

DANIEL HOUSE

Code of Conduct / Student Manual



*Samford
Abroad*

GO *farther.*

Welcome to the Daniel House

Purpose of this Manual

Samford University is committed to the health, safety and well-being of our students. Policies are in place to foster a safe, supportive and academic environment.

This manual is intended as a reference for Samford faculty, staff and students studying at the Daniel House.

Any questions or concerns should be directed to the Residence Director.



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Welcome from the Residence Director

On behalf of Samford University, I am delighted to welcome you to the United Kingdom and our little slice of Alabama in London – The Daniel House.

Over the coming weeks and months, you will have infinite opportunities to explore London where the imprint of over 2,000 years of history remains visible today. From its beginning as the Roman settlement of Londinium through its time as the hub of the British Empire, London has and continues to be a global city. Over 300 languages are spoken in London today making it one of the most culturally diverse places in the world. We hope that by using the city as a classroom you will gain an understanding of the challenges faced by Britain and the world today.

We want to provide you with the tools to succeed, so that you can take advantage of the fantastic opportunities on offer in London and the UK. The orientation sessions will be used to provide information to get you up and running as quickly as possible, and the manual will reinforce much of the material. If you are ever unsure about anything, please do not hesitate to contact me or one of the faculty/staff in London. As a wise Hogwarts Professor once said, “Help will always be given at Hogwarts to those who ask for it” and that certainly applies for Samford University in London, too!

Our hope is that by the time you leave London, you will have developed academically, professionally, and personally. You will also remain part of the Daniel House community no matter where your journey takes you beyond Samford University.

Best wishes,

Thomas Crosby
Daniel House - Residence Director



Meet the Team

Tom Crosby is the Daniel House Residence Director. He oversees housing, operations, and student services to augment student well-being and experiences. Tom also lives on site in order to respond to out-of-office-hours emergencies. Tom also teaches the British Heritage and Culture course one-to-two times a year so loves to discuss British history, and the trials and tribulations of Coventry City Football Club.

Joanna Burkhart works part-time (8:30am-3pm Tuesday, Wednesday & Thursday) as Academic Director. Jo works with our Samford and adjunct faculty to assist with course planning, focusing especially on how to make the most of London as a ‘city classroom’. Jo also oversees immigration and works alongside our internship provider to support students in their work placements.

Lauren Doss is the Director of the Global Engagement Office at Samford. She oversees all the Global Engagement programs, including the Daniel House. Lauren’s recent major project was managing the Daniel House renovation from across the Atlantic.

Jill Fisse serves as the Assistant Director in the Global Engagement Office at Samford. She organizes all logistics after students’ acceptance into a program, including flights. Jill builds courses and issues permits for all students studying abroad. She is also responsible for handling all cancellations and withdrawals.

Alexis Whiting works in the Global Engagement Office as the Samford Abroad Advisor. She advises students throughout the Samford Abroad cycle, starting at application and ending at re-entry. She organizes all pre-departure orientations and works closely along Jill Fisse to communicate all dates and deadlines to students.

Ashley Johnson serves as the part-time Global Engagement Compliance Coordinator. She is your point of contact for any questions regarding your CISI insurance plan and helps orient students to health and safety abroad.

Faculty-in-Residence will rotate every semester based on a schedule determined by the Global Engagement Office. The Faculty-in-Residence during the semester not only serves as the accompanying Samford faculty and teaches course(s) in residence, but also acts as a resource to support students while in London.

The Daniel House

Address

12 Ashburn Gardens

Kensington

London

SW7 4DG

United Kingdom

Nearest Tube Station

Gloucester Road (Piccadilly Line and Circle/District Line).

Office Opening Hours

Monday – Friday 08:00-16:30 (hours may vary upon the Residence Director's schedule)

Mail and Packages

Mail and packages may be sent to the Daniel House address. Students will be notified of their arrival via email. If receiving packages from the US, students should ensure that the correct import duties are paid.

Sending Gifts (New Items)

All goods imported into the UK from outside the EU must be declared to HM Revenue & Customs and in most cases, are subject to Customs Duty and VAT. If someone is sending a gift to you, they will be liable to pay duty on gifts worth more than £135 and import VAT on any value stated above £36*. On top of these taxes, they will also generally be liable for a 'handling' or 'admin' fee from the postal company who generally pay these fees on your behalf and hold the package for you until reimbursement. (Even when charges are made incorrectly and students claim their money back in retrospect, which is laborious, the handling fee will always stand).

Pass along these considerations to the sender:

- Always remember to complete a Customs Declaration form and affix to your package (UPS/your postal service will generally mandate you complete this before posting)
- Clearly state that this is a gift (gifts are subject to a higher allowance before taxation, and lower rates of taxation)
- Write the true value of the gift and be aware if you are sending anything over £36 (around \$50) the student will have to pay import fees
- Never inflate the value of your gift. Often the sender writes a higher value on the customs form to cover for insurance reasons, which results in higher tax!
- If you are sending gifts to more than one person they each get an allowance (up to £36 before import VAT, up to £135 before import duty). You must ensure that multiple gifts are listed individually on the Customs Declaration form, and that each gift is individually wrapped and addressed.

Sending Personal Items (Already Belonging to Student)

Personal items are not subject to import duty or VAT. However, you may be responsible for paying a large amount of money on an item shipped to you if Customs Declaration is incomplete or unclear and the customs officer from the UK Border Agency (UKBA) examining the package assumes it's for commercial use or is a gift.

Pass along these considerations to the sender:

- Always remember to complete a Customs Declaration form and affix to your package (UPS/your postal service will generally mandate you complete this before posting)
- Ensure that it is clearly marked 'personal belongings', and/or 'used' and/or 'second-hand'.
- Never write the value of these belongings as they were purchased new. Always write the value they are worth as second-hand/used items.

*Please note there are separate import rules and taxes for 'excise goods'. These include alcohol, tobacco products and perfume. We recommend you never request these items.

Printing

Free printing is available through the student basement printer for academic purposes.

The Daniel House team reserve the right to revoke printing access if printing privileges are abused.

Wi-Fi

The Wi-Fi username is Samford-UK and the password is **1983DanielHouse**. Students will be notified of any changes to the password/username.



PART ONE: Samford University Mission Statement and Vision

Samford University Mission Statement

The mission of Samford University is to nurture persons in their development of intellect, creativity, faith and personhood. As a Christian university, the community fosters academic, career and ethical competency while encouraging social and civic responsibility and service to others.

Samford University Vision

Anchored in Christian understanding, Samford University will be a diverse community, stressing vigorous learning and personal faith, in the Baptist tradition. Within that commonality, the community will be innovative in teaching, learning and research; sensitive to global issues; aggressive in self-assessment and continuous improvement. Faithful to its mission, Samford will be known and acknowledged worldwide by holding to its core values. The world will be better for it.

Department of Residence Life Mission Statement

The Department of Residence Life exists to serve the Samford Community by providing high-quality and safe residential facilities while fostering the resident's educational, personal, social and spiritual development within a Christian environment.

Goals of Department of Residence Life

1. Provide an environment conducive to academic success.
2. Assist students in becoming independent individuals as they transition from high school to college to adult life.
3. Educate students about a sense of civic responsibility, including how to live and engage in a community (neighborhood) and respect and honor the rights of neighbors.



PART TWO: Pre-Departure

What to Pack

Carry-On

Passport and any necessary visas
Immigration Letter provided by Samford
Blue or black pin to complete landing card
Airline Boarding Pass(es)
U.S and foreign currency
Copies of all important documents and emergency contacts
Credit and debit cards
State driver's license
Smartphone with either an international plan or the capability for a SIM card insert
Phone charger
Eyeglasses and/or contact lenses
Prescription medication in original container, back-up supply, and letter from doctor
Instructions for treating any allergies or unique medical conditions
Camera
Laptop and other small electronic devices
Extra change of clothes

Checked Luggage

Extra copies of important documents and emergency contacts
Clothing
Toiletries
Nail clippers*
Electric or manual shaving razor*
Over-the-counter medicines
Extra laptop battery and/or flash drive
Small umbrella
Small purse or pouch
Converter or transformer volt electrical devices
Plug adapter

*May get confiscated if placed in your carry-on bag if amount exceeds the limit.

