



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE



Residential Life Hall Committee Handbook 2021/22

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Introduction

Thank you

Thank you for stepping up to play an important role within your residence. Your role within the hall will greatly enhance the social experience of students living within your hall. It will also give you a fantastic opportunity to make long-lasting friendships and offer valuable development opportunities different from those in the classroom.

We are extremely grateful for the hard work and dedication of the Hall Committees. By participating in your Hall Committee, you will develop to leadership skills, communication skills, work productively within a team and problem-solving skills.

Your studies, however, should always come first. If you do ever feel like you need support with balancing your workload and extracurricular commitments, please contact your hall Warden, Residential Life Officers or the [student counselling service](#).

Additional Rewards

Other than getting to serve as a representative for your hall and planning and shaping your own experience in halls, you will also have the ability to plan amazing programs, for being a member of Hall Committee, you have a chance to live in your current hall for the following year. This will require recommendations from both the Warden and the Residential Life Officer. If you are interested in this or interested in being a Hall Committee member in a different hall, please specify this in your LSE Student Accommodation account. Housing is not always guaranteed and offers can be withdrawn over the Summer Term. A Hall Committee position will gain you content for your Personal Development via LSE Life.

To help with finalising your Welcome Week plans, and to allow you to interact with early arrivals in your hall you can apply to move in a week early depending on availability (this is usually provided **FREE** of charge but varies between halls). You can usually move in on the Tuesday before move-in day (or earlier for additional fees). Again, this is dependent on you applying by a deadline that will be advertised later in the year. Committee members taking up this offer will be obliged to attend a briefing session which usually takes place on the Wednesday before move-in day.

Equity, Diversity and Inclusion (EDI)

LSE seeks to ensure that all people are treated with dignity and respect, and that no-one will be treated less favourably because of their role at the School, age, disability, gender (including gender identity), race, religion or belief sexual orientation, marriage and civil partnership, pregnancy and maternity and social and economic background.

Equity, diversity and inclusion are integral to the School's priorities and objectives. LSE supports inter-faith and inter-cultural dialogue and understanding and aims to engage all students and staff in playing a full and active role in wider engagement with society.

Any decisions you make while you're a part of the Hall Committee should be influenced by the principles of [Equity, Diversity and Inclusion](#). Please note that the LSE follows the guidance on gender segregation from the Equality and Human Rights Commission: [Guidance on gender segregation](#)

You can also visit the Equality and Diversity blog which is updated regularly: blogs.lse.ac.uk/diversity/

The nature of “Community”

One of the main goals of a Hall Committee member is to develop and foster the sense of community in a hall. For us, a sense of community means a place where:

- The academic endeavours of everyone are supported by staff and other students
- Freedom of expression in a respectful manner is protected and thoughtful discussion is encouraged
- The uniqueness of each person is honoured and where people can feel comfortable being themselves
- Individuals understand policies and expectations of their behaviour, are active in the upholding of community standards, and are held accountable for their behaviour
- The wellbeing of each member is supported and where service to others is encouraged
- The physical needs of students are met to provide a well-kept, safe, and secure environment

However, each hall poses its own perceived challenges to community building. In some halls there are physical challenges, such as the number of bed spaces, the layout of the building, the size of the communal areas or the geographical location. In others, challenges may arise because of the nature or length of the residents' academic programmes, especially if there's a mixture of undergraduate and postgraduate students. Similarly, having a diversity of students (from different cultures, religions or physical abilities) may also seem daunting in terms of event programming as opposed to a rich source of inspiration.

These challenges can be overcome, and in doing so you can develop and demonstrate problem-solving skills that are much sought by employers. If you are in a large hall and find it difficult to encourage residents to attend hall-wide events you could consider holding events by floor or block. If the hall is divided into flats you could encourage residents to hold events in their kitchens or facilitate inter-kitchen events such as a “progressive dinner” or “potluck dinner”. If your hall only has a small communal area you could consider hiring external event-space for your events – it is not only clubs that are available for hire, but museums, cultural centres and cafes, too. If, on the other hand, your

hall has a too large event space, you could consider collaborating with another hall Committee's and invite their residents over to make up numbers!

If your hall is a mixture of undergraduates and postgraduates, you could consider holding undergraduate-oriented or postgraduate-oriented events as long as the provision for both groups is equal. If there are any students that you're not sure how to engage with your events programme, the best thing to do is to ask them! If a large number of students have an interest which you're not sure how to cater for, you could offer them the resources (Committee budget, connections etc.) to help them run their own event. This has the plus side of making students who might otherwise feel isolated feel like they're a valued part of the community.

Please don't be put off if your hall doesn't have the culture of an active residents. **You are able to set a precedent** which creates the culture of an active hall. The key is consistency – publicising your events well and holding them regularly, even if the turnout is small to start. Don't forget that you have a wealth of support within your hall to help you to remain an active Hall Committee – you can draw on the wealth of experience shared by your Warden Team and Front of House staff. You can also request support from the Residential Life Team – contact details can be found in the [Who can help?](#)

LSE Halls Cup

[LSE Halls Cup](#) was introduced to create unity in the hall's community. This is residence's chance to get active, do great things and overcome challenges, with great people. LSE Halls Cup is a competition that includes all LSE halls of residence, Intercollegiate halls and home students (those not living in a halls). The competition commences in the Michaelmas term and ends during the latter stages of the Lent term.



Through the year, points will be measured using 6 categories -

FUNDRAISING – Halls Fundraising Total Leader Board (money can be raised through individuals and as hall teams - through RAG Challenges, bucket collections, bake sales, Halls Cup T-shirt sales etc.)

VOLUNTEERING- participating in one-off Volunteering opportunities through the [LSE Volunteering centre](#).

ACTIVE LIFESTYLE– Participating in solo sessions (Yoga etc.) and inter-hall team tournaments, for more information on events please visit their [website](#)

SUSTAINABILITY– NUS Student Switch Off / Green Impact / Green Week Activities. For more information visit the sustainability [website](#)

CIVIC ENGAGEMENT – the hall with the highest proportion of students completing the survey.

HALLS COMMITTEE EVENTS – Attending events put on by your committees or events hosted by residents.

The hall with the most points will be awarded a cash prize which your committee can use to purchase something for the common room or create an end of year party to remember. The winning

hall will have the halls name and year inscribed onto a trophy, which will be placed in your hall for the next year. Points are accumulated throughout the year and will be divided by the number of bed spaces at the end of Lent Term (respective to each hall).

Add here information on (submitting points; earning points in those categories through other methods; evidencing points).

Committee Roles

President

The President is the head of the Hall Committee. The President is required to chair Committee inter-hall meetings, represent the interests of the residents with the Residential Life team, the LSESU and Residences User Group (RUG). Additionally, alongside the Communications Officer, the President will have access to the Hall Committee email account to further assist with communicating information to all residents in the hall. The President must lead each Hall Council meeting in an unbiased manner. The President is also responsible for ensuring Halls Cup data is recorded in a timely manner and helping the other Committee members with any additional tasks should there be a need.

Vice President

The Vice President is responsible for keeping track of the Committee budget. They will maintain **accurate records** of funds and expenditures from the Hall Committee accounts, as well as handle committee purchases. The Vice President is also responsible for handling all receipts and ensuring the Residential Life Officer is up to date on financial decisions. Where applicable, they are also responsible balancing the Hall Committee budget spreadsheet and fund held in the SOLDO account.

Each month an up to date, comprehensive set of accounts and the latest bank statement should be submitted to residential.life@lse.ac.uk with a brief summary of what the money has been used for that month. At the end of every term a full record, bank statement, and written explanation for residents of last term's fund use should be submitted to residential.life@lse.ac.uk. This will need to be approved by the warden and distributed to all residents in order for the next term's common room fees to be released to the Committee. Please see more information about the Vice President role, including submission deadlines and payment dates, in [Appendix F](#).

Please note: Tighter money laundering regulations, and increasing identity fraud, have made banks cautious about who they allow to be named on a British bank account. As such, students with Tier 4 Visas, or students unable to provide proof of address in the UK for the previous 12 months will struggle to become signatories on the Committee bank account and will be unable to fulfil the requirements of the Committee Vice President role. Students that this applies to are advised not to stand for the Committee Vice President role but are instead encouraged to stand for any other role on the Committee.

Communications Officer

The Communications Officer is responsible for [minute taking](#) at committee meetings as well as taking attendance for Hall Committee events and programmes. Along with the President, the Communications Officer will have access to the Hall Committee email account and will, therefore, be able to make use of the [Listserv mailing list](#) to communicate with all residents of the hall. The Communication Officer will also need to use Social Media to communication and update the Residence Community of meeting minuets which must be shared within 48hours of a meeting taking place. The Communications Officer will also serve as the lead Social Media Manager for the Hall Committee and will be responsible for updating the halls events calendar on a monthly bases, recording Halls Cup Data and updating the LSE Student Hub and may delegate responsibilities of Social Media to other members when necessary.

Community and Welfare Officer

The Community and Welfare Officer (C/W) are in charge of providing variations of support for residents in the hall. The C/W Officer will develop and create programmes, events and/or campaigns for the betterment of the students and their wellbeing (e.g. yoga sessions, therapy dogs or exam stress workshop). Additionally, the C/W Officer will promote and publicise the professional support available from other services around the University and communicate and engage with organisations in the local community to find volunteering in the community the C/W will also connect with the Peer Supporters (if applicable) and sub-warden team to further the support available to students

Event's Officer

The Events Officer will serve as Lead programme organiser for the hall. This includes contacting any organisations affiliated with the programme. Additionally, the Events Officer will create and log all events hosted by the committee (Includes time, location, cost, attendance and any note). Furthermore, the Events Officer is expected to devise unique programme ideas that **are inclusive for everyone in the community and benefit the residents in the hall**. The Event Officer will also be expected to communicate and engage with organisations in the local community to find volunteering options for students. At least one of these posts shall also have responsibility for stock control. At least one of these posts shall have responsibility for Health & Safety issues.

