



**QUEEN'S  
UNIVERSITY  
BELFAST**

# **ELMS BT1 & BT2 UNIVERSITY LIVING: STUDENT HANDBOOK 2024-25**



# Dear Student,

Thank you for choosing to live in Queen's Accommodation this year, I am pleased to welcome you to your home away from home.



**MIKE UPRICHARD**  
*Head of Accommodation*

Living in university accommodation will be an experience you will remember forever and that includes the friends you will make when living here. You will be part of a dynamic, multicultural community and my team are looking forward to meeting you. If you have any questions, please do not hesitate to ask us at Reception, through your RA or by email.

We are all here to ensure that you get the most out of your living experience and are able to settle quickly into university life at Queen's.

I hope you enjoy your stay.

## Key Contacts

### BT1 Reception

✉ accommodationelmsbt1@qub.ac.uk

☎ 028 9097 6040

### BT2 Reception

✉ accommodationelmsbt2@qub.ac.uk

☎ 028 9097 6441

### Residential Fees

✉ residentialfees@qub.ac.uk

### Security

☎ 028 9097 5099

## Follow Our Social Media Channels

 qub\_accommodation

 qubaccomm

 QueensAccommodation  
Belfast

 queens-accommodation

## Residential Life Team

✉ rlcbt1-2@qub.ac.uk

☎ 028 9097 4479

# This is YOUR Accommodation

Queen's Accommodation is more than just a room; we are committed to playing our part in creating the best possible experience for you.



Elms BT1 and Elms BT2 are both located around 20-25 minutes' walk from the Queen's University campus (or a 10 minute bus ride). When you stay with us, you will have your own study bedroom, great amenities, and a friendly environment in which to live, all at an affordable cost.

All accommodation is furnished, however you will need to bring some small items to truly make it your home. Supplies are cheaply and readily available. If you need anything else, regular bus trips to local supermarkets and IKEA will be arranged shortly after check-in and throughout the year.

Our team will help you reach your academic potential and ensure you settle into our fantastic community by organising regular trips and events where you can meet new friends and take advantage of the full student experience.

## Accommodation Portal

Please complete your mandatory e-induction prior to arrival. You will be unable to check in until this has been completed. You can find your portal [HERE](#).

# What's included in your fees?



## RISK FREE CONTRACTS

With no hidden costs



## GYM MEMBERSHIP

Free off-peak Queen's Sport membership



## TV & TV LICENSE

For communal areas



## 24/7 Safety Team



## 400+

Social events in our coffee bars



## HEATING



## 250Mb Wi-Fi included



## 100+

Residential Support staff



## INSURANCE

Contents insurance provided

# What should I bring (and avoid)? Further info [here](#)



Bed linen \*



Towels \*



Plates, bowls and cups \*



Cutlery; knives, forks and spoons \*



Pans and tools for cooking \*



Toilet paper



Plug adapter



Electric heaters or blankets



Loud speakers



Candles or incense



Electrical multi-socket extension leads



Animals, reptiles, fish, insects



Hairdryers or other electrical items over 1000 watts



Knives, catapults, cylinders of gas, chemicals of biological substances, replica guns, laser guns, air guns, water pistols, water bombs, fireworks



Fairy lights (battery operated allowed)



Adhesive strip lights/sticky hooks



Electric scooters/chargers



Included in Kitchen, Bedding and Bathroom packs (you can order them [HERE](#))

Beds are large singles (3ft 6in wide x 6ft 3in long)



# What we offer

BT1 and BT2 have a wide range of activities and social spaces for you to enjoy.



**GAMING**



**TABLE TENNIS**



**GYM**



**BOOKABLE  
KITCHENS BT9**



**STUDY/COMPUTER  
ROOM**



**COFFEE BAR**

## Coffee Bar

The Coffee Bar serves free tea and coffee all day and it is a great space to meet up with friends and get to know your Residential Assistants (RA). During student holidays and the summer hours will differ.

You can borrow table tennis bats and pool/snooker cues from the coffee bar - just make sure to have your student ID!

## Fitness and Exercise Facilities



Our state of the art fitness and exercise facilities at Elms BT1 offer a range of cardio, functional and weights equipment. We have a varied group exercise programme led by knowledgeable and friendly staff for whatever your level of fitness. The gym at Elms BT1 is open from 07:00am to 10:00pm each day and is available to all QUB accommodation students.