Check with <https://www.tsa.gov> and airline website for baggage restrictions, weight limits, and policies.

Clothing

Bring at least one nice outfit for attending the theater, church, or tea. Women may want to pack a nice dress, suit, skirt/slacks, and/or blouse. Men are advised to pack a dress shirt, tie, and dress slacks.

Bring clothes that you can layer and adapt for the changing weather. The weather is often cold and wet, so wool and wool blends are helpful.

Electrical Items

British electrical current is 220 volts; converters and special adapter plugs are necessary to use American 110 volt appliances.

Do not confuse an “adaptor” plug with a converter or transformer. An adaptor allows an American electrical plug to fit into the UK wall outlet. A converter or transformer converts the electrical current from 220v to 110v. Most electronic devices purchased in the last five years come with built-in converters. Check before you plug. Your device should have tech specs printed on the converter that says “Input: 100–240V.”

Glasses

Bring two pairs and your prescription. If you wear contacts, make sure you bring extra contact lenses, because you may not be able to find your brand in London.

Medicine

Any prescription drugs or medicines must be carried in original prescription bottles. Bring enough for your entire stay; it will be difficult to obtain a refill without seeing a physician.

Pack your preferred non-prescription remedies: a laxative, an anti-diarrhea medication, a decongestant, something for coughs and colds, Tylenol or Advil. You may not find your favorite brands in England. Pack only prescription medicines in your carry-on luggage (liquids in quantities/amounts that follow security guidelines).

What Not to Bring

Weapons

All weapons are prohibited in London, including pepper spray and mace. The best weapon you can carry is a personal alarm that can be activated if you feel threatened in any way.

Other

Do NOT bring the following items from the US:

- A hair dryer
- Flat Iron or curling iron

*There are several hair dryers and flat irons available in the house for student use. Additional hair appliances can be purchased in nearby stores.

Items provided by the Daniel House:

- Linens (sheet, duvet cover, pillow sheet)
- Pillow
- Towel (1 bath towel replaced weekly)
- Access to washer and dryer
- Bath soap
- Breakfast staples
- Trash service
- Laundry Detergent

Flight Schedule and Policy

Flight Schedule

You will fly out of Atlanta's Hartsfield-Jackson International Airport on Delta Airlines.

Students are advised to arrive at Atlanta Hartsfield Intl. Airport at least three hours in advance of their departing flight for London. All students must check in with Samford personnel at the departing gate 1.5 hours prior to departure.

Samford faculty and/or a Global Engagement staff member will meet you at the international gate of departure.

E-tickets will be issued and sent to you by e-mail. Please check the information on your e-ticket and notify the Global Engagement Office if there are any discrepancies.

Login to Delta's website to check-in and view up-to-date flight itineraries, as these are subject to change in the days leading up to departure.

Flight Policy

Your program fee includes round trip service from Atlanta to London. You may choose to add a feeder flight from your hometown or any other public city for additional costs. You may choose to return at a later date, but you will have to pay a deviation charge. Please note that if you choose to stay beyond your program end date, you will not be able to stay in the Daniel House.

All flight connections or deviations must be organized through Samford's travel agent.

If changes in flights result in a rate less than the original quote, the student will receive a reduction in the program fee equal to the price of the group ticket, excluding taxes, fees, and fuel charges. Students who choose to deviate from the group travel plan are responsible for meeting up with their class upon arrival at the date and time designated by the Global Engagement Office.

The Global Engagement Office will notify you of the date in which all flight information is final. You will not be able to adjust flights after this date.

Landing Card

Each student will be required to complete a Landing Card prior to landing in the U.K and prior to returning to the U.S. You are responsible for completing the card before entering customs. The cards will be distributed on the flight. If you miss an attendant, additional cards can be found upon entering the customs line. Make sure you have all the information you need readily available, including your passport number, flight number, and the Villa Kensington address. It will need to be completed using either a blue or black pen. Notice the order of date of birth: Day, Month, Year.

Villa Kensington
10-11 Ashburn Gardens
Kensington
London
SW7 4DG
UK

Travel Information

General Information

Traveling light is important. You need to be able to be able to carry your entire luggage without assistance. Be sure your name and address are taped inside your luggage and that your name is visible on your luggage tags.

TSA

Check the Transportation Security Administration website (<http://www.TSA.gov>) prior to departure to find out what items are allowed in your carry-on bags. Pay close attention to the 3-1-1 for liquids rule. If you are not sure, pack liquids in your checked luggage. Prior to your departure, please check the following website for changing security and luggage requirements or restrictions: http://www.delta.com/content/www/en_US/traveling-with-us/baggage/before-yourtrip/checked.html#guidelines.

Backpacks

Former students suggest bringing a backpack that can be used for day trips and travel breaks in and around London. You may want to consider using a backpack as your carry-on luggage. Use a backpack without a frame, because this often makes the backpack too large for carry-on.

Purses & Wallets

The safest way to carry your money and passport is in a neck wallet that hangs around your neck and can be tucked inside your shirt. If you use a wallet, it should be small enough to fit in a front pocket. If you use a shoulder bag for your purse, choose one with a zipped inner compartment for valuables. Keep the purse zipper in front of you and put your hand on it for security.

Personal Documents Copies

Make at least two photocopies of all your travel documents in case of emergency or if your documents are lost or stolen. Leave another copy with a friend or relative at home. It is always a great idea to let at least one person know exactly where you will be staying and how to contact you in an emergency. Store copies separate from the original.

Documents to make copies of include:

- Passport ID page
- Foreign visa (if applicable)
- Itinerary
- Daniel House Contact Information
- Flight confirmation
- Driver's license
- Credit cards brought to London

You must carry your immigration letter (provided to you by the Global Engagement Office) any time you leave the country. This letter is mandatory for re-entry into the U.K.

Money

Take a combination of money - Visa debit card, credit card, pre-paid cash card (through AAA) and cash.

- Keep some dollars for expenses before you leave the U.S. and after you return. **MAKE SURE YOU NOTIFY YOUR CARD-ISSUING BANK THAT YOU ARE LEAVING THE COUNTRY FOR SEVERAL MONTHS.** Otherwise, you might get to London and find your debit/credit card locked.
- ATMs and Currency Exchange Shops are available in London to receive pound sterling (£) and alternative currencies. Please be safe when withdrawing and exchanging money. Do not flash large amounts of money when paying a bill.

Spending Money

You will need to budget spending money for lunch, dinner, souvenirs, travel, entertainment, etc. The amount you need for spending money will depend on the budget you set for yourself with consideration for how much you intend to travel, your eating habits, how much shopping you do, etc. Former students recommend about \$150/week. For travel, former students recommend budgeting about \$100 - \$150 per day.

Shopping

Remember, you must be able to bring home what you buy! (Shipping goods home is possible but can be expensive.) The airline will levy a heavy charge on excess luggage beyond the allotted one checked bag for overweight bags.

Tipping

In restaurants, check to see if service is included on the bill, if not, add 10-15% of bill. Tip taxi drivers by rounding up to the nearest pound; porters at least 50p per bag and hairdressers 10%. You do not need to tip in pubs. Further, every country in the EU has different customs for tipping. Consult a good travel guide for country protocol.

Health

Prescriptions & Other Medications

Pack enough to last your entire trip.

- Carry your medications in their original labeled containers, and pack them in your carry-on bag since checked baggage is occasionally lost or delayed.
- Ask your pharmacy or physician for the generic equivalent name of your prescriptions in case you need to purchase additional medication abroad.
- Get a letter from your physician in case you are questioned about your carry-on medication; some countries have strict restrictions on bringing prescription or even non-prescription medications into the country without proper medical documentation.
- Some common prescription medications in the U.S. are illegal abroad. Check with the embassies of the countries you expect to visit to make sure that your prescription and over-the-counter medications are permissible.

Do not plan on mailing medications abroad.