Working as a Committee

Representation

Residences User Group (RUG)

The Residences User Group (RUG) exists to provide a forum for discussion of issues of concern and interest to users of the School's student residences.

Two members of each Hall Committee (usually the Hall Committee President & Communications Officer) are invited to attend the termly RUG. If the President is unable to attend, they should nominate another Committee member to attend on their behalf.

As a Hall Committee member, it is your responsibility to provide a voice representing the needs and opinions of your fellow student residents, this feedback can be gained by carrying out Town Hall meetings virtual (Zoom) or in person. You have the opportunity to liaise with Hall and School management to make sure student concerns are communicated. RUG can be an invaluable tool for Hall Committee members to bring items to the attention of residences management and to seek resolution and support for any troubles you may be experiencing. Please make sure you attend and speak up at these meetings, calendar invites will be sent when the dates are released.

Outreach

From time to time various teams around the school will ask for your help to run various central events. These could include Open Days, Wellbeing Stalls, Student Services Showcase and Fresher's Fayre or sustainability awareness. Wherever possible please try to volunteer your time at these events. It provides an extremely valuable 'student voice' for current and prospective students, and also offers you the opportunity to meet other key staff from across the School which may be able to support you with a different initiative later in the year.

Organising events

Event Programming

An event programme is a series of planned activities which provide residents with an opportunity to interact and get to know other residents. It will help to develop a positive, inclusive community. You should aim to have a diverse events programme which encourages participation from all residents. Your election onto the Hall Committee has given you the opportunity to directly influence the types of events that are held in your hall.

By holding a wide variety of events, you can directly improve the sense of wellbeing among residents in your hall. A strong event programme will build a community in your hall, and help residents establish life-long friendships.

While social events are important, so are those that support academic learning, promote healthy habits, make residents feel like part of a community, provide entertainment and embrace different cultures and traditions. Incorporating all these ideas into your events calendar might sound like a daunting prospect, but it's made easier by breaking each area down. Events currently held in your hall will probably already contribute to multiple areas of wellness!

For event suggestions please get in touch with your Residential Life Officer and they can share previous event ideas that have been successful in the past.

Key considerations when planning events

There will be plenty of opportunities to organise events throughout the year, not just during Welcome Week. It is a good idea to map out your potential events at the start of the year; this will also help with budgeting for the year.

You will need to consider the following:

- Date – does this event clash with an exam period, common deadline or popular SU event? If so, it might not be as well attended as you might hope.
- Location – will the location appeal to most of your residents, is it easy to get to, and is it accessible for any wheel-chair users (or other students with limited mobility) you might have in your hall?
- Capacity – how many people can attend? If there is limited availability, how will you ensure that the distribution of places to residents is fair? Will you be able to sell enough tickets to cover costs?
- Risks – you should be aware of any risks inherent with the type of activity you are planning and take appropriate precautions. Please contact your Residential Life Officer well in advance of any event that you think might have risks. We will help you plan to mitigate those risks.
- Approval – Hall Committees should always seek their Warden's approval before planning an event in the hall's common areas.
- Post-event – have you made adequate provisions for cleaning up after the event? Communal areas are important to everyone in the hall and should be respected. Late night events will need to be cleared before the following morning in case others plan to use the area for early morning activities.
- COVID events – While COVID is ongoing, you will need to ensure events are held in a household manner or virtually, hall wide events will not be possible until further notice from the Government.
- Photos – Hall Committees are as much as a representation of your residents, but also of the school. When arranging events, Hall Committees should always document the event, this should be done by taking photos at the events and submitting these to Residentials Life.

Note that your responsibility is not just to organise an event, but to run and manage it until conclusion. Ensure that there is at least one Committee member present and available to deal with any problems that occur – e.g. students not mixing, last minute venue changes, students falling ill, spillages etc. To deal with such problems effectively you should remain sober enough to take control of any situation.

Please note that the LSE follows the guidance on gender segregation from the Equality and Human Rights Commission: [Guidance on gender segregation](#)

If you are organising an event at LSE or in a student residence, or an event off-campus which will be run under an LSE banner, please make sure that you are aware of and follow the legislation, guidance and advice in relation to Prevent. For more information you can consult the [Prevent page](#) on the LSE website, the Director of Government Relations or The Business Continuity Manager.

Alcohol-free Events

There will be some residents who might not drink alcohol for medical, personal or religious reasons, but who will still want to partake in the social life of the hall. Alcohol-free late-night event programming is a recent phenomenon in US universities and it's making its way to the UK. Alcohol-free events don't have to be boring, and (if marketed right!) could be equally as popular as the events including alcohol. If you're enthusiastic about it and encourage participation, your fellow residents will be excited for it too.

Here are great some ideas for alcohol-free alternatives to the usual activities:

- 1) A café crawl at the same time as the pub crawl
- 2) A dance class at the same time as a club night
- 3) A trivia night / game of Rock'n'Roll bingo at the same time as a pub quiz
- 4) Ice cream or popcorn bar in the common room with lots of different toppings instead of an alcoholic bar
- 5) Virtual quiz's or Netflix parties.

There is also plenty of inspiration online. For example <http://www.stylist.co.uk/life/the-sober-social-life-brilliant-evening-activities-you-can-do-without-alcohol-to-do-activities>

As well as providing alcohol-free events, you should also make sure that there are exciting no-alcohol drinks options at any common room events. You can find hundreds of simple, non-alcoholic cocktail recipes on the web, that will make non-drinkers feel much more included than a warm coke or flat lemonade!

Find a focus for every event that is not drinking. Events such as quizzes and karaoke are great, because people can enjoy a drink or two, but it isn't the main focus or activity. An array of nibbles, light snacks, and games will be welcomed by drinkers and non-drinkers alike.

Thinking about residents with disabilities

Try to anticipate how disabled students may access your events. It's a good idea to include a statement in your publicity such as 'please contact us if you have any access needs'. If a student contacts you to tell them they have a disability or impairment, ask them what would best facilitate their participation in an event – they are most likely to be the expert on what works well for them!

It's helpful to recognise that many students have hidden disabilities, such as dyslexia, visual/ hearing impairments, long term medical/ health conditions or mental health difficulties.

An example of a reasonable adjustment, a student may have significant back pain, and be unable to stand in a long queue to collect a ticket. In this case, it would be reasonable to provide them with this in advance. Some students prefer not to declare their disabilities to the hall or the School, which is their right. [The Disability and Wellbeing Service \(DWS\)](#) is available to provide confidential advice to students. Some students may wish to make contact with a LSE Peer Supporter, which can be another useful route. If you are not sure how to respond to a student's request, you can always contact DWS for further advice - disability-dyslexia@lse.ac.uk or 020 7955 7767.

Sustainable events planning

When organising events, you should think carefully about their environmental impact. All of your events should allow residents to enjoy themselves with a clear environmental conscience. To learn more about how you can help your hall become more sustainable, visit: [Sustainability at LSE](#) To see an 'Elevator Pitch' for promoting sustainability in your hall, visit [Appendix E](#).

When organising events you should think carefully about their environmental impact. All your events should allow residents to enjoy themselves with a clear environmental conscience.

- Planning - order the amounts you *need* to avoid waste of food and drink! Consider getting RSVPs in advance so you know how many to cater for. Ask front of house or cleaning staff for recycling bags / bins and ensure residents use them.
- Purchasing - does your drinks/food supplier apply any environmental or ethical criteria (e.g. Fairtrade, Local or Seasonal produce)?
- 'Reveal' your food and drink in stages - Stops 'hoarding' of drinks & food and reduces leftovers and wastage at the end.
- Unplug - Save electricity by not leaving PA equipment and lighting on before and after events.
- Slop Bucket - encourages 'dregs' to be emptied and enables the recycling of aluminium cans which are energy and resource intensive to produce from scratch.
- Place recycling bins visibly (recycle aluminium cans, glass bottles and plastic cups) - Scrape plates of food for compost.
- Digital invites (Facebook, Email) - better than paper flyers and posters. If you do print any, recycle them afterwards
- Keep and appropriately store any reusable items. Where they are occasion specific (e.g. Thanksgiving decorations), make sure they are passed to the following year's committee.
- Plastic Free LSE & BYO – Try to limit the amount of single used plastics and purchase re-usable cups/straws if appropriate, but also consider the cleaning of these items or think about using paper equivalents, alternative all event should be moved in to the direction of Bring Your Own (BYO) cups, crockery etc.

To learn more about how you can help your hall become more sustainable, visit: [Sustainability at LSE](#)

After the excitement wears off...

Once your initial events are over and the new residents establish their study routine, the excitement of being in a new environment and a new city can wear off. The happiness of residents can vary subtly throughout the year and you should be mindful of the morale of your community.

As a team, the Front of House teams will make you aware of new arrivals so you can welcome them the building and show them around if necessary, you should also look out for residents who are not settling in, or who seem to be having trouble making friends with people. If you have a regular group of attendees to your events, consider how you can reach out and appeal to others in your residence.

The first few weeks at university can be overwhelming for some students. Make an effort to reach out to anyone who is alone.