Don't forget, you also get free off-peak membership to [Queen's Sport!](#)

## Social Spaces

Across our sites we have a table tennis table, pool table, Xbox, PS5, TV screens and computers for browsing and private study rooms. Please speak to Reception about using this equipment.





## Bookable Kitchens at BT9

We have two hosting kitchen spaces in Elms BT9 that are available for all students in accommodation to book and use to socialise with friends and family. To book our kitchen spaces is as easy as sending an email!

 [bt9socialspace@qub.ac.uk](mailto:bt9socialspace@qub.ac.uk)

Scan the QR code to see the space and answer some of the frequently answered questions.

Watch our Hosting  
Kitchen Video



## Storage

Storage space is limited so don't bring too many belongings with you as everything is available locally. Please remember, you are sharing fridge and freezer space, so plan your shopping accordingly.

Storage at reception for luggage is on a first-come, first-served basis. Preference is given to international and GB students.

If you are returning to live in Queen's Accommodation and wish to store your belongings over the summer please contact reception, storage is limited and may not be guaranteed.

## Computer/Study room

The computer suite in Elms BT1 is located on the ground floor. You can find the computer suite in Elms BT2 on the first floor. Students have access to print and scan facilities also. In BT1, the printer is located facing the reception office in the lobby. In BT2 the printer is located in the foyer facing the reception office.

In addition to computer suites in both BT1 and BT2, each site also has two quiet rooms available for private study. These are allocated on a first-come-first-served basis. You can sign out a key fob at reception.





# Reception

Our reception team can be found on the ground floor. You can contact them via email or telephone and they are always happy to help!

✉ accommodationelmsbt1@qub.ac.uk

✉ accommodationelmsbt2@qub.ac.uk

☎ BT1 028 9097 6040

☎ BT2 028 9097 6441



## Opening Hours

The Reception is open 8am - 8pm Monday - Sunday.

Outside of these times, there is a Safety Team.

## Post and Parcels

Your **parcels** are delivered to reception, and to the Quadiant lockers. You will be notified by our reception team via email when your parcel is ready for collection at the reception desk. If your parcel has been delivered to the Quadiant locker, you will receive an email from Parcel Pending.

For further information on parcels/post click [here](#).

Your **letters** will be delivered to the reception post boxes for your apartment or studio.

### Mail should be addressed as:

Name and Student Number  
Room Number  
8 College Avenue  
Elms BT1  
Belfast Northern Ireland  
BT1 6DS

Name and Student Number  
Room Number  
1 McClintock Street  
Elms BT2  
Belfast Northern Ireland  
BT2 7GL

## Guest Stays

We recognise that students will have friends/guests to stay with them on occasions, however for health and safety reasons we require students to advise us when guests will be staying. To view the guest procedure for Queen's Accommodation click [here](#). Please note that no overnight guests are permitted in University accommodation until Monday 23rd September 2024.

All residents are permitted one overnight guest for a maximum of 2 consecutive nights in a 7 day period, provided this does not adversely affect other residents or disrupt study.

## Keys

When you first arrive you will collect your room and postbox keys/fob from Reception. If you lose your key/fob or become locked out of your room you can request a new key from our Reception team. New fobs are charged at £2 (unless the old fob is returned on the same day). There is a charge of £5 for a replacement postbox key. If you get locked out when our Reception is closed, our Safety Team can help by letting you back into your room.

## Checking out

At the end of your contract, you must do the following in preparation for moving out;

- Ensure all doors/windows are locked.
- Ensure all perishable foods are removed from fridge freezers.
- Ensure all belongings are removed from your room and/or communal areas - any items left behind will be disposed of or placed in our donation station.
- Rooms must be left clean and tidy.

Checkout by 10am or you risk being charged for an additional night.

## What else can Reception help with?

Proof of  
residency

Lost property

Residential fee  
statements

City/Travel  
Guidance

Guest stays

# Residential Fees

You are legally obliged to pay fees throughout the period of your contract. Failure to settle accommodation fees will result in you being asked to leave Queen's Accommodation or accommodation at Student Roost and details of your account will be passed to the University's debt collection agency. The University has a robust debt management procedure in place. For a detailed explanation of this procedure please click [here](#).