Be sure to maintain your usual dosage and pattern of taking your medication while you're abroad and ask your physician how to make adjustments due to time zone changes.

Mental Health

Experiencing another culture is an exhilarating but often stressful experience that can sometimes cause symptoms or pre-existing mental health conditions to flare up temporarily. Culture shock can manifest itself much the same as depression. If you experience initial signs of depression or anxiety, please consult with the Residence Director.

Some level of depression or anxiety surrounding your departure to study abroad is normal and expected. We encourage you to speak with your regular physician for advice on coping skills. Samford's Counseling Services are also available as a resource pre-departure (DBH 203, appointments open M-F 8am-4:30pm).

Alcohol

Alcohol abuse and misuse are not tolerated globally and will not be tolerated on Samford study abroad programs. Violation of local laws and/or Samford regulations or policies may result in (a) immediate dismissal from the program; (b) academic withdrawal from the university for the semester in progress; and (c) disciplinary action upon return to campus. Dismissal from a study abroad program will incur the purchase of one-way transportation to your hometown with the charges added to your Samford account.

The Residence Director, Thomas Crosby, has a list of additional resources for support.

Cell Phones

All students are required to bring a smartphone with either an international plan or the capability for a SIM card insert. SIM cards can be purchased at a local convenience store in London for \$15/month. Phones must be unlocked for the SIM card to be inserted.



PART THREE: Student Support in London

Studying abroad is a time of challenges, opportunities, and new experiences.

The Daniel House team are here with you every step of the way, from your first arrival at the airport, to your eventual return home and everything in between. We provide support information and opportunities, to help you make the most of your time abroad and have a successful academic experience.

Support, Opportunities, Information, and Advice

Personal Support

- Health care advice and support.
- Safety advice.
- Roommate relations.
- 24/7 emergency staff support.
- Chats.

Information & Advice About Life in London

- Travel.
- Budgeting.
- Immigration and visas.
- British culture and adjustment.
- Local geography.
- Transport.
- Local events and organizations.
- Diversity.
- Faith support.
- Cell phones.
- Shopping.
- Banking.
- Money.
- Popular culture.
- Staying Healthy.

Opportunities to Get Involved

Getting involved with the community through community engagement and programming activities.

- Events and excursions.
- Community engagement and volunteering.

Services

- Housing.
- Orientation.
- Emergency loans.
- Student confirmation letters.

Daniel House Weekend Excursion & Events

Weekend Excursion

Each semester Samford faculty, staff, and students participate in a weekend excursion to Preseli Venture in Wales.

The Friday-Sunday excursion is included in students' program fee.

Students have the option to participate in coasteering, hiking, surfing, or visiting local towns and a castle.



Events

The Daniel House team will run a Community Event, either at the Daniel House or at a London venue. Past events include:

- Bounce Ping-Pong.
- Community Dinner.
- Flight Club.
- Karaoke Night.
- Movie Night.
- Quiz Night.

Health Coverage & Access in London

Samford University provides international health coverage through CISI insurance. Please maintain a copy of your plan while in London.

Students are required to pay for appointments and reclaim expenses after returning to the United States. Page 6 of the CISI brochure explains how to claim refunds.

Emergency Appointments

If your condition is urgent, please call 999 for the Emergency Services.

You nearest Accident & Emergency Hospital (ER) is:

Chelsea and Westminster Hospital, 369 Fulham Road, Chelsea, London SW10 9NH

Non-Emergency Appointments

Private GP services can be booked via <https://doctap.co.uk/>

Mental Health

Studying abroad can exacerbate feelings meaning you need a little extra help. The Daniel House team are always available to chat.

The Residence Director can also provide information on Counsellors and Psychiatrists in London.

Emergency Help

- For urgent medical attention, phone 999 or go directly to an **A&E department**
- For urgent medical advice, call **NHS 111**
- See the **NHS guide to dealing with a mental health crisis or emergency**

Additional Resources and Support

Online Resources

- www.headspace.com - a meditation app.
- www.mind.org.uk - Advice and support for those experiencing mental health problems and for those helping someone else with their mental health.
- www.papyrus-uk.org - A charity for the prevention of young suicide - Call 0800 068 4141 - Text 07786 209697.
- www.sane.org.uk - A charity working to improve the quality of life for anyone affected by mental illness - Call 0300 304 7000 (open 4.30pm - 10.30pm daily).
- www.studentsagainstdepression.org - Information and resources to help you identify low mood or depression and then find a way forward.
- www.studentminds.org.uk - Resources and support from the UK's student mental health charity.
- www.samaritans.org - A 24-hour service for anything that is troubling you - Call 116 123.
- www.victimsupport.org.uk - Support for those affected by crime or traumatic events – Call 0808 1689 111 or use their Live Chat feature (available Mon-Fri 9am-5pm).
- www.youngminds.org.uk - Advice and support for all young people.

Pharmacies

Trained pharmacists can give you advice and some medicines over the counter without an appointment. They are usually open early-late evening. See below:

- Boots Pharmacy
 - 128 Gloucester Road, Kensington, London SW7 4SF
 - Opening Hours:
 - Monday-Friday: 08:00-20:00
 - Saturday: 09:00-19:00
 - Sunday: 10:00-19:00
- Sainsbury's Pharmacy
 - 158A Cromwell Road, Kensington, London SW7 4EJ
 - Opening Hours:
 - Monday-Friday: 07:00-23:00
 - Saturday: 07:00-22:00
 - Sunday: 11:00-17:00
- Zafash 24 Hour Pharmacy
 - 233- 235 Old Brompton Rd, Earl's Court, London SW5 0EA
 - Opening Hours:
 - Monday-Friday: 24 hours.

Immigration Advice

You will need to apply for a **Tier 4 visa** to allow you to live, work and study in the UK. You will be required to provide the GEO with your passport number and other personal details in order that we can raise a 'CAS' number (confirmation of acceptance to study). This number demonstrates that Samford will sponsor you to study in the UK and is necessary for your visa application.

It is very important that you check your passport will be valid for at least 6 months after the end of your program. If this is not the case, you will need to renew your passport BEFORE providing the GEO with your details. Failure to do so could invalidate your CAS and subsequent visa application.

Under UKVI (UK visas and immigration) rules, **the application window for Tier 4 visas opens 3-months prior to your program start date. Therefore, your CAS number and visa application instructions will be sent to you at this point. We encourage you to begin the application process as soon as you receive these details.**

Please be aware that you are responsible for maintaining for visa status while in the UK. This includes full attendance in all your classes and working no more than 20 hours each week. Please read the information on attendance below and refer to the attendance policy in the appendix.

Arrival and departure

You may arrive in the UK a maximum of 7-days (one week) prior to the start date of your program (which will correspond to the start date on your visa). The UK Home Office expects you to leave *on or before* the end date of your program and **you MUST leave the UK 7 days after your program ends.** Please make any travel plans accordingly.

Common Travel Area

When you arrive in the UK, you will need to see a Border Officer in order for your visa to be stamped. This validates your visa. Please read the information below on approaching the UK border carefully.

You should NOT plan to arrive in London via Ireland, the Isle of Man or the UK Channel Islands. These territories comprise the Common Travel Area (CTA) and usual immigration controls do not apply. As such, you are unlikely to receive the correct stamp validating your visa.

Approaching the UK border: Arrival information

When you arrive in the UK, you must queue to see a Border Officer. Do not use the ePassport gates. Show the officer your passport – both the photo and visa page – and your immigration letter. You must explain that you are coming to the UK to study. You will receive a stamp on the Tier 4 visa in your passport.

This stamp validates your visa. If you do not receive it (due to entering via the CTA or ePassport gates in error) you may be required to leave and re-enter the UK at your own expense in order to gain correct immigration permission.

Please ensure you retain all flight documents and your boarding pass and hand these to London staff on arrival.

Attendance Policy

In order to gain a full attendance grade, you must attend all classes and class activities, including those which may fall outside the usual class time (such as day trips and evening performances) without exception. **This is important both for your academic success and to comply with the terms of your visa.**

Absences which have not been agreed in advance or are not adequately explained, will be deemed unauthorized and you will be penalized.