Throughout the Year

Identifying key times of the year

Early Arrivals

As some residents check in early, it is always a great idea to start connecting with the new students. The RLOs will need you to be ready for events and programming when you move in, so please ensure that you are available to assist during early arrivals and move-in.

Committee Recruitment

You will remain in post until a new Committee is elected and in place (unless you graduate from LSE over the summer). You will need to work with your Warden to arrange the nominations, elections and results event. Think about how to encourage residents to nominate themselves and focus on how to get the whole population involved in voting. A great Hall Committee team is crucial for a successful year ahead.

Christmas Holidays

If your hall offers 38-or 50-week contracts there will be some students staying in the hall for some or all the holiday period. Consider what you can do to support these students during this time. It can be a lonely or distressing time for people. If they celebrate Christmas but can't make it home to family, they may be missing them and be upset. If they do not celebrate Christmas, they may find that the lack of flatmates and the shutdown of shops and services is isolating. Think how you can help the remaining students find each other so they can plan things to do as a group. You could team up with another hall to offer a Christmas themed movie night with mince pies. If you can't facilitate anything yourself, make sure students are aware of other places they can go. For example, the Faith Centre runs trips during the Christmas break which are open to all.

The New Year

The return to the hall after the Christmas break can be difficult for a lot of students. It can be difficult to leave friends and family at home, especially when the return to LSE involves a return to essays and exams as opposed to the excitement of Welcome Week at the beginning of the year. It's important therefore that you hold events which welcome residents back and make them feel connected to your residence community.

Easter Holidays

If your hall offers 38- or 50-week contracts there will be some students staying in the hall for some or all of the holiday period. Consider what you can do to support these students during this time. Some students may be lonely or distressed because they can't be with friends or family. Others might already be feeling the pressure of revision and exams. You could help by planning a laid back get together in conjunction with another hall or helping set up a revision group before the holidays. You could also set up a message board for people to find other students staying in halls over the break.

Exams

During the exam period, revision and preparation should take precedence over social activities in the hall. The Hall Committee can, however, still use their resources to enhance the residential experience during this period. Have you thought about asking your Warden or Front of House Manager to make the common area or dining room available for 24/7 quiet study? Perhaps you could make a selection of brain boosting snacks available? Blueberries, blackcurrants, pumpkin seeds and nuts are all a great source of nutrients to help boost your brainpower. You could also run a Stressbusting event (aromatherapy / massage), or a procrastination / stress management talk. Contact the [Student Wellbeing Team](#) for ideas and support.

Post Exams

There is a relatively short window between exams finishing and students heading home for the summer, especially since the dates of final exams vary according to programme and module choices. There's nothing worse than sitting in your room studying while you can hear the noises of celebrations around you, so please don't plan hall-wide events while exams are still in progress! If you're planning on holding a big end of year party (remember, a lot of students won't be returning to halls next year!) remember to advertise it well in advance to ensure that guests can plan their travel home accordingly.

Use up budget – buy things to improve the hall if you've run out of time to host events, though make sure to leave some money to begin planning the following year's Welcome Week this is normally about £1500.00 or more if you can afford to.

Summer

For halls with 50-week contracts you will have students in halls until September, and in some halls you will have new students moving in for just the summer period. Consider how you can help them still feel part of a community. Students in halls over the summer will likely be working towards dissertation deadlines so may need similar support to that offered during the Exam period (e.g. Stressbusting event

(aromatherapy / massage), or a procrastination / stress management talk.) Contact the [Student Wellbeing Team](#) for ideas and support.

Communication

Word of mouth

Word of mouth is a powerful mechanism of communication. In the close community of your hall, it will be an important tool for you to spread information and influence your fellow residents. Your voice will carry influence and respect. It is your responsibility to ensure this influence is used correctly and well.

As a Hall Committee member, you should be acting as a Connector between others in the hall. You should spread positivity and boost morale. Use events to speak to and connect large numbers of people. Discourage the spreading of rumours but encourage the spread of useful information.

Hall Committee Email Addresses

Each Hall Committee has a Committee email address that the President and Communication Officer can access. You should develop a routine for checking this email address regularly to respond to queries. To make the Committee mailbox visible from within your own mailbox, follow the instructions in [Appendix C](#).

We will try to update Committee mailbox permissions so that the new Committee members can access it as soon as possible after the hall elections, but the change can take a few weeks to administer. Contact residential.life@lse.ac.uk if you have any trouble accessing these mailboxes.

residences.bankside.committee@lse.ac.uk
residences.butlerswharf.committee@lse.ac.uk
residences.carrsaunders.committee@lse.ac.uk
residences.highholborn.committee@lse.ac.uk
residences.kingscross.committee@lse.ac.uk
residences.lilianknowles.committee@lse.ac.uk
residences.passfield.committee@lse.ac.uk
residences.rosebery.committee@lse.ac.uk
residences.sidneywebb.committee@lse.ac.uk
residences.westminsterbridge.committee@lse.ac.uk

Listserv Mailing Lists

The Listserv is an excellent means of communication and can be used to circulate Committee meeting notes, promote events and ask for feedback. The Committee email address is given permission to post to the hall's Listserv (aka mailing list). You can use this to contact all your residents easily. Just send an email from the Committee email address to the relevant Listserv email address. The email will be automatically forwarded to all subscribed users. It may take a little while to be delivered, but you will always receive a delivery confirmation or an error response to let you know what has happened.

Please do not resend to the Listserv multiple times until you have received a confirmation / rejection email from Listserv.

The LSE email accounts of all hall residents are added to the Listserv at the beginning of the year, but students who arrive late may need to add themselves manually. If you are told about anyone not receiving the Listserv emails ask them to [subscribe](#). Note that students can also unsubscribe themselves from the Listserv (though this isn't encouraged) so it is not possible to guarantee that all residents will receive the messages you send.

RESIDENCES-BANKSIDE-ANNOUNCE-L@LISTSERV.LSE.AC.UK
RESIDENCES-BUTLERSWHARF-ANNOUNCE-L@LISTSERV.LSE.AC.UK
RESIDENCES-CARRSAUNDERS-ANNOUNCE-L@LISTSERV.LSE.AC.UK
RESIDENCES-HIGHHOLBORN-ANNOUNCE-L@LISTSERV.LSE.AC.UK
RESIDENCES-KINGSCROSS-ANNOUNCE-L@LISTSERV.LSE.AC.UK
RESIDENCES-LILIANKNOWLES-ANNOUNCE-L@LISTSERV.LSE.AC.UK
RESIDENCES-PASSFIELD-ANNOUNCE-L@LISTSERV.LSE.AC.UK
RESIDENCES-ROSEBERY-ANNOUNCE-L@LISTSERV.LSE.AC.UK
RESIDENCES-SIDNEYWEBB-ANNOUNCE-L@LISTSERV.LSE.AC.UK
RESIDENCES-WESTMINSTERBRIDGE-ANNOUNCE-L@LISTSERV.LSE.AC.UK

Social Media

Every hall has a Facebook group. You can also establish a Hall Committee Twitter or Instagram account as an additional communication channel. If you do establish new social media accounts, please remember to inform the RLOs. Additionally, you will need to follow the main LSE Residential Life social media pages to ensure everyone is kept in the loop with events and information. Residential Life will setup the Facebook page for your hall for next year's residents at the beginning of summer each of summer each year.

Please see the link below for the School's guidance on the use of social media for students.

<https://info.lse.ac.uk/staff/divisions/communications-division/Assets/Documents/Style-guidelines/LSE-social-media-guidelines.pdf>

Advertising within the hall

You should be careful not to rely on only one form of advertising. As well as utilising emails and social media, it might be an idea to use a physical notice board within the hall. You could use this to display details of events and campaigns. You can also ask your Front of House Manager if you could display messages on the rotating electronic screen at reception. All printing should also be done through your receptions. Contact residential.life@lse.ac.uk with any questions about using this resource.

Under 18s

It is important to remember that some halls will include residents under the age of eighteen. Think about how a younger resident may be excluded from an older community and think about how to address this. Think about problems they may have socialising with an older group and help them feel comfortable joining group activities.

Make sure that entertainment and events that you plan are suitable for an under 18 residents, or make sure that suitable alternatives are provided. You can ask your reception for details concerning under 18's in your hall.

Relevant information that may help you with this can be found in the [Welcome Week](#) and [Organising events](#) sections of this document.

International Students

Social events

Social events are integral to the happiness of an international student. Sociological studies have shown that an international student's happiness will vary subtly throughout the year. The image below shows the variations in mood experienced by most international students over time:

Figure 2. The W-Curve of Intercultural Sojourning



Based on Oberg (1960) and Gallahorn & Gallahorn (1963)

With this in mind, you should plan varied events to improve the morale of your community. Communities within halls are richly diverse and include students from many cultures. When organising events, it can be easy to simply cater for the majority of student interests without taking account of differences in culture.

International students can feel excluded from certain events for a number of reasons. They tend to be older, with a higher level of maturity than younger UK undergraduates. Some may come from cultures where alcohol is forbidden and may spend more time studying than an average home student.

Added to that, large differences in culture can be daunting, making it difficult for students to interact with one another. Even when encouraged to join in events, international students may still feel left out if the event is not inclusive of other cultures.

When thinking about event planning, you should think about ways to involve international students in a way that is easily relatable. Consider running smaller mixed culture group events such as:

- Walking tours
- Sporting events
- Museum guided tours
- Food or dining experiences
- Shopping trips

As well as events planning, you should try to help International students feel at home as much as possible and give help offering advice when advice is needed.

