Licence during 2023/24 costs £6116

Self-contained flats comprising of one bedroom, bathroom, lounge and kitchen for a 45-week Licence for the academic year 2023/24 costs £7128

The charges are for a sole occupancy room on a self-catering basis, including electricity, heating costs and block possessions insurance cover. This will be split into three payments to cover the licence period, with arrangements for the total annual payment being made prior to arrival. Students are responsible for the payment of their own television licence.

The student should indicate in the appropriate section of the application form their preferences and their second, third choice etc.

Students will need to complete the accommodation Licence to Occupy digitally and pay the accommodation deposit of £250.00 on the e-store

before a room can be allocated (deposit carried over if they are currently in halls). Students will be required to set up a payment plan on-line by a specified date in August. Card payment details will be required for all three instalments and these payments will not be processed until the due date in line with Student Finance payments. If a student has any issues with providing payment details on-line, they should contact the Finance Office to discuss alternative arrangements.

In the event of payment not being processed promptly due to a delay in payment from Student Finance, an amended payment plan will need to be negotiated with the Finance office.

If the application has been approved, the student will be required to sign and complete a Licence to Occupy electronically via DocuSign by a specified date in August which will also be signed by the Accommodation Manager.

The ~~licence~~ length will be dependent on the year and type of accommodation and will always include the Christmas and Easter vacation periods. The student will receive a copy of the signed Licence for their reference. Students are required to adhere to the Accommodation Licence and the rules and regulations laid out in the Accommodation Handbook available on the web-site prior to arrival.

Once the agreement has been signed this will commit the student to the full licence length including students who are undertaking school experience, work placement etc. **Students will need to take this into account as no refunds will be made in the event of a temporary move out of accommodation during the period of their placement.** Please note that the Licence to Occupy will only be cancelled if the student suspends or withdraws from their course.

Payments & Fees

- Annual halls fee is split into three equal payments.
- Each instalment is payable on a specific date in line with when the funds are received from Student Finance England.
- PGCE students will be required to set up a payment plan on-line for the three instalments by a specified date in August.

Payment of Deposit

An accommodation deposit of £250.00 will be payable prior to moving into halls of residence.

This is an additional amount to the three halls fees payments.

Accommodation Deposit

- The deposit will be held by the university as security in the event of damage to the bedroom and communal areas.
- The deposit will be repaid to the student when they finish their course or when they vacate their accommodation at the end of the academic year and are not living in university accommodation the following year,
- Deductions will be made for damage, items missing, non-return of keys etc, if applicable.
- Any damage caused throughout the academic year will be invoiced immediately and separately.
- If the student does not commence the course the accommodation deposit will be refunded to the bank account normally within 4 weeks
- If a student changes their mind regarding halls, they will receive a refund as long as the room can be allocated to an alternative student.
- The Finance office will normally process the refund within 8 weeks after the end of the Licence to Occupy period ends.



The Legal Bit...

CONSUMER CONTRACTS (INFORMATION, CANCELLATION AND ADDITIONAL CHARGES) REGULATIONS 2013

- **Under the Consumer Contracts Regulations 2013, the Landlord is required to provide the Student with the following information if the Tenant has not met the student before entering into this Licence.**
- **The name of the supplier of the Accommodation is Newman University and the address is: Accommodation Office, Newman University, Genners Lane, Bartley Green, Birmingham, B32 3NT Tel: 0121 483 2219, e-mail: accommodation@newman.ac.uk**
- **The services which the Landlord will be supplying to the Student are a furnished study bedroom with lighting, heating and water supply. Full details of the facilities available are given with the Application Form and Accommodation Information. The duration of the Licence is for the period indicated on the Licence relevant to the students' year group and accommodation choice, unless it is terminated earlier in accordance with the Licence to Occupy.**
- ***The price of the Accommodation for the current year is the Accommodation Fee and it includes all charges for gas, electricity, water, property taxes and Student Block Possessions Insurance but does not include telephones or TV Licence.**
- **The arrangements for payment are set out in the Application Form and Accommodation Information.**
- **There is no extra cost for students booking their accommodation by post or other means of distance communication.**
- **If the Landlord is not able to provide the Accommodation, the Landlord will use all reasonable endeavours to offer the Student alternative accommodation. Where alternative accommodation is offered, the alternative will be priced at the rate applicable to that alternative, but if the alternative is not acceptable to the Student (who must act reasonably), the Landlord will allow the Student to terminate this Licence within 7 working days of the alternative offer.**
- **The licence length and the conditions for terminating the agreement are laid out in the Licence.**