Authorized absences are limited to:

- Illness where faculty and London staff are informed by 8am on the day of the class
- Exceptional circumstances where leave has been applied for and agreed in at least 4 weeks in advance. You must have approval in writing both from your Professor and the London Academic Director.

All other absences will be considered unauthorized and may be penalized by a percentage reduction in your grade in the region of 3-10%, depending on the nature of the class missed. For example, if you miss a day trip or class assessment, the percentage reduction will be greater. Two or more unauthorized absences will be penalized at a higher percentage.

Multiple unauthorized absences may result in the revocation of your visa and your removal from the program.

Please refer to the Samford in London Attendance Policy (see appendix) for further detail.

State Department Travel Registration

Enroll in STEP (Smart Traveler Enrollment Program) if you have not already done so. You will want to create an account and register your travel to your primary destination and also any other countries you plan to travel to. Please download the app to your smartphone. This application is provided by the U.S Department of State and is their primary communication to American travelers abroad in the event of any travel advisories or other safety alarms. Information, registration, and downloads can be found at <https://step.state.gov/>.

State Department Bulletins

The state department and its consular offices around the world will occasionally issue warning notices for American citizens living abroad, normally after an event of international significance. As the Department continues to develop information on any potential security threats to U.S. citizens overseas, it shares credible threat information through its Consular Information Program documents, available at <http://travel.state.gov>.

Safety Precautions

The American Embassy provides very useful information for American travelers, including tips on places to avoid. Visit their website for travel advisories and warnings for US citizens. You should leave a detailed itinerary with someone at home or in the UK, in case you need to be reached or in case of emergency. Also, include a copy of your passport information page. When you are in a foreign country, you are subject to its laws. Know the local laws and regulations and obey them. Avoid areas of unrest and disturbance. Do not get involved in protests. Deal only with authorized outlets when exchanging money or buying airline tickets. Do not accept or deliver packages.

Female travelers are sometimes more likely to encounter harassment, but uncomfortable situations can usually be avoided by taking the following precautions:

- **Dress conservatively** – certain clothes may encourage unwanted attention.
- **Avoid walking alone late at night** or in questionable neighborhoods.
- **Do not agree to meet anyone you do not know very well in a non-public place.**

Travel Safety

Be especially careful when traveling. Always be aware of your surroundings and avoid situations that make you feel uncomfortable. Remember to take maps and guidebooks to avoid being lost.

Taxis

The only taxis you should hail from the street are the traditional shaped London taxi. They are not always black. You can hail a cab down if its sign is illuminated.

Your American Uber account will also work in London.

Public Transport

Britain's public transport systems are relatively safe and used by millions of commuters daily. Nevertheless, extra care should be taken.

- Pay close attention to wallets/purses on very crowded trains and buses.
- Beware if you are jostled or if there is a sudden argument or commotion. Incidents can be staged to distract you while your possessions are stolen.
- If you witness/are involved in a crime while on public transport, contact the British Transport Police toll free on 0800 40 50 40. Calls will be treated in strictest confidence.

Daniel House Travel Registration

When staying away from the Daniel House and/or traveling outside of London, you must register your travel following instructions provided by the Residence Director. This allows us to contact you in the event of an emergency.

Here are some additional tips for traveling safely:

- In addition to completing the travel form, inform your friends and family where you are going.
- Plan and research your trip before traveling.
- Book your accommodation and travel in advance.
- Leave your valuables behind, locked away, or in a safe place.
- Learn some helpful phrases in the local language.

United States Consulate Information

As an American citizen, it is helpful to know where your closest U.S. Consulate or Embassy is located. Both are responsible for representing the United States abroad and handling major diplomatic issues, such as preserving the rights of U.S. citizens.

US. Embassy London
33 Nine Elms Ln, Nine Elms, London SW11 7US
020 7499 9000

Large Scale Emergencies

If a large-scale emergency (such as natural disaster, political unrest, security threat, etc.) should occur in London, please follow these procedures.

1. Avoid the affected area and ensure your personal safety first.
2. Contact the Residence Director, Academic Director, or Faculty Member in Residence via phone, text message, or email.

Residence Director – +44 7885 429 067

Faculty Member in Residence – +44 7885 429 080

3. If you are unable to reach Samford staff, consider the following options:

At the Daniel House

- If the Daniel House is not affected by the emergency, stay inside and avoid going out unless it is necessary.
- If the Daniel House is affected, follow Samford's instructions.

Elsewhere in London

- If it is unsafe to travel, find a local safe place and stay there. Heed advice from local emergency service personnel and reliable news sources such as BBC news.
- If it is safe to travel, return to the Daniel House. Continue to try to contact Samford in London staff.

4. If you are unable to reach Samford in London staff, you may also contact for assistance/advice:

The Global Engagement Office

+1 205 726 2741
Geo@samford.edu

US Embassy in London

For emergency services during and outside of work hours: +44 (0) 20-7499-9000

5. Continue to monitor you cell phone and email, and promptly respond to any messages from Samford staff.
6. As soon as it is possible, it is also important to contact relatives at home to let them know you are safe.

Emergency Preparedness

Samford University is committed to working with students towards a safe and secure experience abroad. In the event of a large-scale emergency, we will reach out to you to confirm your safety through multiple modes of communication, which may include email; phone; Facebook or others. Based on the situation and your location, we will offer advice and assistance.

Your own preparedness and actions are key to staying safe during an emergency.

What you can do:

- Always carry a functioning, charged mobile phone and the emergency numbers for Samford staff.
- Share the cell phone number you are using with Samford in London. In most cases, on-site staff will collect phone numbers; additionally, you will have the opportunity to submit your phone number via Terra Dotta.
- Inform Samford staff of your travel plans when you are traveling on travel weekends or during breaks using your Travel Form.

PART FOUR: Residential Policies and Regulations

4.1 Alcohol and Drugs Policy

Policies and procedures related to alcohol and drug possession, use, and distribution are based on national and local laws, in addition to rules in the Samford University student handbook.

General Regulations: Alcohol

- Students are prohibited from the possession and consumption of alcohol in the Daniel House.
- Possession of empty alcohol containers, including for decorative purposes, is prohibited.

Local and National Regulations

- The legal drinking age in the United Kingdom is 18 years.
 - All students will be held accountable for their actions if they return to the Daniel House under the influence of alcohol.

General Regulations: Drugs

- Samford University prohibits the illicit use, consumption, sale, distribution, possession, and cultivation of illegal drugs.
- Drug related paraphernalia is prohibited.
- Illicit possession and recreational misuse of controlled substances is prohibited; this includes using prescribed medication other than for its intended use and students using medication prescribed for another person.
- Responsibility for possession of illicit materials found in common and shared spaces will initially fall to all residents responsible for that space (i.e. all members of a room for materials found in the room).

4.2 Bodily Harm

Inflicting bodily harm on another is strictly prohibited; this includes the threat of bodily harm, intentional bodily harm, unintentional bodily harm resulting from reckless or inappropriate behaviour, and harassment, relationship violence and sexual misconduct.

Any act of bodily harm, intentional or unintentional, that violates additional Samford policies are subject to those further repercussions as well as any applicable national law.

4.3 Fire Alarms and Fire Safety

Residents in violation of the Daniel House's fire safety policies may not only receive additional charge for damages and associated works but may also be subject to prosecution in accordance with UK health and safety laws.

General Regulations: Fire Alarms

- Evacuation for fire alarms is required of all occupants whenever an alarm is sounded; failure to evacuate is a serious violation of city ordinances.
- Falsely initiating a fire alarm is prohibited and may result in a student being dismissed from the programme and being returned to the US at the student's own expense.