Please note that the LSE follows the guidance on gender segregation from the Equality and Human Rights Commission: [Guidance on gender segregation](#)

Sex, relationships and gender

UK culture has a high degree of openness when it comes to relationships, sexual orientation, and the equal status of [LGBTQ+](#) community and relationships. Students from some cultures can be surprised or shocked by this openness and, as a result, differences of opinion or exclusion may occur.

Some international students can find public displays of affection between UK couples confusing and offensive and the open existence of [LGBTQ+](#) groups can be equally shocking to students of certain cultures. Contraception is accepted in some cultures but not others. Conversely, UK students and staff may be quick to draw stereotyped assumptions over the issue of sex and relationships when it comes to International students. For example, that some female international students will prove to be naïve or ill-informed about sex and contraception, or that men from certain cultures are, as a rule, demanding in relationships and less respectful of women's feelings.

It is important to discuss issues of sex, sexual orientation, gender and contraception within the halls, but to do so with sensitivity, and to direct students who may feel uncomfortable with the UK culture around these topics to the necessary support. Public information relating to sexual health should be readily available to all students and you should know where to refer students over a range of issues that they may encounter.

It is equally important to understand that LSE is committed to maintaining a positive environment for each and every member of our community. Therefore, any instance of discrimination, [harassment or bullying](#) on the basis of sexuality or gender are **NOT** tolerated and will be addressed by the Warden under the terms of the Licence Agreement or under the School's Disciplinary Procedures for Students.

All Hall Committee members will be required to enrol/complete the [Consent Matters](#) and [Anti-bullying and anti-harassment advisers](#) (ABHA) course by enrolling manually.

For further advice, refer to: [British Council: Cultural connections](#)

Please note that the LSE follows the guidance on gender segregation from the Equality and Human Rights Commission: [Guidance on gender segregation](#)

Food and Diet

Many students have communicated that food is a powerful factor in feeling at home. As a result, many universities have made sure that their catering departments are inclusive of the needs of other cultures and religions.

Cooking and eating for some students is a social event. Residents from certain cultures may take up more kitchen space and time in pursuit of social interaction. You should be sensitive to this when planning events or encouraging students to socialise. You should encourage students of different cultures to eat meals together. You should also make sure that any catered events you organise are inclusive of other cultures.

You should take dietary requirements seriously. Many Muslims will eat only halal meat (meat slaughtered according to prescribed Islamic rules). Orthodox Muslims and Jews will not eat pork products of any kind. Most Hindus will not eat beef. Sikhs will not eat halal-slaughtered meat and Jews will not eat shellfish. You should also take into account Kosher, vegan and vegetarian requirements.

Some students may not drink alcohol, so ensure that there are exciting and appetising alternatives available for non-drinkers and watch out for alcohol being unexpectedly present in food items (e.g. cakes or chocolates).

If you live in a catered hall, talk with the Chefs about recognising cultural events with a particular cuisine (e.g. Lunar New Year or Thanksgiving).

When planning events, you must think about the needs of your audience and reflect their needs accordingly.

Who else can help?

There are many people within your hall and the wider School who can help support you with your Hall Committee positions. Here is a selection. It would be sensible to seek these people out early in your term on the Committee to introduce yourself and explore ways you can support each other's work.

Warden's Team

The Warden's Team usually consists of a Warden, who also works at the LSE, and several Sub-wardens, who are normally LSE PhD students. If the Warden is not available the Sub-warden will be able to provide guidance, support and assistance to ensure the personal and social wellbeing of hall residents. They should be contacted if you have any concerns about the wellbeing of your fellow residents, if anything goes wrong, or in case of emergency. If you're unsure of how to contact your Warden, please visit the "who's who" section of your hall's webpage at: lse.ac.uk/currenthallresidents

Front of House Team

Your Front of House Manager can be contacted via reception. If you are unsure of who your Front of House Manager is, please visit lse.ac.uk/currenthallresidents to navigate towards your hall's "Contact in halls of residence" page. The Front of House Team is responsible for ensuring that you have a clean and safe living environment within your hall. If any students approach you with maintenance concerns, please ensure that they report it to the Front of House team – they can't fix a problem they're not aware of!

Residential Life Team

James Greenwood is the Head of Residential Life at LSE, and is supported by Ju Jeon, Fabio Valencia and Iqbal Hussain, the Residential Life Officer's for the North, Centre and South Cluster of halls. All can be contacted by email: residential.life@lse.ac.uk

The Residential Life Officer runs multiple Committee Briefings a year, normally in November, January, April and September. These briefings are a chance to learn more about the role, discuss how things are going, and learn from each other. Please do all you can to attend these briefings.

Other Halls' Committee Members

To share ideas and discuss how to overcome obstacles, you should keep in contact with other halls' Committee members. The details of all Committee members are available online. Please visit lse.ac.uk/currenthallresidents to navigate towards each hall's "who's who" page.

Student Wellbeing Team/Peer Support

For ideas on events and campaigns related to student wellbeing, as well as more information on the support available to you and your fellow residents, familiarise yourself with the information on this webpage: lse.ac.uk/studentwellbeing

If your hall has Peer Supporters, note that you will need to plan a couple of programmes with them as well this is will fall under the responsibility of Community and Welfare Officer, their program will be funded by the Committee and Warden team. Peer Supporters have been specifically selected and trained in listening, questioning and responding skills to ensure they are able to help other students to reach their own solutions. For more information about the scheme, and the names of any Peer Supporters assigned to your hall, please contact your Warden, or visit the [Peer Supporter website](#).

All Peer Supporters are available to support all LSE students, even if they are not assigned to/living in the same hall.

Sustainable LSE Team/ Sustainability Ambassadors

The Sustainable LSE team can provide guidance on establishing green initiatives within you hall, and advise on how to submit a [Sustainable Projects Fund proposal](#). They can also put you in touch with your hall's Sustainability Ambassadors. More information about the Sustainable LSE team roles and contact details can be found on their [website](#).

The Sustainability Ambassadors living in halls work towards the shared vision of a sustainable society. They are student's volunteers, committing to improving the environmental and social performance of their hall during their stay. They help to promote green initiatives within the hall, such as the UNS Student Switch Off and the Green Impact competition. At the end of year, these Ambassadors will help prevent waste by volunteering with Relove, to donate unwanted items to British Heart Foundation and food to those that most need it.

LSE Students' Union

The LSESU Executive Officers and Student Representatives might also be able to help you. Some of them are ex Hall Committee members so will understand what support you may need. These roles are elected on an annual basis and new role holders start in July each year.

For more details, visit their [website](#).

LSESU Active LifeStyle

LSESU Active LifeStyle arrange short-term non-competitive sporting events designed to inspire those who tend to shy away from sporting activities. They have previously organised fencing taster sessions, golf lessons, belly dancing classes, swimming lessons and rock climbing, and are open to student suggestions. However, it is also possible to request help in setting up and advertising hall specific events. Previously Active LifeStyle has helped to fund yoga classes and self-defence lessons within and between halls. For more details, visit the website: <https://www.lsesu.com/activelife/>

Contact the LSESU Active LifeStyle Project Manager Grace Clark G.Clarke@lse.ac.uk or su.activelifestyle@lse.ac.uk

Welcome Week

LSE Welcome Week provides new students with the opportunity to learn all about LSE and their place in it. Within the halls, Hall Committees have a chance to help the new students to settle into both the hall and the wider school. **It is an important part of the Hall Committee role to welcome in new residents each year.** This could be the first time that new students (undergraduates and postgraduates alike) have lived away from home, in a new university, a new city, or a new country. As you will remember, it can be a daunting experience, so Hall Committees should make sure that they create an atmosphere within their hall that is friendly, welcoming and relaxed. If you are a postgraduate student and leaving the School before the next Welcome Week, please think ahead and submit your welcome week calendar to the Warden Team, Front of House Manager and or Residential Life.

Move-in day

This will be the first impression that new residents receive of the hall, and the first time that you meet the new arrivals. Hall Committees are given the opportunity to move into their hall early (pending recommendation from your Warden) to ensure that you are settled in time to help with this important day. Discuss with your Front of House Manager and Warden to see how the Hall Committee can best fit into the move in day schedule. You should help reception staff to make sure that check-in runs smoothly and take the time to introduce yourself to new residents and explain your role. Let new residents know how they can find out about upcoming Welcome events. You should be a visible presence throughout the hall. Remember that arriving in a new home and meeting new people can be daunting, so do your best to help facilitate introductions and conversations.

First evening

Give the new residents an opportunity to get to know each other in a friendly atmosphere. Whatever event you plan for the first evening, you should keep an eye out for people by themselves and help them to take part in the evening's events. Perhaps knock on someone's door to say hello if you've

noticed that they haven't left their room. If you go out clubbing, look after new arrivals who may not know how to stay safe in a city environment, or who may not be used to the British drinking culture. Also remember that not all students enjoy heavy drinking or clubbing but will still want to get involved and meet people. You should plan an additional event which is not alcohol centred, such as a board game night, pizza party, or a table-top game tournament. Avoid planning a movie night towards the beginning of the week, because this sort of event will not give the residents the opportunity to talk to one another.

Daytime activities

New residents will have compulsory university administration to complete during the first week, such as registering and attending course inductions. Make sure that none of your day-time events clash with any compulsory LSE events. They should also not clash with any optional events wherever possible. Residents will also be registering for a GP and dentist in London and there is a wealth of Welcome Week events going on on-campus.