If paying your fees via direct debit you will need to set up a UK bank account and ensure it allows direct debits. A proof of residency letter can be provided by Reception. Both receptions in BT1 and BT2 are **cashless**.

 residentialfees@qub.ac.uk

 Residential Fees Website click [HERE](#)

Other financial advice is available from the SU Advice Team in One Elmwood (Student's Union).



HOME / ACCOMMODATION AT QUEEN'S ▾ / FEES AND FINANCE


## Fees and Finance




### Accommodation at Queen's

- Student Accommodation
- How to Apply
- New Students
- Fees and Finance**
- Living with us
- Social and Support
- Contact Us
- Staff Accommodation
- Summer Accommodation

### HELP FOR STUDENTS FROM LOWER INCOME BACKGROUNDS

New Accommodation Bursary Announced 

### Queen's University Belfast Guarantor Service

Housing Hand 

### Find Accommodation

Queen's currently has over 4,000 places in our student accommodation, which means you can take advantage of the most affordable, purpose-built student accommodation in the city.

[Search Now](#)

### INFORMATION FOR STUDENTS APPLYING FOR ACCOMMODATION



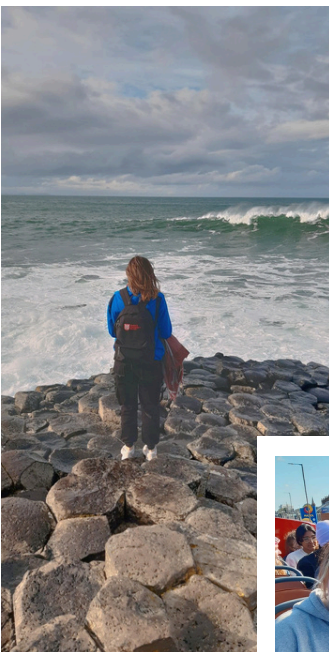
# Residential Life

The coffee bar serves FREE tea and coffee all day and provides an opportunity to meet with friends. Times will vary during student holidays/summer.

Alongside the coffee bar we host events with plenty of food and fun, which are FREE to attend in the evenings.



Photography will be taking place during our events/trips for marketing purposes. If you are not happy with your image being used in this way please contact a member of staff.



During the weekends we have trips which enable students to explore a different part of Northern Ireland they may not otherwise get to see. Examples of trips include The Giant's Causeway, Belfast City Sightseeing, Exploris Aquarium, Titanic Museum - and more!

All of our trips are heavily subsidized and include transport to and from the trip location.

Students can purchase tickets to our trips [HERE](#)

# Residential Life Team

The QUB Residential Life Service includes a team of 5 fantastic Residential Life Coordinators who, with the support of 30 highly trained Residential Assistants (RAs), provide a wide range of programs and events aimed at promoting student success.



**NIAMH TURNER**  
*Residential Support and Events Manager*

The team also includes an Environmental Assistant, and a Graduate Intern who contribute greatly to the experience of our students.



**MICHAEL GREGORY**  
*Residence Student Experience and Support Manager*

QUB Res Life offers a variety of services designed to support students to succeed academically and personally.

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## Three Pillars of Residential Life

We have three pillars that underpin all our Residential Life activities



Health &  
Wellbeing






Inclusion &  
Diversity



Sustainability

Support is available if you need  
to speak to someone

 BT1 028 9097 6443  
 BT2 028 9097 8952  
 [rlcibt1-2@qub.ac.uk](mailto:rlcibt1-2@qub.ac.uk)



# Sustainable Living



At residential life we recognise the substantial impacts that our community actions and choices have on the university's environmental mark, and with 4,200 students housed in our accommodation every year, we are committed to embedding **sustainable practices and thinking through education.**

We ask all students to share our commitment to sustainability by actively partaking and contributing to various initiatives such as our community garden and allotment, the 'Switch off' campaign, swap and drop clothing rails, donation stations and the community fridge/pantry in which students can leave any unwanted items and take anything they need.



**SWITCH OFF  
CAMPAIGN**



**SWAP & DROP  
RAILS**



**COMMUNITY  
GARDEN**  
& Sustainable Events

# Sustainable Travel

We are committed to reducing our environmental impact, and so we encourage students to travel more sustainably to and from campus.

Secure bicycle storage facilities are provided in accommodation. Access codes are available from Reception.

Bicycles must not be stored in hallways, corridors or in bedrooms.