Universities UK (UUK) Code of Practice for the Management of Student Housing
Newman University has affirmed membership to the Code of Practice for the Management of Student Housing. The Code is concerned with the main principles and essential requirements for well managed student accommodation. It also should assist you in understanding both the standards and the procedures applying to your accommodation and your obligations as a tenant.

A full version of the UUK Code of Practice is available to download at: www.thesac.org.uk

The main elements covered by the Code are:

- Health and safety standards and procedures
- Maintenance and repair regimes
- Environmental quality
- Landlord and tenant relationship
- Student welfare
- Anti-social behaviour and disciplinary procedures
- Administration of, and compliance with, the Code

Further information regarding each of the above elements is included in the Accommodation Handbook which is available on the website for prospective students or on the intranet for current students.



Correspondence Regarding Accommodation

As all correspondence regarding accommodation is sent by e-mail, if you do not have access to the internet, printer or e-mail facilities, please advise the Accommodation Office so that information can be sent by post. Please ensure that you notify the Accommodation office if you change your e-mail address and that your e-mail account is set up to receive e-mails from www.newman.ac.uk.

An e-mail will be sent to all prospective students who have applied for accommodation once the application has been received. The student will receive their Licence to Occupy to complete via DocuSign once their place on the course has been confirmed.

FOR MORE INFORMATION CONTACT:

Karen Carter (Accommodation Manager)
T: **0121 387 4519**
E: k.carter@newman.ac.uk



Accommodation Policies & Procedures Summary

Newman University has affirmed membership to the Code of Practice for the Management of Student Housing. The Housing Act 2004 introduced licensing for houses in multiple occupation in England and Wales with effect from 6 April 2006. The Code is concerned with the main principles and essential requirements for well managed student accommodation.

Application Forms for Current Students are available on-line during semester 2 each year and an e-mail is sent out to all students to advise them regarding the completion of application forms. Application forms are to be returned by the specified date. The list of applicants for halls is circulated to the relevant members of staff for approval. An e-mail is sent to all students once the applications have been considered.

Licence to Occupy for Current Students - If the application has been approved the student will be required to sign a Licence to Occupy. If the application has not been approved the student will be advised in writing with details of the reason for the non-approval and if this is a final decision or if it will be reviewed as long as certain conditions are adhered to.

Application Forms for First Year Students - including home and overseas students and PGCE students are available on the website in April, with Admissions sending a generic e-mail to all prospective students to provide a link to the application form and accompanying information when available. Students

from overseas are sent an application form and accommodation information in May/June for those arriving for semester one and October/November for students arriving for semester two. Students are informed in writing by the beginning of September regarding the result of their application. PGCE students are advised prior to this date. Students from overseas arriving in semester two are advised by mid-December.

Licence to Occupy for First Year/PGCE Students Licences are sent to students for completion electronically by DocuSign once their place on the course has been confirmed.

Licence to Occupy for Students from Overseas - Licences are sent to students for completion electronically by DocuSign once their place on the course has been confirmed

Allocation Policy - Priority is given to first and final year students where possible although all year groups are accommodated in halls. Rooms are allocated on a first come, first served basis. Students are able to request specific rooms and students they would like to be located next to, although there is no guarantee their requests can be met.

Accommodation Deposit Policy - A £250.00 deposit is required from first year students (home and overseas students), and PGCE students prior to arrival and is processed immediately. Current student's who are in halls at the time of application, will have their deposit carried over to the next year, but if they should cancel their agreement after the specified date in the second semester (prior to the start of the licence). Current students who are non-residential will be required to pay the deposit by a specified date in the second semester prior to the start of year.