We would recommend that you hold several guided walks to campus to help residents learn their way, because not everyone will need to go there at the same time and small groups are always better. You may also want to organise your own campus tours of your favourite places to eat, study and relax; as well as host a tour of the amenities in the local area surrounding your hall.

You could also wish to consider holding the following events:

- Group trip to a nearby home stores. This allows students to pick up small items for their rooms and get to know each other over refreshments and the journey. However, you should not encourage large or expensive purchases. Many international students will be unable to take items back with them on leaving halls. Encourage students to check for recycled furniture first some halls operate an auction event, this helps raise money with other worthy causes, Nightline or Samaritans these funds should not be used to top-up the Committee account.
- A walking tour from a London "Blue Badge" guide. These guides can offer an insight into the history of London and London's culture. We have previously used "London Undone" (londonundone.net) and had a positive experience. Other guides are available from britainsbestguides.org. Do remember to check out the reviews before deciding on a specific tour guide.
- Visiting a local station to show students how to get and register an Oyster Card.
- Arranging for a local GP to be available in Reception/Common Room to encourage registration. Remember to check this with the Front of House Manager and Warden before finalising arrangements.

Evening activities

LSESU host a variety of popular club nights throughout Welcome Week as Part of RAG (Raising and Giving). These are a great way for new residents to meet both those from their hall and the wider LSE community. A full list of events can be found online at llesu.com/whatson.

You will be tempted to show the new residents lots of the exciting things London has to offer. London has a lot of unique activities which can make for a memorable Welcome Week, but if you want to build a strong hall community that outlasts the excitement of the first few weeks you should also ensure that you hold events in your hall. If you go out in London every night, the new residents might not expect in-hall events throughout the year. If you want to run a regular quiz/movie/games night, it is a good idea to establish it during Welcome Week, consider using Facebook polls to gauge interest in activities like these, not just for welcome week but throughout the year.

LSE events throughout the week

All new students are required to attend events run centrally by the School and by their individual Department. There are also events organised by the Students' Union. Each event is designed to let different groups of students know more about different aspects of the School and the many services and opportunities open to them as a student.

You should encourage the new residents within your hall to attend as many of these events as possible – perhaps by organising group walks to campus in advance of key events. Key events will be publicised in the Welcome Week Guide which will be given to residents upon arrival and are also available for collection across campus. You should try to be aware of the different events that are held for undergraduate students, General Course students, Graduate students, LGBTQ+ students and disabled students in case you get asked any questions. If it's not practical to hold a particular type of event at your hall, consider arranging a group trip to the central event. An electronic timetable of all events can be found online.

Information about LSE events that have been scheduled for Welcome Week can be found online at: lse.ac.uk/yourfirstweeks

London is always buzzing so check these sources out as well:

- <https://bit.ly/LSECommunityActivities>
- <https://www.llesu.com/social/events/>
- <https://www.timeout.com/london/things-to-do>
- <https://secretldn.com/free-things-to-do-london/>

Handover

Bank accounts

Handing over your SOLDO bank account could not be simpler. You will need to ensure your transactions are all tallied as per the expenditure on LSE SharePoint. All receipts need to be uploaded to SOLDO. The handover between Committees occurs during Michaelmas term, midway between accounts submissions. As an outgoing Vice President, please ensure that all your records (digital and paper) are handed over to the new Vice President to ensure that there is no delay to them submitting Michaelmas Term accounts and obtaining the Lent Term funds. This is especially important if you are a General Course or final year student who is not returning to LSE in Michaelmas term. In this case, ensure that a continuing member of the Committee and/or your Warden has access to all the relevant documents to pass on to the new Committee.

At the end of the Summer Term you will need to ensure all debit card and relevant documentation are handed to your RLO for safe keeping. SOLDO cards will also be suspended during the summer.

More guidelines can be found in the constitution here: [Committee Finances](#)

Your RLO is also a signatory so in halls where the handover is not possible, as current Vice President is leaving the LSE your RLO will be able to add new signatories.

Website

Each hall has a “Contact in halls of residence” page (accessible via each hall’s section of lse.ac.uk/currenthallresidents). There is a particular section for the Committee. The name, LSE email address and photo of each Committee member is displayed on this website, alongside the title and description of their role. This is to help residents recognise you around the hall, and to know who to contact for any issue. Please send a good quality photo of yourself to residential.life@lse.ac.uk as soon as possible so that this can be uploaded. If you do not wish to have your photo displayed online, please also contact residential.life@lse.ac.uk.

Photo guidelines, can be found by clicking [HERE](#):

Social Media

If your Committee has accounts on any social media (Facebook, Twitter, Instagram etc.) please set aside time to transfer ownership/admin rights of these accounts. If you will be leaving LSE before a new committee is elected a warden or sub-warden may be willing to be a temporary administrator. When the new Committee takes over, it is wise to check all information associated with your account. For example, if all the individual Committee members’ email addresses listed on the Facebook Page description, they will need to be updated. Social media accounts should be opened using the Hall Committee email and not a personal email.

Resources

If you've got left over resources (e.g. Christmas decorations, blow up mattresses, cups, plates etc.) make sure the new committee knows where they are and how to access them. If you won't be around to meet them in person, make sure your Warden or Front of House Manager has the information to pass on.

Appendix A: Hall Constitution

CONSTITUTION OF THE [RESIDENCE NAME] HALL COMMITTEE

Article I: Name and Membership

Preamble

This Constitution sets out the foundational principles and rules governing the conduct of the Hall Committee. In particular, these principles and rules govern:

- 1.1 The internal organisation and functioning of the Hall Committee.
- 1.2 The relationship between the Hall Committee, the 'Residential Community' and the 'Residential Administration'.

The 'Residential Community' comprises students of the London School of Economics and Political Science (hereinafter 'LSE') residing in [INSERT RESIDENCE NAME] and, where applicable, partners of LSE students residing in [INSERT RESIDENCE NAME]

The 'Residential Administration' comprises the Warden Team, Residential Life team and Front of House Team.

THE ROLE OF THE [RESIDENCE NAME] HALL COMMITTEE

Article 1: Definition

The [INSERT RESIDENCE NAME] Hall Committee (hereinafter 'the Committee') shall consist of officers confirmed in accordance with the rules set out in Articles 8 to 10.

The purpose of the Committee in [INSERT RESIDENCE NAME] is to improve the experiences of residents through programming, facility improvements, and cultural engagements. Additionally, the Committee is dedicated to providing the resources to enable residents to make changes that they see fit in their community. It shall foster a sense of community by promoting a respectful and supportive living committee, and it shall represent the [INSERT RESIDENCE NAME] residential community in various events around LSE.

Article 2: Committee Composition

The Committee shall consist of a minimum of three confirmed officers, including a President, a Vice President, and a Communications Officer. The Warden and Residential Life Office (hereinafter 'RLO') may also invite nominations for additional roles where appropriate. The Warden Team and RLO shall determine the responsibilities of such additional officers before the invitation for nominations.

When necessary, upon the unanimous consent of the Committee, ad hoc Committee positions of limited duration (maximum two months) can be created. The Committee shall objectively select this ad hoc member from eligible members of the Residential Community. The ad hoc member shall not have Committee voting rights. While duties and responsibility have been outline below all post may have other duties as assigned. Committee roles have been listed below is order of secession.

Article 3: Committee Offices

1. President

The President is the head of the Hall Committee. The President is required to chair Committee Meetings, represent the interests of the [INSERT RESIDENCE NAME] Residential Community with the Residential Life team, the LSESU and Residences User Group (RUG). At all meetings. Additionally, alongside the Communications Officer, the President will have access to the Committee email account to further assist with communicating information to all residents in the [INSERT RESIDENCE NAME]. The President must lead each Hall Council meeting

in an unbiased manner. The President is also responsible for ensuring Halls Cup data is recorded in a timely manner and helping the other Committee members with any additional tasks should there be a need.

2. Vice President

The Vice President (VP) is responsible for keeping track of the Committee budget. They will maintain **accurate records** of funds and expenditures from the Hall Committee accounts, as well as handle committee purchases. The VP is also responsible for handling all receipts and ensuring the Residential Life Officer is up-to-date on financial decisions. Where applicable, they are also responsible for setting up and/or managing the committee bank account. Please review the Residence Hall Handbook for further details of how to do this, as well as other important information regarding bank account management. The VP shall also chair Committee Meetings in the President's absence.

3. Communications Officer

The Communications Officer (CO) is responsible for recording minutes at committee meetings as well as taking attendance for Hall Committee events and programmes. Along with the President, the CO will have access to the Hall Committee email account and will, therefore, be able to make use of the Listserv mailing list to communicate with all residents of the hall. The CO will need to use either listserv or Social Media to communicate and update the Residence Community of meeting minutes which must be shared within 48 hours of a meeting taking place. The CO will also serve as the lead Social Media Manager for the Hall Committee and will be responsible for updating the halls events calendar on a monthly basis, recording Halls Cup data and updating the LSE Student Hub and may delegate responsibilities of Social Media to other members when necessary.

4. Community and Welfare Officer

The Community and Welfare Officer (C/W) are in charge of providing variations of support for residents in the hall. The C/W will develop and create programmes, events and/or campaigns for the betterment of the students and their well-being (e.g. yoga session, therapy dogs or exam stress workshop). Additionally, the C/W will promote and publicise the professional support available from other services around the University and engage with organisations in the local community to find volunteering in the community. The C/W will also connect with the Peer Supporters (if applicable) and Subwarden Team to further the support available to students. The C/W will also be expected to communicate and engage with organisations in the local community to find volunteering options for students.