If you discover/suspect a fire or if the fire alarm sounds:

- Sound the alarm by operating the nearest fire alarm call point (if the alarm has not already sounded).
- Dial 999 to call the Fire Brigade.
- Leave the building by the nearest exit. Follow the green escape signage/the escape route on your bedroom door.
- The main entrance is the emergency exit for the Ground Floor and above.
- The emergency exit for Basement is through my apartment's corridor and to the door. Again, follow the green escape signage.
- Close the windows and doors (when possible) to contain the smoke and fire.
- Report to the person in charge at the Assembly Point: corner of Ashburn Gardens and Courtfield Road (exit the Daniel House and turn right until the end of the road).
- Return to the Daniel House only when you are told it is safe to do so.

If it is not safe to exit your room (if the handle is hot), you should call 999 and notify them that you are in your room. Your bedroom and lobby doors are fire doors, which can prevent a blaze entering your room for 30-minutes. **This is why the bedroom and lobby doors cannot be propped open.**

In addition, the Parlour Room has a fire curtain which drops over the door in the event of a fire.

The kitchen also contains a fire blanket on the wall if your pan sets alight. Instructions on how to use the fire blanket are on the packaging.

General Regulations: Fire Safety

- Candles, matches and smoking are strictly prohibited throughout the building.
- Tampering with fire safety and general safety equipment is prohibited; this includes unnecessarily discharging fire extinguishers, covering or removing heat/smoke detectors, hanging anything from heat/smoke alarms or sprinklers, and exiting through alarmed fire exits.
- Fire doors must be kept closed at all times.
- Exits and hallways must be kept clear and free of potential obstructions and rubbish.
- Electrical outlets and power strips should not be overloaded and appropriate transformers (voltage convertors) must be used for the UK voltage of 240v.

4.4 Firearms and Weapons

In accordance with UK regulations, violators of firearms and weapons laws face criminal prosecution in addition to Samford University sanctions. Any threat of violence, including reference to use and/or possession of firearms or ammunition, will be treated as a serious and potentially life-threatening situation. Members of the Samford community are therefore expected to temper their language appropriately and report any concerning behaviour or language to Samford immediately.

General Regulations: Firearms and Weapons

- Samford University prohibits the possession and/or use of weapons of any type in and around their facilities. This includes but is not limited to firearms, knives (excluding appropriate kitchen cutlery), and weapons used in hand-to-hand combat.
- Possession of firearms, including pepper spray, is illegal in the United Kingdom and therefore prohibited in all facilities.
- Ammunition is not permitted in or around Samford's facilities.

4.5 Flammables and Fireworks

General Regulations: Flammables and Fireworks

- The use and/or possession of fireworks (including sparklers), flammable liquids, and hazardous materials within the Daniel House is not permitted.
- The burning of candles, cigarettes, incense, and flammable liquids is prohibited.
- The use of flammable materials (e.g. paper, fabric and tinsel) for decorative purposes must be limited and is at the discretion of Samford staff.

4.6 Food and Drink

General Regulations: Food and Drink

- Eating and drinking (other than water) is restricted to the breakfast room/kitchen area.
 - *Students with medical needs in contradiction to this policy should contact the Residence Director.*

4.7 Harassment, Bullying, Victimization, and Discrimination

Samford University is committed to fostering a positive environment that is:

- Free from any harassment, bullying, victimisation and discrimination;
- Developing an atmosphere in which all members are treated with dignity and fairness; and
- Ensuring that no one in the community feels under threat, degraded, humiliated and/or intimidated.

Harassment includes but is not limited to: creating a hostile environment; retaliatory harassment; sexual harassment; and hate incidents (that is, words or actions that target an individual on the basis of race, colour,

nationality, ethnic or national origin; sex, sexual orientation, gender identity or expression; marital or parental status; religion or belief; age; disability; genetic information; or veteran's status).

Bullying includes any behaviours or actions by an individual or group, often repeated over time, which intentionally hurts another group or person, either physically or emotionally, including those over the internet or social media (i.e. cyber bullying).

Discrimination includes treating someone unfairly because of who they are and is unlawful under all Equality Acts. Discrimination generally happens based on either a person's protected characteristic or the assumption that a person belongs to a certain protected characteristic.

Victimisation occurs when a person is treated badly or unfairly and subjected to harassment, bullying or discrimination.

Samford University will not tolerate any form of disrespectful or abusive behaviour with or to other students, residents, staff, visitors, contractors, or the public. This includes verbal and written communication, physical conduct, and interference/obstruction of staff or failure to comply with staff requests made in the performance of their duties.

4.8 Internet Policies

Samford's wired and wireless networks are intended for educational purposes as well as personal use only ("personal use" including but not limited to: sending emails, browsing the internet, making bookings and using social media and communication apps such as Skype and Facebook).

In the event a member of Samford community's internet access is in violation of UK or US laws, Samford will cooperate fully with the investigating and/or licensing parties.

General Regulations: Internet Policies

- Any activities that violate UK or US laws are prohibited. This includes downloading and/or sharing copyrighted material.
- On-line gambling (including browsing on-line gambling or gaming sites) is prohibited.
- Accessing pornographic materials is prohibited.
- Sharing folders or files on Local Area Network (LAN) or Wide Area Network (WAN) is prohibited.

4.9 Keys

All keys to the Daniel House remain the property of Samford University. Residents are issued with a key fob upon check-in and this is on loan for the duration of their stay. At no time should keys be sold, traded, given to or duplicated by another party. This includes lending or giving keys to visiting friends or family.

Additional procedures related to keys and lockouts are listed in Part Four: "Keys and Lock-outs."

4.10 Kitchens

All students are expected to demonstrate respect for the property, fellow community members and staff responsible for the maintenance and upkeep of the kitchen space.

The Daniel House is committed to sustainable initiatives to help reduce our impact on the environment. As such, all members of the community are encouraged to recycle packaging materials whenever possible and to aim to reduce food waste when shopping and cooking.

The Daniel House sinks are not equipped with waste disposals. Repair costs resulting from misuse of sinks will be the responsibility of the students or divided amongst all residents.

General Regulations: Kitchens

- Residents are responsible for cleaning their own dishes and utensils. Please note the cleaner will not wash dishes.
- Personal items such as food and cooking utensils should be properly stored in cupboards and fridges.
 - The fridge within the kitchen is reserved for faculty and staff.
- Residents are collectively responsible for removing rubbish once bins are full and replacing the bags.
- Samford staff reserve the right to remove kitchen items or restrict access to the kitchen if it is being used inappropriately.

4.11 Pets

Pets and other animals are prohibited within the Daniel House.

Students with medical needs in contradiction to this policy may contact the Residence Director.

4.12 Property, Furniture, and Decorations

Students are expected to respect Samford facilities, furniture, and property.

General Regulations: Damages

Damages and normal wear and tear to Samford property, furniture and facilities should be reported immediately to the Residence Director. Further information regarding this process can be found in Part Six: Maintenance Request and Reporting Information.

Wilful damage to or destruction of Samford property or furniture (i.e. vandalism) will result in disciplinary action and restitution.

Residents are jointly responsible for property and furniture, and damages therein, in their shared spaces, including the Breakfast Room, Courtyard, Kitchen, Parlour Room, and Utilities Room.

General Regulations: Decorations and Furniture

- For health and safety reasons, residents may not move Samford furniture.
- Samford furniture may not be removed from rooms. Kitchen items such as crockery, silverware, pots, pans, utensils and electrical items may not be removed from the kitchen.
- Residents may not use paint, wallpaper, double-sided tape, heavy duty tape, screws, tacks, or nails, in their rooms or communal spaces.

- Personal items may be tacked to cork boards in the room.
- Personal items and decorations may not in any way interfere or tamper with fire or other safety equipment.
- Samford University reserves the right to move or remove any items that constitute a fire or safety hazard.

4.13 Prohibited Areas

Students are prohibited from entering the Faculty-In-Residence's Suite and the Residence Director's Apartment. Student may enter the Residence Director's corridor only as an exit point in the event of an emergency.

Students are expected to be respectful when in close-proximity to the Faculty-In-Residence Suite and the Residence Director's Apartment. Please keep noise to a minimum.

Balconies, rooftops, and the attic are also prohibited spaces.

4.14 Quiet Hours and Noise

Policies and regulations regarding quiet hours and noise reflect the laws of the Royal Borough of Kensington and Chelsea.