## Get around with Belfast Bikes

You can rent a bike from bike stations dotted around the city, one of which is located at Elms BT9. For more information please click [here](#).

## E-bikes and E-scooters

The University welcomes the safe use of conventional push scooters. However, the use of E-scooters on the University campus is not permitted and will be removed.

Certain conditions must be met for the safe use of E-bikes in Northern Ireland. Further information can be found: [Electric bikes](#) | [nidirect](#)

As a result of the increased fire safety risk, the University has banned the charging and storing of large lithium battery type vehicles which include E-scooters and E-Bikes inside any of our buildings.

See our [website](#) for more info. See our full policy [HERE](#)





# Maintenance and Repairs

If something needs repaired, complete an online maintenance request form (use the QR code) and we will fix it for you. Or click [here](#).

Maintenance requests are solved in order of urgency/emergency. If you have an emergency request give us a call immediately on:

☎ 028 9097 4419 (9am-5pm) Mon - Fri

☎ 028 9097 4209 (8pm-8am)

☎ 028 9097 4525 (8am-8pm) Sat - Sun

## Top Tips

- 🔧 Blocked sink? Help prevent this - don't put food i.e. rice or oil down the kitchen sink.
- 🔧 Blocked shower drain? Help prevent this by removing all hair from shower and bedroom sink on a regular basis.
- 🔧 Keep your door handles clear from coats, clothing, and other items as this can cause your door to stop working.
- 🔧 You must not overload the sockets or use extension leads in your room or kitchen.
- 🔧 Do not wash your clothes in the shower or sink.

## Legionella

To prevent the risk of Legionella, it is important to run fresh water through the shower and taps at least once a week. If you are going to be absent for more than a week, please inform us by logging a request through your accommodation account.

We have quarterly shower head disinfections.

SCAN THE QR  
CODE TO  
COMPLETE AN  
ONLINE  
MAINTENANCE  
REQUEST



### WHAT IS AN EMERGENCY MAINTENANCE REQUEST?

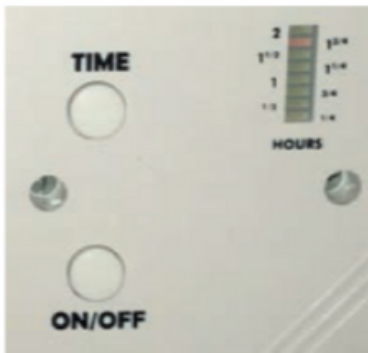
- NO HEATING
- NO HOT WATER
- KITCHEN SOCKETS NOT WORKING
- ALL BEDROOM LIGHTS NOT WORKING
- EN SUITE SHOWER ROOM LIGHTS NOT WORKING
- FRONT DOOR OR BEDROOM DOOR NOT OPENING, CLOSING OR LOCKING
- MAJOR LEAK

# Heating

Your heating is included in your residential fees.

You will have control of the heating in your kitchen, bedroom or studio.

If you have any issues, log a maintenance request and we will send a member of the team to fix it as soon as possible.



Heating control panel    Heater thermostat control

A) Lights up orange when heater is turned on.

B) Control the temperature in your own bedroom.

# Waste management

Residents of Elms BT1/2 are responsible for their own waste management. Residents must move all general waste, food waste and recycling to the waste centre located on the ground floor of your building. Students can collect bio-degradable green bags to dispose of food waste and bin liners from reception.



## Waste Disposal Guide BT1







# Waste Disposal Guide BT1







# Waste Disposal Guide BT2



Glass



Kitchen



Waste  
Centre



Dry, Mixed  
Recycling



Kitchen



Waste  
Centre



Food  
Waste



Kitchen



Waste  
Centre



General  
Waste



Kitchen

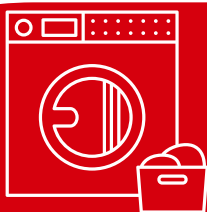


Waste  
Centre



# Laundry

We have a fully equipped laundry room, located on the ground floor of the Treehouse, including irons and ironing boards. Laundry is a cashless service; download the 'Circuit Laundry' app from the App Store and add funds to your account. Alternatively, you can purchase a card from the laundry room. This card can be topped up throughout the year.