5. Events Officer

The Events Officer will serve as Lead programme organiser for the hall. This includes contacting any organisations affiliated with the programme. Additionally, the Events Officer will create and log all events hosted by the committee (Includes time, location, cost, attendance and any note). Furthermore, the Events Officer is expected to devise unique programme ideas that **are inclusive for everyone in the community and benefit the residents in the hall**. The Event Officer shall be responsible for stock control of any Committee purchases this includes equipment and shall also have responsibility for Health & Safety issues during event.

The Role of the Residential Life Officer

The RLO shall serve as in an **advisory/supervisory** role to the Hall Committee. The RLO is also responsible in helping to facilitate the needs of the Committee in a way that best represents the community, as well as guide how to navigate Hall Committee procedures early on and to make sure all programmes/events are created with inclusive practices. If the Committee does not believe their RLO is providing adequate support or assistance throughout the year by a unanimous vote, it is the President's responsibility to report any issues to the Head of Residential Life.

Areas in which an RLO is not responding and are grounds to report the RLO are as follow:

- No responding to any communication attempts from the Committee.
- Not providing support when asked for and not providing valid reasons for not doing so.
- Conflicting with the [LSE's Code of Ethics](#)

Article 4: Objectives and Responsibilities

The Committee serves two primary objectives.

4.1 It shall represent the general and specific interests of the [INSERT RESIDENCE NAME] Residential Community to the Residential Administration, the LSE Students Union (hereinafter 'LSESU') and at inter-hall meetings (the Residences User Group (hereinafter 'RUG') and the Inter-halls President is Meeting).

4.2 It shall also foster a sense of community in [residence name] by organising an inclusive social programme for residents and promoting a respectful and supportive living environment.

4.3: Hall Cup

4.3.1 The Committee shall work to ensure the Residential Community are aware of the Halls Cup and how they can participate. It is the responsibility of the President/Communications Officer to ensure events and activities are accurately recorded for [INSERT RESIDENCE NAME] via the online event form and communicate with the RLO to ensure there are no discrepancies. - https://lse.eu.qualtrics.com/jfe/form/SV_aben0lwJWnZF9c1

Article 5: Committee Ethos

The Committee shall respect the rules of good governance set out in the Committee Code of Conduct. - [Appendix A: Hall Committee Code of Conduct](#)

Article 6: Committee meetings

The Committee shall meet at regular intervals (weekly or bi-weekly) to fulfil its objectives. These meetings shall be timetabled at the Committee's first meeting following the election. This timetable may be amended by unanimous consent and the Communications Officer shall publicise any such changes to the Residential Community.

1. The Hall Committee shall conduct a Town Hall meeting (weekly or bi-weekly), open to everyone in [INSERT RESIDENCE NAME]. All members of the Residential Community may attend and have speaking rights at Committee Meetings. Where possible, a member of the Warden Team or RLO shall attend each Committee meeting to provide insight into issues addressed from the perspective of the Warden and Residential Life Team. The details of these meetings are given below:

2. Minutes from each meeting shall be taken by the Communications Officer and shared with resident in [INSERT RESIDENCE NAME] minutes should include all business discussed, up and coming programmes and budgeting, minutes should be shared within 48hrs of the meeting taking place.

3. Hall Committee should meet (weekly or bi-weekly) after the Town Hall meeting to discuss ideas given at the Town Hall meeting or issues that residents are facing. The Committee shall also use this time to have an overview of the bank account, this report will need to be made available by the VP, and should be able to give information on the account opening balance, expenditure and funds available for future programmes. Minutes relating to this meeting shall be shared with the all Committee members, Warden, RLO and Hall Managers where appropriate. Minutes of the meeting will need to share within 48hrs of the meeting taking place.

4. Termly meetings shall consist of a private meeting between confirmed Committee members, Warden Team, RLO and Hall Management (The Cabinet). In the Michaelmas term a meeting will be scheduled after the new Committee has been confirmed, The Cabinet will meet to plan the term ahead, in the Michaelmas, Lent and Summer term, The Cabinet will then meet at the end of the each term to review the term that went by, this should also include an itemised financial break down, this meeting should also be used to highlights any issues which the Committee have had or Residents have raised and how they have been handled. Minutes will be recorded by an elected member instructed by the President, in most cases, it would be the Communications Officer.

6.2 Conduct of Ordinary Committee Meetings

Any Committee or Residential Community member may add an item to the Committee agenda. The agenda shall be approved by the President before the Committee Meeting. Approval of the minutes of the previous Committee meeting shall be the first item on the agenda. Only confirmed members shall have voting rights at Committee meetings. A Quorum shall be achieved when two-thirds of the Committee are present. Committee decisions shall be made by consensus where possible or a simple majority when not.

6.3 Plenary Committee Meetings

Where more than 10% of the Residential Community attends a Town Hall/Committee meeting, this meeting shall be a Plenary Meeting and all individuals present shall be entitled to exercise voting rights on motions presented.

6.4 Extraordinary Meetings

The Committee can convene for an extraordinary meeting to discuss urgent issues. Such meetings shall be publicised via listserv as well as by poster in the reception and social media channels of [INSERT RESIDENCE NAME] 24 hours before the meeting is due to commence.

6.5 Other Duties as Assigned

Other responsibilities that all Hall Committee Executive Board members collectively shared by all members of the Executive Board and include, but are not limited to:

1. Creating programmes and fliers for the programmes. While the lead for programmes is with the Events Officer, all members are involved in programme planning.
2. Connecting with other Committees to jointly host events. While this responsibility will fall more on the President, all members are encouraged to connect and collaborate with other Committees as they see fit.
3. Attending events that the Committee creates, these events should be attended by at least 50% of the confirmed Committee, if a Committee member cannot attend an event due to a prior engagement, they are required to inform the other members at least 48 hours in advance. Unexcused absences with no formal explanation to those involved with the programme may result in a potential move to a Vote of no Confident.
4. If any Committee member is unable to complete an aspect of their role, whether it be to attend a meeting or unable to attend events, it is up to the Committee member to find a replacement for that event or meeting.
5. Management of the Committee Social Media accounts and information. While the Communications Officer will serve as the lead for social media, all members are able and encouraged to utilize the Committee's social media accounts appropriately.
6. Additional tasks as given by the Warden Team or the Residential Life team at LSE.

Article 7: Finances.

The Committee shall have access to a budget supported through the residents in [INSERT RESIDENCE NAME], these funds are deposited in the allocated SOLD account for each building, unless the in [INSERT RESIDENCE NAME] does not have an account and funds are managed by the RLO.

1. The Hall financial year shall begin on the 1st November and end on the first day of the academic term in the following year
2. Only the President, VP and RLO shall have access to the account and be the allocated signatories, if the President/VP are international students, the Committee will need to assign other members of the Committee with the necessary credential to be a signatory to the account.
3. All expenditure must be approved by the President and the VP of the Committee any purchase over the value of £1000.00 MUST be endorsed by the Warden and RLO **before** any expenditure takes place.
4. Account information (Account documents, Receipts and bank cards) shall be handed to your RLO at the end of the academic year for safekeeping. Committee members should **never** take bank account documentation or debit card away with them at the end of the academic year.
5. The Committee is funded via part of Residential Community rent in [INSERT RESIDENCE NAME] these funds will be used towards events and activities in and buying and maintaining amenities for the common areas.

1. Residential Community rents are collected through the Residents accommodations fees, payable to the LSE via the LSE Student Accommodation account, or BAC's.
2. Residential Community rent can also be paid in person by cheque, credit and debit card to individual Hall of Residence reception, who will then register the payment through the system and add the Common Room fee details on the Resident's behalf.
3. The Committee will need to be mindful when using Committee funds to ensure programs are inclusive, respectful and within the Ethics Code of the LSE. If a program is limited to several students the Committee will need to ensure these programs are properly advertised and within reach all Residents.

7.6 Committee Levy

The Committee shall levy fees upon residents to fund its activities. The levying of such fees shall be upon the advice of the RUG and/or the Residential Administration.

7.7 Competence

All expenditure must be authorised by the Committee acting as a collective body and according to the rules set out in Article 7. The unauthorised expenditure shall not bind the Committee unless it can be demonstrated that it was not feasible to obtain prior authorisation and that such expenditure was reasonable, necessary and in good faith.

7.8 Reimbursement of Expenditure

The authorised expenditure shall be reimbursed upon presentation of a valid receipt or invoice, and by agreement of RLO's only.

Article 8: Committee election/Eligibility

Residents of [INSERT RESIDENCE NAME] who are registered students of the LSE shall be eligible to stand for Hall Committee Offices. Eligible residents may stand for more than one Office position.

Article 9: Election Process

Only [INSERT RESIDENCE NAME] residents who are registered LSE students are eligible to vote in Hall Committee elections. Elections shall be held within the first five weeks of the Michaelmas Term. The Residential Life Team will work closely with the Wardens to administer the election or selection of hall committees.

9.1 Undergraduate Elections

Candidates standing for election shall return to the Warden with a copy of their Manifesto 500 words that should state their name, the office they are running for and briefly outlining their motivation and suitability for the office reference to any aptitudes or experience that they believe demonstrates why they would be successful in the role. A suitable election photograph must also be provided.

9.2 Postgraduate Volunteering

A Candidate wishing to volunteer and be part of the Committee shall return to the Warden/School Representative with a paragraph on why they wish to take on the position(s) of choice with reference to any aptitudes or experience that they believe demonstrates why they would be successful in the role. Being on the Committee is a great way to contribute to building a community in your hall.