General Regulations

- Quiet Hours begin at 10pm every night.
- Groups should not congregate on the front steps and pavements outside of the Daniel House. This includes, and is not limited to, waiting for taxis.
- Members of the Samford community should be aware of and respectful of workspaces: the office and classroom.
- Courtesy Hours are in place 24 hours a day in respect for the wider community and in order to foster a positive academic environment. In order to reduce noise, residents are expected to comply with reasonable requests to turn down music, videos, TV or close windows.
- Audio devices playing within the residences should be set to a reasonable volume and should not be audible outside individual rooms or flats.
- Audio devices should never be placed near open windows or on windowsills or played in outside areas.
- Metropolitan Police and Police Community Support Officers have the right to ask groups of two or more people to leave an area under the Anti-Social Behaviour Act 2003.

In instances of noise violations Samford reserves the right to confiscate audio devices including, but not limited to, external or portable speakers. Students can request return of confiscated items at the end of their study abroad programme. It is the responsibility of the student to place such as request and to ensure they retrieve confiscated items at a time and date agreed upon with the Residence Director.

4.15 Sexual Misconduct

Sexual misconduct is strictly not tolerated by Samford University; this includes but is not limited to relationship violence, sexual or gender-based harassment, and sexual assault.

Samford University in London abides and is governed by the definitions and guidelines stated in the United Kingdom's Sexual Offences Act of 2003. Any reports of sexual misconduct within, by or against the Samford community are subject not only to Samford's policies and disciplinary action but also this national law. Any acts of sexual misconduct that violates additional Samford's expectations policies and/or UK laws are subject to those governing policies.

All members of the Samford community are expected to foster a respectful and supportive community. Additionally, all should familiarize themselves with related laws, policies and guidelines in order to continue to foster such a community and discourage misconduct.

Samford is dedicated to maintaining the health and well-being of all community members and, as such, Samford faculty, staff and students are encouraged to report any concerns about or incidents related to sexual misconduct.

Samford University respects an individual's privacy and will, whenever possible, maintain the strictest confidentiality with regards to reporting concerns or incidents.

4.16 Smoking and Tobacco Products

Smoking and the use of tobacco products are prohibited in the Daniel House. This includes electronic cigarettes (e-cigarettes) and vaporizers; any lit cigarette, clove or scented cigarette, pipe, cigar, cigarillo, hookah smoked products or other smoking product; and smokeless tobacco.

Local Regulations

- Under regulations of the Royal Borough of Kensington and Chelsea it is a littering offense to dispose of cigarette butts/ends on the streets, pavements or in gutters, and is liable for a £80 charge.

4.17 Visitors and Guests

All Samford students, staff and faculty have the right to be comfortable and respected in their community and environment. Any guest whose behaviour or language contradicts this expectation or any of the following regulations may be asked to leave the Daniel House. Visiting students from Samford University are considered guests and as such, the same regulations apply.

General Regulations: Visitors and Guests

- Overnight guests are not permitted in the Daniel House; guests must vacate all residences by 10 pm.
- Hosts are responsible for the guests at all times and it is their responsibility to ensure guests are aware of and abide by Samford policies, procedures and expectations.
- Hosts are expected to be with their guests at all times; at no time should guests be permitted to walk through the Daniel House unattended.
- Under no circumstances are guests permitted to be in possession of a resident's key.
- Visitors are only allowed to visit the communal areas: Parlour Room and Breakfast Room. Under no circumstance are visitors permitted above the Ground Floor.
- Anyone requesting access to the building – including visiting Samford students or alumni – should be referred to the Residence Director. Do not provide them with a tour of the building.



Daniel House Housing and Participation Agreement

A student must maintain these standards throughout their program in London. Violation of any of the terms of this agreement or the Student Handbook will result in disciplinary action, including values violations or dismissal from the program and return home at the expense of the student.

Agreement

1. Bedrooms

- a. When checking-in, it is a student's responsibility to notify the Residence Director if there are any discrepancies with the **Room Condition Report**.
 - i. Students are responsible for reporting any damages subsequent to checking-in. Charges for damages not listed on the Room Condition Report will be assessed and placed on the student's account.
- b. A student may not change rooms without the permission of the Residence Director. The University reserves the right to change, at any time, an individual student's room assignment.
- c. No decorations may be tacked or taped to bedroom walls or bunks. Students should use the cork boards for that purpose.
- d. Bedroom doors must not be propped open at any time.
- e. Students are responsible for the upkeep of their rooms. Bedrooms must be well maintained to provide safe access for students, staff, and approved maintenance personnel.
- f. Furniture should not be removed from bedrooms.
- g. Student rooms are subject to monthly health, safety, and maintenance inspections by the Residence Director.
- h. Students must complete the checking-out procedure and turn in their key before departing the program. Failure to do so will result in a \$200 fine added to their student account.

2. Communal Areas

- a. Breakfast Room/Kitchen:
 - i. Students are responsible for the regular upkeep of the Breakfast Room/kitchen: e.g. cleaning dishes, surfaces, and appliances.
 - ii. Food and drinks are only permitted in the Breakfast Room/kitchen.
 - iii. Students have kitchen privileges as designated by the Residence Director. Abuse of such privileges or failure to maintain the cleanliness of the facilities may result in the revocation of kitchen privileges.
- b. Courtyard:
 - i. Students are responsible for the upkeep of the area and should not leave any items behind after use.
 - ii. Students cannot access the Courtyard outside of **Quiet Hours**.
 - iii. Abuse of Courtyard privileges or failure to maintain the cleanliness of the facilities may result in Courtyard privileges being revoked.
- c. Parlour Room:
 - i. Food and drinks other than water are prohibited from the Parlour Room.
 - ii. Students should switch off lights and equipment after use.
- d. Utilities Room:

- i. Students should remove items from washing machines and tumble dryers promptly to allow other students to use the facilities.
 - ii. Students must remove lint from tumble dryers after use.
 - iii. Abuse of utility room privileges or failure to maintain the cleanliness of the facilities may result in utility room privileges being revoked.
- e. **FYI** – In the event of damage to common areas, where individual responsibility cannot be determined, all students in the building will share the cost of repair.
 - i. Furniture should also not be removed from any of these spaces.

3. Health and Safety

- a. Students must report any lost key fob to the Residence Director ASAP.
 - i. The fee for a replacement key fob is \$100.
- b. Internal and external fire doors (including bedroom doors) must not be propped open at any time.
- c. Tampering of any fire equipment will result in a \$300 fine.
- d. Emergency safety procedure – e.g. fire – are established for the Daniel House and will be communicated to students during orientation. Students should become familiar with the safety procedures and respond immediately when advised that an emergency exists.
- e. Students must not tamper with the internet or security systems.

4. Maintenance

- a. Students must complete a **Maintenance Form** in the event of a non-emergency maintenance issue as soon as possible.
- b. Students should contact the Residence Director in the event of an emergency maintenance issue.

5. Program Dates

- a. The Daniel House is unable to accommodate students arriving ahead of the group dates or remaining beyond the final date of the program.
- b. Students cannot store luggage at the Daniel House outside of the program dates.

6. Prohibited Areas

- a. Students are prohibited from the following areas:
 - i. Faculty Bathroom/Bedroom.
 - ii. Residence Director Apartment*
 - 1. *Students can access the Residence Director's corridor as means of an emergency escape from the Daniel House.
 - iii. Rooftops/attic.

7. Prohibited Items

- a. The following items are forbidden in the Daniel House. Possession of any of these items may result in a values violation or expulsion from the program.
 - i. Alcohol.
 - ii. Candles/open flames.
 - iii. Firearms, weapons, or fireworks.
 - iv. Illegal substances.

8. Quiet Hours

- a. The Daniel House observes quiet hours from 10:00 pm to 07:00 am. Students should remain mindful of noise levels, because the Daniel House is immediately adjacent to two other properties. These quiet hours are reflective of the neighborhood's sanctioned quiet hours.