ONE WASH FROM:

£3.30

ONE DRY FROM:

£2.20

# Cleaning

It is your responsibility to ensure shared areas are kept clean to create a hygienic and safe environment. You are expected to:



Keep your bedroom and bathroom clean, including toilets, sinks and showers.



Wash all plates, cutlery, and other items used for cooking and wipe kitchen surfaces.



Keep the inside of fridges and freezers clean by wiping shelves, removing old food and free from ice (defrost regularly in consultation with flatmates).



Keep sink empty of items at all times.



Clean microwaves, cooker tops, oven and grill pans after each use to prevent fire risk.



Remove rubbish and recycle regularly.



Please make sure to open your windows regularly to properly ventilate your room.

We will inspect the condition of your room and communal areas during your stay (7 days notice will be given) and random inspections will occur to ensure compliance with health and safety policies. Any extra cleaning or damages to your bedroom or communal areas will incur additional charges. Apartment or room cleaning services can be offered for an additional cost. Please contact reception to arrange.

## Television

Included in your fees is a television and television license for communal areas. If you wish to watch or record live TV programmes in your bedroom through 4TV, or download or watch any BBC programme on IPlayer, live, catch-up or on demand you will need a valid television license. Click [HERE](#) for more information.

You do not need a TV license to watch streaming services such as Netflix.

## Intercom

Each apartment is equipped with a wall mounted intercom phone. The intercom can be used for others to call your apartment from the main entrance intercom. If you wish to find out your apartment quick code please speak with reception. You will be unable to make any calls from this intercom or allow access. You will have to come down to the lobby to meet your guest.

## Wi-Fi

Ask4, a specialist UK University internet provider, supply up to 250mb wired and wireless internet service throughout Queen's Accommodation.

Download the Ask4 app from the App store or Google Play store for information on: creating an account, what the package includes, how to upgrade, and how to login to the Ask4 portal to log all internet related issues.

Ask4 contact details are listed separately in the Welcome The Queen's information.





# General Safety

When you check in you will be issued with a student card, fob and key ring. After 11pm all students will be required to show their student card to our Safety Team to gain entry into Elms BT1/2.

You can help keep yourself and your fellow residents safe by:

- ✓ Keeping external and corridor doors locked.
- ✓ Never leave valuable items on display
- ✓ Do not let strangers into your apartment or building.
- ✓ Report any loss of fob/key to reception.
- ✓ Locking your bedroom door when leaving your bedroom - even for a short time.

# Health and Support

If you require medical help, contact the Reception and our staff can assist you. We recommend registering with a doctor as soon as possible after arrival. Many students choose to register with the University Health Centre.

If you are taken to hospital due to injury or illness it is important to let our Reception team know, who will also inform your School.

Living away from home can be lonely and difficult at times. If you need further support please contact our Residential Life team, or student [wellbeing](#).



## SAFETY TEAM

OUR SAFETY TEAM ARE ON DUTY 24/7. SHOULD YOU REQUIRE ASSISTANCE YOU CAN CONTACT RECEPTION OR CONTACT QUEEN'S SECURITY:

 028 9097 5099

QUEEN'S EMERGENCY:

 028 9097 2222

**UNIVERSITY HEALTH CENTRE**  
7 UNIVERSITY TERRACE  
ELMWOOD AVENUE  
BT7 1NP

 028 9066 4634

**NEAREST HOSPITAL**  
ROYAL VICTORIA HOSPITAL  
274 GROSVENOR ROAD  
BT12 6BA



The University has a responsibility for the welfare of its staff, students and visitors. Any accident you have, no matter how small, must be reported to Reception. Students have a legal responsibility to take reasonable care for their own safety and others.

# Electrical Safety.

You must ensure all electrical items are safe and in good working order. This is particularly important if the equipment does not originate from the UK. Adapters should not be used. The maintenance team will offer free portable appliance testing (PAT) during your stay with dates being communicated to all residents via email. Please note, any unsafe equipment will be removed.

Do not overload sockets in your room or use multi-socket extension leads. Only UK 3 pin fused plugs (conforming to British Standard BS 1363) are to be used to connect electrical appliances to the mains power sockets.

# Smoking and E-cigarettes

Smoking and the use of e-cigarettes is strictly prohibited in all of our buildings and premises - this includes your bedroom and common areas.