Article 10: Rules Governing Election

10.1 Election Procedures in Undergraduate halls

Elections are held according to the discretion of the Warden and RLO, including both online and offline options. The electoral ballot shall list all candidates running for each Committee Role. The election is run using [Proportional Representation](#) to ensure ties do not happen. If a successful candidate declines the position within 48 hours, the next most successful candidate shall take up office. If no candidate accepts the role, the RLO, Warden, and current Committee members may recruit new members to fill as needed.

10.2 Vacant Positions

Vacant positions shall be filled by appointment by the President and assistance of the RLO and Wardens. The RLO or the Wardens can fill any vacancy that exists before, during and/or after the elections at their discretion.

10.3 Denouncing/vacating office

A Confirmed Committee members of the Committee shall vacate their office if:

1. They cease for any reason to be a member of the Students' body, which includes interruptions but not the mode of study changes.
2. They resign their post, in writing to either, the Committee, Warden or RLO.
3. They cease for any reason to be a resident of the Hall.
4. They are ousted from office by a Vote of No Confidence which abides by the procedural form given.
- 5.

NB: Confirmed Committee members will be obligated to carry out their duties until the end of the first term, the candidate will be given a grace period of 7 days to step down if they find the roll is not suitable to them after they have been Confirmed to Office.

Article 11: Election Canvassing & Hustings

Election candidates may canvass door-to-door in [INSERT RESIDENCE NAME] between the hours of 11am-10pm. Canvassing should be conducted in a polite, non-coercive manner. Any complaints regarding canvassing should be addressed to the Wardens and RLOs.

Poster campaigns shall not be excessive and shall respect local rules concerning cost and the placement of posters. Outgoing committees should work closely with candidates running for positions to arrange a husting, this night is normally held towards the end of the campaign period just before voting opens.

Article 12: Committee accountability

Committee members will need to report on their own role at the end of each term, they should mention what they have achieved during the term. This report should be made public on Social Media for the Residence Community to see what their elected/volunteer Officials have done for the community during the course of the term.

Article 13: Vote of No Confidence - SETTING OUT THE CONCERNS

11. The Committee or a group of Hall Residents may approach either the Warden or the Residential Life Team to initiate the procedure which leads to a Vote of No Confidence being taken.

2. Any meeting is to set out the concerns of the Committee or Residents about an individual Committee member/s and gather as much information about weaknesses, problems and fault as possible to directly address specific issues.

Group of Residences:

- 10% of students in [INSERT RESIDENCE NAME] will need to raise their concerns to the President/VP about the individual/s, the concern will need to be submitted in a joint letter signed by those residents.
- The President/VP will share the concerns with the Warden and RLO for evaluation. If the outcome is **NOT VALID**, the President/VP will report back to the 10% of residents who raised the concerns with the decision and its reasons.
- If the concerns are **VALID** the President/VP, Warden and RLO will raise the issue/s with the individual/s at a meeting where they will be given an action plan outlining ways in which to improve any failings and or behaviour, a time frame by which to show considerable improvement, this period will be minimum of 14 days as of the meeting date.
- At the end of the probation period the President/VP, Warden and RLO will evaluate the performance of the individual/s, if improvement has been made, the matter will be considered as **RESOLVED**, the President/VP will report back to the 10% of residents with the decision made.
- If **UNRESOLVED**, the individual/s can either denounce their position or a **VOTE OF NO CONFIDENCE** will be held by the Residential Community within 24hrs of the meeting taking place. **25%** of the Residential Community will need cast a **YES** vote for the individual/s to be ousted.

Committee/Staff

- The President/VP will share the concerns with the Warden and RLO for evaluation. If the outcome is **NOT VALID**, the President/VP will report back to the Committee member/s who raised the concern with the decision and its reasons.
- If the concerns are **VALID** the Warden and RLO will raise the issue with the individual/s at a meeting where they will be given an action plan outlining way in which to improve any failings and or behaviour a time frame by which to show considerable improvement, this period will be minimum of 14 days as of the meeting date.
- At the end of the probation period the Warden and RLO will evaluate the performance of the individual/s, if improvement has been made, the matter will be considered as **RESOLVED**, the Warden and RLO will report back to the Hall Committee with the decision made.
- If **UNRESOLVED**, the individual/s can either denounce their position or a **VOTE OF NO CONFIDENCE** will be held within the Residential Life team (Hall Committee, Head of Residential Life and an impartial Warden), majority of votes will decide the outcome of the individual/s.

AUTHORITY OF THE DECISION

3. Any Vote of No Confidence that passes by the bare majority (more than 25% but less than 30% in favour) shall be subject to Appeal on the facts to the Warden and Head of Residential Life. Appeals will only be permitted within 24hrs of the vote being finalised.
4. Any Vote of No Confidence that passes by super-majority (more than 50% or unanimous) will not be subject to Appeal under any circumstances.
5. Any Vote of No Confidence within the Residential Life team can be appealed. At this stage the appeal will be escalated to all Wardens excluding the hall's Warden and the impartial Warden involved. Appeals will only be permitted within 24hrs of the vote being finalised.

Article 14: Challenging Committee Decisions

The Committee's decision may be challenged by presenting a petition with the signatures of ten per cent of the Residential Community to a Committee meeting. The decision in question may be overturned by a referendum were at least thirty per cent of the Residential Community votes and a simple majority votes to overturn the decision.

Article 15: Constitutional amendment

Constitutional Amendment

This Constitution can be amended with the unanimous consent of the Committee and the Warden Team or during a Plenary Meeting where forty per cent of the Residential Community votes for its amendment by a simple majority.

Article 16: Committee continuity

The outgoing Committee Members shall arrange a formal handover of documents to the incoming Committee. In particular, a folder (electronic or hardcopy) shall be presented containing the Hall Committee Constitution and Code of Conduct, the minutes of all Committee meetings for the previous

year, a copy of the Hall Committee financial records for the previous years and any other documents which the Committee consider being appropriate or useful.

Also, the [INSERT RESIDENCE NAME] Subwardens, responsible for the wellbeing and security of the LSE student residents at [residence name], provide experience across successive Committees to ensure continuity across academic years.

Appendix B: Hall Committee Code of Conduct

This *Committee Code of Conduct* sets out the guiding principles by which the Committee should abide in serving the residents of their given Hall of Residence. Any amendments to the Code will first be endorsed by the Residences User Group (RUG) and ratified by Residences Committee before their publication.

Responsibilities of the Committee

- The Committee is a confirmed student body with responsibility for fostering an inclusive community atmosphere in their hall, through a wide range of activities and events.
- The Committee is responsible for maintaining and abiding by the Hall Committee Constitution.
- The Constitution shall be developed to take into account individual hall communities and their constituents and will be made available to all residents of the Hall.
- In residences where Peer Supporters are present, or other volunteer positions held, the Committee will partner with the Peer Supporters/post holders and actively seek to involve them in Committee activities and events, budget should also be made available to your Peer Supports if requested.
- Where appropriate, the incumbent Committee is responsible for ensuring that a fair and transparent election process is held at the end of each term of office. (In graduate only halls, the election is organised by the Warden/School Resident at the start of the academic year).

Accountability of the Committee

- The Committee is accountable Hall's residents and will have appropriate mechanisms in place for consulting residents, seeking residents' feedback and handling complaints.
- Advance notification of Committee activities and events will be given to the Warden/School Resident or other relevant staff of the Hall.

- The Committee is fully accountable to the Warden/RLO's and School Resident. The Warden/RLO's and School Resident has the right to veto any Committee event or activity that they deem detrimental to the hall community or that would breach School and/or Committee Regulations.
- Committee members serve the residents of their Hall on an elected voluntary basis.

Conduct of the Committee and its Members

- Committee members will abide by the Committee Code of Conduct and the Committee Constitution.
- Committee Members are expected to uphold the School's reputation by following its Ethics Code at all times and in all forms of interaction, spoken, written and virtual.
- Committee members will abide by the Licence Agreement, Terms and Conditions and School Regulations that govern conduct when discharging their Committee duties.

Committee Finances

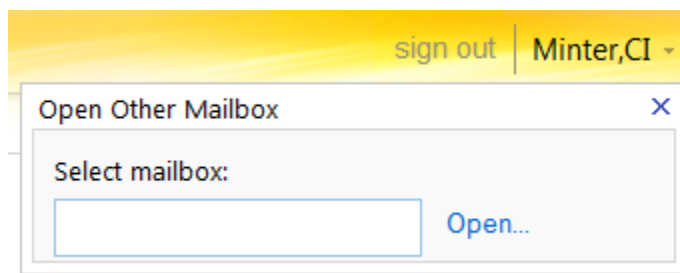
- Committee finances will be handled in a transparent, ethical and accountable manner. The Constitution will outline, in detail, how the Committee Finances will be managed.
- Committee finances will be made available to the Finance Division regularly and subject to audit, as per the [School's Financial Regulations](#). Committee finances will also be made available to residents on an annual basis to ensure transparency and accountability.
- Committee members will not personally profit financially or materially from any Committee events or activities.
- Outgoing Committees will ensure that sufficient finances normally around £1500.00 are in place for future events. In Post-Graduate only residences, outgoing Committees must ensure that there is sufficient funding made available to the Warden/RLO's and School Resident (or their nominee) to facilitate the running of a successful orientation programme.

Appendix C: Instructions for accessing Committee mailbox via your personal mailbox

If you currently use Outlook Web App

It is possible to view other mailboxes in Outlook Web App, but this works differently from Outlook 2003. You can only have one mailbox open at a time; you will not be able to see two mailboxes simultaneously in the navigation pane.