9. Travel

- a. Weekend travel is permitted from Friday-Sunday, except on blocked travel weekends. Students must complete the travel form before departing the Daniel House, so they can be contacted in an emergency.

10. Visitors

- a. Visitors are only permitted in the public areas of the Daniel House: parlour room and kitchen area. Visitors should always be accompanied by the student. Any unaccompanied visitor will be escorted from the premises. All visitors must leave the Daniel House by 10:00 pm.
- b. Students are responsible for the conduct of their guests. Any violation by the guest could result in disciplinary action against the Samford student who invited them onto the premises.
- c. Overnight guests are not permitted.
- d. If a Samford alumnus requests a tour of the building, notify the Residence Director. Do not provide a tour of the building.

11. Other

- a. Students should respect the privacy of the Residence Director's apartment and the Faculty-In-Residence's Suite.
- b. The Daniel House is a smoke-free area in keeping with University's campus-wide policy.
- c. Because of the nature of residence at the Daniel House and participation in the London program, the Residence Director may modify or change house rules as necessary for the successful conduct of the program, safety of the residents, and cooperative living of all students enrolled in the program.

I have read the terms and conditions of the Participation and Housing Agreement for the Daniel House and hereby accept them and agree to abide by them.

Student Signature:

Date:

Parent/Guardian Signature if under 19:

PART FIVE: Disciplinary Measures

Failure to comply with the Daniel House Housing and Participation Agreement, Residential policies and procedures, and Housing Procedures of the Daniel House Student Handbook will result in a mandatory meeting with the Residence Director and the Academic Director or Faculty in Residence.

Depending on the severity of a violation, students may receive a values violation and/or fine, or be dismissed from the program with immediate effect. The accumulation of three violations over the course of a program, or in the case of a serious violation, may result in the dismissal of a student from the program at the student's own expense.

In the event of a violation that breaks UK law or places the student, fellow students, faculty, and staff at risk, the student will be dismissed from the program with immediate effect.



PART SIX: Housing Procedures

The following procedures and guidelines apply to the Daniel House.

Procedures are subject to change and, whenever possible, changes will be confirmed to students either prior to arrival or during their orientation. Updates or changes that take place during their programme will be communicated by the Residence Director to students.

When in doubt, all members of the Samford community are encouraged to ask for clarifications in order to avoid miscommunication or misinterpretation.

6.1 Check-In

Students will receive a housing assignment email approximately thirty (30) days prior to their programme start date. The housing allocation is based on the roommate questionnaire distributed by the Global Engagement Office.

General Regulations: Check-In

- The Residence Director will meet students on the group flight at the airport, where they will be transported to the Daniel House via coach.
 - Early arrivals cannot be accommodated.
- Upon arrival at the Daniel House, **semester students** will receive the following:
 - Welcome Folder:
 - Academic Calendar.
 - Key Fob to the Daniel House entrance and bedroom.
 - List of local amenities.
 - Orientation Schedule.
 - Oyster Card for travel in London.
 - Participation Agreement (Copy).
 - Programming Schedule.
 - Residence Director's Emergency Contact Information.
 - Room Condition Report.
- Upon arrival at the Daniel House, **short-term** students will receive the following:
 - Key Fob to the Daniel House entrance and bedroom.
 - List of local amenities.
 - Participation Agreement (Copy).
 - Residence Director's Emergency Contact Information.
 - Room Condition Report.
- All students will undertake a Welcome Orientation to the Daniel House shortly after checking-in.

6.2 Check-Out

All Samford students will receive check-out information including their check-out time at least one week prior to their programme end date. Late check-out or housing extensions cannot be accommodated.

Students MUST complete a check-out with the Residence Director or Academic Director to avoid a penalty.

To ensure check-out is completed in a timely and appropriate manner, the following regulations are in place to assist students with their departure day preparations:

General Regulations: Check-Out

- Strip your duvet cover, flat sheet, and pillowcase from your bed. Place them into the blue linen bags on your floor's landing.
 - In addition, place your towels into the same blue bag.
- Remove all food from the kitchen (cupboards, fridge, freezer).
- Remove all toiletries from the showers.
- Secure all rubbish in regulation bags (provided prior to departure) and place them in the rubbish vault.
- Recycle items and materials per the instructions in the Daniel House.
- Return the kitchen to its original condition by washing all used items: e.g. dishes, cups, et al.
- Return your bedroom to its original condition, including removing all items from the floor.
- Leave carpets and furniture free from burns, stains, and other damage.
- Return your key to the Residence Director and/or Academic Director.
- **ALL STUDENTS MUST BE PRESENT DURING THEIR CHECK-OUT.**
 - Failure to comply will result in a \$100 penalty.

Charges for additional housekeeping start at \$50 for failing to complete the above checklist.

In accordance with Samford's commitment to the environment, departing students are encouraged to donate any unwanted items to local charity shops rather than dispose of them in the rubbish bins.

Unfortunately, no items can be left at the Daniel House. Any items will be disposed.

6.3 Room Damages

In the event a student damages Daniel House property, a fine will be added to their student account to cover the cost of repairing/replacing the item(s) in addition to the labour costs.

6.4 Electrical Appliances and Fuses

The UK operates on 240 volts, which is twice that of US voltage and different from many other countries. Residents, therefore, should use both adaptors and power converters/transformers to avoid damage to their and Samford's property.

Electrics and electrical items should be turned off when not in use; this includes TVs, lights, cookers/ovens, transformers and irons. This not only reduces fire risk but also saves electricity and natural resources.

If a fuse is blown, residents should contact the Residence Director. In addition, please contact the Residence Director with any questions or concerns.

6.5 Fire Regulations and Evacuation

All members of the Samford community are expected to familiarise themselves with the evacuation plan for the Daniel House; these plans can be found on the backs of bedroom doors. Emergency lighting and signage is also present to direct students to the closest exit point.

Any questions or concerns can be directed to the Residence Director.

General Regulations: In the Event of a Fire

- If you smell smoke or detect a fire, activate the nearest alarm and call 999 immediately from a safe location.
- Before opening any door, use the back of your hand to see if it is hot. If it is, leave it closed, place wet towels or clothes under the door and open a window. If the door is not hot, open it slowly and be prepared to close it quickly if necessary.
- Exit the building quickly and carry a damp blanket or towel to protect you from flames and smoke.
- If it is safe to take the time to do so, lock your door and take your keys with you.
- If you see or smell smoke in a hall or stairway, use another exit if possible.
- Once outside, move to the designated emergency assembly point – corner of Ashburn Gardens and Courtfield Road.
- Do not return to an evacuated building until the all-clear signal is given by the designated incident commander.
- Fire alarms and fire safety equipment are located in the Daniel House to save lives and property; always use them appropriately.

Residents must evacuate the building when the fire alarm is sounded.

6.6 Housekeeping

Housekeeping cleans the Daniel House's communal areas on Mondays, Wednesdays, and Fridays.

Residents have responsibilities to assist Samford's Housekeeping Team in ensuring Samford's facilities and residences are clean and pest-free. Samford reserves the right to limit access to facilities and/or charge individuals, rooms, or floors for damages related to kitchen damages and extra cleaning costs.

Any questions regarding the cleaning schedule, or specific requests related to cleaning, can be directed to the Residence Director.

General Responsibilities: Resident Responsibilities

- Linens and towels are provided to semester students every two weeks.
 - Residents must return their existing linens and towels to collect replacements.
- Residents are responsible for washing their own dishes and putting clean dishes away. Please note the Housekeeping Team will not wash dishes.
- Place trash outside of your rooms before 9:00am on Mondays, Wednesdays, and Fridays, so it can be collected by the Housekeeping Team.
- Once a rubbish bag is full in the kitchen, replace with another bag and leave the full bag next to the bin.

- To expedite rubbish removal, you can take bags out of the main entrance, and place in the outside vault.
- All residential spaces should be kept tidy and relatively clear of clutter.
- All residents with access to a communal space (kitchens, study areas, etc.) have a shared responsibility for its cleaning, maintenance and upkeep.
- All bathrooms are provided with toilet paper at a programme's start date. Students have access to the second-floor cleaning closet to obtain additional rolls when empty.