The deposit will be repaid to the student when they finish their course or when they will not be returning to halls, with deductions made for damage, non-return of keys etc. if applicable. Any damage caused

throughout the academic year will be invoiced immediately.

Arrival Procedure - Students can move into accommodation on the date indicated in the Licence to Occupy. A payment plan for all three instalments needs to be set up prior to the beginning of the academic year by a specified date before a key can be issued and will be processed on dates specified in the Licence to Occupy.

Students from overseas are required to make an initial payment prior to arrival and to arrange a payment plan once they have moved in.

Room Inventory Procedure - Each student will be issued with a copy of the bedroom and kitchen inventory (lounge and bathroom as appropriate) with their licence and is required to notify the Accommodation Manager within 14 days of moving in if there is any discrepancy.



“I have lived in halls for three years and that’s because it is such an eye-opening experience. You are mixed with people from many countries, allowing you to learn from them and them from you. These people quickly become your family; you support each other.”

HALLS RESIDENT

Portable Appliance Testing (PAT) Policy - Resident students wishing to bring their own electrical equipment into the student accommodation should be aware that any electrical appliance they bring on the premises must conform to current safety standards, and is maintained in such a condition so as to prevent danger to themselves or others, or damage to university property.

Student Bedroom Access Policy - Relevant staff and window cleaners can gain access to rooms with prior warning to carry out periodic inspections. Access without notice is allowed for maintenance personnel, Accommodation Manager, Residential Advisors, Security and fire safety staff. A log will be maintained to record access.

Non-Residents/Guests - Students may have one visitor stay in their room for no more than two nights in one week.

Defect Reporting Procedure - Student to report defects to estates@newman.ac.uk. A Service Level Statement is available to indicate response times for rectifying building defects in the following categories: emergency, urgent, non-urgent.

Cleaning Schedules - A cleaning schedule for halls is available for students and includes information regarding halls of residence cleaning specifications and student responsibility for cleaning of their bedroom and communal areas. All rooms are prepared at the start of occupancy in accordance with a service level statement.

First Aid Provision Policy - A member of the Residential Advisor/Security Team is on duty, 6.00pm-7.30am, Monday until Friday and the whole of the weekend from 6.00pm Friday until 7.30am on Monday.

Students with Disabilities - If a resident student wishes to disclose a disability/medical condition they need to complete a Consent to Share Form and liaise with Student Support.

Departure Procedure - Students will need to depart from their bedroom by the day after the end of the accommodation licence. Bedroom, kitchen door and cupboard keys need to be handed in at the Accommodation office. Students will be issued with clear guidelines regarding the standard of cleaning expected when the Licence comes to an end.

Cancellation Policy - The Licence to Occupy commits the student to the full period of the licence.

Fee Collection and Debt Management Policy - A payment plan for all three instalments needs to be

set up prior to the beginning of the academic year before a key can be issued and will be processed on dates specified in the Licence to Occupy. The Finance Office will commence the Debt Management Procedure if halls fees are not paid which could lead to termination of the tenancy. Exchange students are required to adhere to their payment plan agreed after arrival.

Fees Policy - The Governors have responsibility for setting charges after incorporating cost of living rises and reviewing the charges for other institutions.

Termination Policy - A student's accommodation licence may be terminated by the university in the event of misconduct resulting in a Disciplinary Procedure, or non-payment of fees.

Complaints Procedure - in the case of any disputes between the student and the University, the Manager will respond to any correspondence within three weeks of receipt. Managers' will ensure within four weeks after receipt of any written complaint, the issues are investigated and rectified if necessary. The student has the right to instigate the Complaints Procedure if deemed necessary.

Data Protection and Confidentiality Policy - The standard Newman University policy applies to halls of residence.



In the case of any queries or for further information regarding accommodation, please contact the Accommodation Office.

Karen Carter
Accommodation Manager
0121 387 4519
accommodation@newman.ac.uk

In order to make payment arrangements, please contact the Finance Office.

Finance Office
finance@newman.ac.uk



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