1. At the top right-hand side of the Outlook Web App screen, click on the **down arrow** next to your name. *The Open Other Mailbox dialog box will open.*



2. Enter the name of the other mailbox you wish to view. **Note:** you will need to have permission to add this mailbox set by the person or team who owns it.
3. If more than one match for the name is found, a list of these will be displayed.
4. Click on the mail box name you wish to view and then click on **Open**. Your mailbox will disappear from view and the new mailbox will appear in the navigation pane.
5. To revert to your own mailbox, follow the same steps but enter **your own name** in the dialog box. Click **Open** and your mailbox will appear again.

If you currently use Outlook on Office 2003

§ Attaching additional mailboxes to your Email profile

§ From Outlook, click on the Tools menu, select E-mail Accounts

§ Select View or Change existing E-mail accounts and click NEXT

§ Click the Change button, choose More Settings and select the Advanced tab in the Microsoft Exchange Server window.

§ Click the ADD button and enter the mailbox name correctly (repeat this step for adding more mailboxes).

§ Click OK and OK again then Next then Finished. Your additional mailbox should now appear in your outlook folder list.

§ **NOTE!** replies to any emails from generic mailbox(es) are stored in your sent items folder and count towards your mailbox quota same for deleted items.

If you currently use Outlook on Office 2013

Click on the [link](#) for video instructions or click [here](#) for a step by step guide


If you currently use Office 365 Webmail

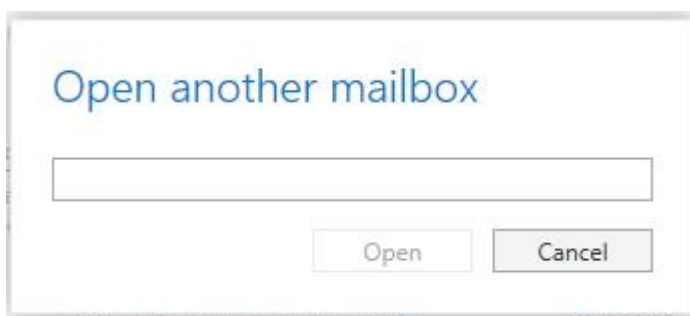
With Office 365, you can add a shared mailbox to the navigation pane on the left, or open another mailbox in a new tab.

To open a mailbox in a new tab:

1. Log into webmail.






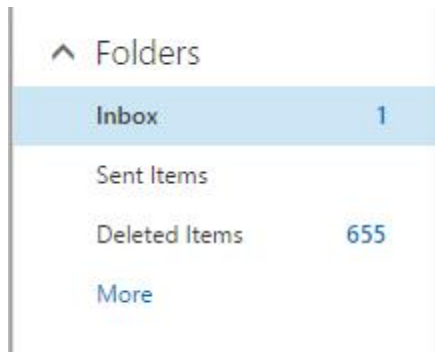
2. Click on the  at the top right-hand side of the Outlook Web App screen and click on **Open another mailbox...** *The Open Other Mailbox dialog box opens.*



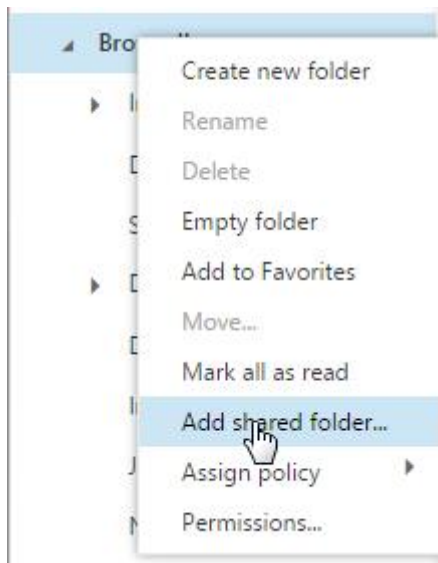
3. Enter the name of the other mailbox you wish to view. **Note:** you will need to have permission to add this mailbox set by the person or team who owns it.
4. If more than one match for the name is found, a list of these will be displayed.
5. Click on the mail box name you wish to view and then click on **Open**. *The new mailbox will open in a new tab. Your own mailbox remains open in the previous tab.*

To add a mailbox to your navigation pane:

1. From the navigation pane, click the  beside Folders to open the list. The  becomes a  .



- 2.
3. Click on **More**.
4. Right-click on your name and choose **Add shared folder...**



5. Enter the email of the mailbox you want to add and click **Add**. **Note:** you will need to have permission to add this mailbox set by the person or team who owns it

The mailbox will appear below your other account(s) in the navigation pane.

Appendix D: Further information for Vice President

Managing Hall Committee bank accounts (where applicable) and finances is the responsibility of the Vice President (VP). The VP will plan what the year's funds will be used for. The funds can be used on activities and events to improve the social atmosphere in the hall or to buy items that can be used by all students. All spends should be inclusive and open to all (for example it would not be appropriate for £300 to be spent on an event that only had capacity for six people). To ensure all activities are welcoming to the entire hall's community, all halls will be limited to only two alcoholic event per month. More detailed information about Hall Committee finance can be found throughout the Hall Constitution in [Appendix A](#).

The VP is responsible for maintaining an income and expenditure account documenting all Committee income and expenditure. The information required is opening and closing balances, money in, money out, reasons for income/expenditure, who spent the money, the dates the money was spent, and a category that the expense falls into (e.g. communal facilities, internal events, external events etc.). You should ensure that alcohol expenditure is listed separately; remembering that no more than two events are done per month. When arranging an alcoholic events the VP will need to submit an alcohol request form for review by the RLO before the event takes place: https://lse.eu.qualtrics.com/jfe/form/SV_a4A0qURorpPN9yJ

Each month an up to date, comprehensive set of accounts, the latest bank statement and a brief written overview of expenditure should be submitted to residential.life@lse.ac.uk. At the end of every term a full record, bank statement (where applicable), and a detailed written explanation of last term's fund use should be submitted to residential.life@lse.ac.uk. This will need to be approved by the Warden and distributed to all residents in order for the next account top-up to take place and be made available to the Committee. Note: You are advised to send your accounts through several days in advance of the deadlines listed in [Appendix G](#) to allow time for the accounts to be approved by your Warden and submitted to the Finance Division.

Committee's are funded through a rent contribution deducted from each resident living in their hall for this reason, VP must always adhere to financial transparency. Adding a written summary will help residents understand the financial situation of the Committee. Think about how to make the accounts interesting and easy to understand so that you can encourage as many residents as possible to read your accounts.

If you have a committee bank account

Receipts need to be kept for all expenses incurred so that the accounts can be checked. When reimbursing spends from committee members' personal accounts, be aware that invoices are

not proof of payment, so also collect payment receipts. All receipts and paperwork should be kept in an accessible place within your hall (ideally in an easily identifiable folder or box in reception) so that the Warden, Residential Life and/or Finance team can check them as required.

If you don't have a committee bank account, please see [Appendix F](#).

More guidelines can be found in the Hall Committee Code of Conduct here: [Committee Finances](#).

Appendix E: Residences Sustainability 'Elevator Pitch'

(Highlights you would emphasise if you had limited time and were stuck in a lift with an individual)

Hook

- Think residences and catering sustainability, what comes up in your mind?

'Elevator Pitch'

- **Opportunity!** Engage your Hall Committee Sustainability Officer and students' for real change.
- **NUS Student Switch Off** – is an award-winning inter-halls sustainability competition rewarding groups of students who achieve the biggest savings in energy, water and/or have the best recycling rates. We provide easy ways for students to incorporate sustainability into their lives and to encourage their community to do the same. We deliver sustainability engagement within accommodation and give opportunities for students to take part in regular social media competitions, on-site activities and training to become campaign ambassadors. This project was created by the University of London Sustainability Team in conjunction with the NUS. It is now becoming an engagement programme available to all universities around the UK. They aim to have as wide a positive impact as possible, inspiring students in sustainability and pushing sustainability engagement in the right direction. The team at the University of London has responsibility for promoting sustainability, developing and implementing policies and management systems and coordinating sustainable development across the University. There are a number of major projects underway including updating the Environmental Management System, improving waste reduction and recycling, investment in energy efficiency, implementing sustainable food policy as well as a range of other projects to address our significant sustainability impacts. Get waste streaming! 'Conduct' your waste in a way that reduces, reuses, recycles or recovers. Make recycling a hall culture.
- **Re:Love!** Promote, organise and recruit keen volunteers to boost the successful End of Term and Start of Term reuse schemes.
- **Green Impact your hall!** Students can work with the staff team to support simple actions, leading to real change. An award ceremony at the end of the year celebrates achievements.

- **Got a great idea? Pitch it to the [Sustainability Projects Fund](#)** and you could be awarded funds to implement a project such as Passfield's garden. Turn vision to reality.

Closing Question

- What can **you do** every day to make a difference within your role?

Appendix F: Deadlines for release of funds

Termly deadlines affecting the release of Committee funds (these are in addition to monthly deadlines for accounts, brief written overview and bank statement).

1st week of each month listed below:

- November
- January
- April

Residential Life Hall Committee Handbook

**Residential and Catering Services Division
The London School of Economics and
Political Science
Houghton Street
London WC2A 2AE**

**Tel: +44 (0)20 7955 6990
www.lse.ac.uk**

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The information in this publication can be made available in alternative formats. If required please email residential.life@lse.ac.uk

The School seeks to ensure that people are treated equitably, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, sexual orientation or personal circumstances.