6.7 Keys and Lock Outs

Each resident is issued with a key fob upon their check-in. Residents are responsible for their keys and should keep them in their possession at all time; under no circumstances should residents give their keys to guests.

In the interests of safety, residents should report lost or missing keys to the Residence Director or Academic Director immediately.

If lost or missing, residents are liable for a key replacement fee of \$100.

All key fobs must be returned to the Residence Director upon check-out and departure from the Daniel House.

Lockouts

Residents are encouraged to make every effort to avoid lockouts by always carrying their key fob and communicating with their roommates regarding access to their space.

Residents locked out of the Daniel House or their room should contact the Residence Director or Faculty Member On-Call.

Out of regular business hours, or during particularly busy periods, staff responding to lockouts may be delayed.

6.8 Laundry

Three washing machines and tumble dryers are in the utilities room and are free for students to use. Washing powder is also provided by Samford.

Students are advised to be considerate when using the washing facilities by removing their clothes after their washing/drying cycles.

An iron and ironing board is also provided for faculty and students in the utilities room.

Students MUST remove lint from the tumble dryers after use to prevent a fire risk.

6.9 Maintenance Request and Reporting Procedures

Any maintenance requests and/or reporting of faults or problems within the Daniel House should be submitted via the On-line Maintenance Request Form. Should this form be inactive for any reason, please email the Residence Director.

In the event of a facilities emergency, residents should contact the Residence Director immediately via phone.

6.10 Room Entry and Search

Samford staff occasionally require access to student bedrooms. This includes routine health and safety checks, housekeeping, and pastoral care.

Facilities and Maintenance

For routine access, residents can obtain housekeeping and health and safety inspection schedules from posted notices in the Daniel House.

Residents will be given at least 24 hours' notice for health and safety checks. No notice will be given for staff responses to resident submitted maintenance requests as staff access is implied. Maintenance personnel will be supervised while on site.

Pastoral Care and Responses

In the event a concern for a resident's immediate health and safety is raised, Samford staff reserve the right to enter a room or common area in the course of their role and responsibilities.

Alcohol and Drug Searches

Samford staff reserve the right to search any room or common area if there is suspected consumption or possession of alcohol, illegal or illicit substances. If any prohibited substance or paraphernalia is found, it will be confiscated by the staff member present and appropriate disciplinary action will follow.

6.11 Safety and Security

All members of the Samford community are responsible for maintaining a diligent, safe and supportive environment. Students, staff and faculty are encouraged to abide by the following guidelines to facilitate a safe community.

Any concerns over the safety and security of the Daniel House should be brought immediately to the attention of the Residence Director, Academic Director, or Faculty-In-Residence.

Please note Samford is not responsible for any lost, missing or theft of personal belongings in your bedroom or common areas.

These guidelines are in addition to policies and regulations stated elsewhere in this handbook, including fire safety and regulations.

General Regulations: Resident Responsibilities

- Key fobs should always be kept in a resident's possession and not shared with guests, other residents, or additional parties.
- Keys should not be labelled with identifying features, including but not limited to the Daniel House, Samford University, or room number.
- Lost or missing keys should be reported immediately.
- Room doors should be kept closed and locked, even if residents are elsewhere in the building.
- Bedroom, kitchen, and parlour windows should be kept closed and locked when residents are not in the space.
- Residents should ensure the front doors of the Daniel House are closing firmly and tightly behind them. At no time should anything be placed in a doorframe or the locks tampered with (including taped over) to prevent the door from closing and locking properly.
- Residents should store their valuables in a safe place and are encouraged to purchase a lock for their wardrobe.

Under no circumstance should students leave the Daniel House front door or bedroom doors propped open. Violations of this policy may result in a values violation.

6.12 Travelling

Travelling is only permitted on non-blocked Travel Weekends from Friday-Sunday. Please check the semester calendar to see what weekends are blocked.

Before travelling outside of London, **students must complete the Travel Form**. This is so we can contact you in the event of an emergency. Failure to comply may result in a values violation.



PART SEVEN: US Higher Education Laws

Although FERPA, the Clery Act, and Title IX are United States federal laws, the Daniel House faculty and staff are committed to providing related information as available to maintain compliance with these laws.

It is important to note the United Kingdom and the Republic of Ireland may have different definitions for and legal classifications of the crimes outlined in Clery and Title IX which impedes a directly comparative reporting. Additionally, information provided by local authorities may not align directly with Clery and Title IX requirements.

7.1 Clery Act

For the purpose of reporting incidents, Samford uses the incident categories stated in the Jeanne Clery Act (20 U.S.C. § 1092(f): Disclosure of campus security policy and campus crime statistics) and as outlined by the Clery Centre for Security on Campus:

- Murder;
- Sex offenses, forcible or nonforcible;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Manslaughter;
- Arson; and
- Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession; and
- Crimes ... of larceny-theft, simple assault, intimidation, and destruction, damage or vandalism of property, and of other crimes involving the bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religions, sexual orientation, ethnicity, or disability of the victim.

The Daniel House team will communicate to home campus any incidents that occur within the Daniel Houses that violate the above laws. Please note the Daniel House team is committed to maintaining the confidentiality of persons involved in sensitive and personal incidents.

For the purposes of reporting incidents that occur outside of the Daniel House, the Daniel House team utilizes the crime statistics reported by the London Metropolitan Police for the Royal Borough of Kensington and Chelsea. The Daniel House is located in this Borough.

7.2 FERPA

As designated by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Samford University will not release nor discuss students' information to a third party without their consent; this includes names, contact information, grades and academic standing, internship placements, and judicial cases.

7.3 Title IX

In accordance with Title IX Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), and consistent with Samford's policies regarding discrimination and equal opportunity, Samford prohibits any discrimination on the basis of sex or gender.

Samford University is committed to fostering an environment free of sexual harassment, intimidation or assault. As noted above with regards to the Clery Act, the Daniel House team will notify home campus of any incidents that occur that violate the law or spirit of Title IX.

In the event a Title IX violation is reported while a student is on-site, the Residence Director or Academic Director will communicate with the Samford University's Title IX Coordinator.

In order to support our students, faculty and staff, the Samford faculty and staff will:

- Communicate any known Title IX violations to the designated Title IX Coordinator;
- Provide internal training on Title IX policies to current Samford staff and faculty;
- Train new Samford staff and faculty on these responsibilities and reporting lines during new staff inductions;
- Make our policies and expectations regarding all conduct, including Title IX, transparent and available to all staff, faculty, prospective and current students;
- Provide annual reports to partners in line with Clery Act reporting guidelines.

In the event any member of Samford's community is made aware of or has reason to believe a violation of Title IX has occurred, they should immediately contact the Residence Director who will liaise with Samford University's Title IX Coordinator.



PART EIGHT: Returning Home

United States Customs

On the return home, you may be given a Customs Declaration Form. You will need to list your purchases along with their value. Anything over \$800 will be subject to a duty tax. There is also a place to write down all the countries you visited during your time away.

You have an \$800.00 exemption (with some exceptions) on articles brought back at the time of return to the U.S. Articles in excess of the \$800.00 exemption, up to \$1000.00 in value may be entered at a flat rate of 10%. Make sure if you bring any food home that you mark it on this form. Check section “a.” Fruits, plants, or insects? Mark that you are bringing back souvenir food. Otherwise, you may be subject to inspection by the Agriculture Officers at the border.

If you take foreign-made goods to England with you (such as a camera), upon return to the U.S. you could be asked to prove that you purchased it in the U.S. A sales receipt or insurance policy will service as proof or you may take the article to the nearest Customs office and register it before departure. While abroad you may send gifts totaling \$50 retail value to people in the U.S. without duty provided the addressee does not receive in a single day parcels exceeding the \$50 limitation. Write “unsolicited gift value under \$50” (this also needs to be written on packages mailed to the U.K.) in large letters on outside of package. Personal belongings may be sent back by mail duty free if you mark the package “American Goods Returned”