Designated smoking areas include:

- Elms BT1: college Avenue (front of building)
- Elms BT2: Car park, McClintock Street

If you are found smoking anywhere in Queen's Accommodation except the designated smoking areas, you may face disciplinary action which may include a fine of up to £150 and a written warning.

If you are affected by smoking in any buildings outside of designated smoking areas please contact us immediately and we will investigate. All reports are treated confidentially.



**NEVER COVER YOUR SMOKE ALARM**

# Social Media

Queen's Accommodation is across social media and we encourage you to get involved to build a community, and remember to tag us in your posts.

Social media is a great way to stay in touch with friends and family, but it can be used to cause offence and embarrassment.








What you post on social media is publicly available and could harm your personal safety, studies or future career. If you post content which causes harm or distress to others you will be subject to disciplinary action by the University. Please see our [House Rules](#).

For more information please read [Queen's University Equality and Diversity policy](#) and our [Student Anti-Bullying and Harassment policy](#).

# Neighbours

Living with others in university accommodation brings with it a responsibility to treat others as you would like to be treated. Be mindful of your flatmates when socialising and taking part in recreational activities within your residence. Please return to your room as quietly as possible when coming home late at night. Keep noise to a level that does not interfere with the study, sleep, and comfort of other students and residents.

Common causes of tension include:

-  Loud noises, including late night calls, and playing music after 11pm.
-  Constantly having friends over to your communal areas without asking your flatmates.
-  Leaving dirty dishes, food or rubbish lying around.
-  Banging doors.
-  Television volume.
-  Taking the food or belongings of other students.
-  Insensitive messages on noticeboards.



## Drugs/Alcohol

If you are having problems with drug or alcohol abuse, or have encountered friends who may have an issue with drugs or alcohol abuse please seek support from the Residential Life Team, University Health Centre, your doctor, Student Union Officers, and Student Wellbeing.

For more information click [HERE](#).

## Gambling

Compulsive gambling is a recognised illness. If you or someone you know is affected by this addiction you can speak to Gam Anon for help.

For more information click [HERE](#).

## Vandalism/Damage

If you are found responsible for any damage, accidental or deliberate, which is not reasonable wear and tear - you will be liable for paying the costs for repairing the damage and may face disciplinary action.



# Customer Relations

If it's important to you then it's important to us. We use your feedback to evaluate our current policies, customer service, and identify areas of improvement. We want to ensure your time in Queen's Accommodation is the best experience possible.

We encourage feedback via online surveys, your Residential Assistant, by speaking with any staff member, or emailing our Customer Relations Officer.

✉ accommodationfeedback@qub.ac.uk

You can see all our policies and manuals [HERE](#)



## Allocations

The Allocations Team can be contacted for any queries you may have in relation to your contract or accommodation.


✉ allocations@qub.ac.uk

☎ 028 9097 4403

[Link to full Conditions of Occupancy.](#)

# Maps and Travel

## Elms BT1




**Queen's Accommodation Elms BT1**  
8 College Ave, Belfast BT1 6DS  
4.7 ★★★★★ 35 reviews  
[View larger map](#)

**TRAVEL TIMES**

Queen's Lanyon Building 20 mins walk (1.6 km)	McClay Library 20 mins walk (1.6 km)	Queen's MBC 21 mins walk (1.6 km)
Computer Science Building 24 mins walk (2 km)	Queen's Sport (PEC) 29 mins walk (2 km)	Royal Victoria Hospital 18 mins walk (1.4 km)
Belfast City Centre 5 mins walk (0.4 km)	Closest Supermarket - Iceland and Lidl 9 mins walk (0.6 km)	Great Victoria Street Train / Bus Station - 6 mins walk (0.4 km)

## Elms BT2



**Queen's Accommodation Elms BT2**  
1 McClintock St, Belfast BT2 7DL  
4.2 ★★★★★ 32 reviews  
[View larger map](#)

**TRAVEL TIMES**

Queen's Lanyon Building 17 mins (0.8 mile)	McClay Library 17 mins (0.8 mile)	Queen's MBC 18 mins (0.8 miles)
Computer Science Building 21mins (1 mile)	Riddel Hall 31 mins (1.5 miles)	Queen's Sport (PEC) 25mins (1.2 miles)
Royal Victoria Hospital 18mins (0.9 miles)	Belfast City Centre 7mins (0.3 miles)	Closest Supermarket Lidl 12mins (0.6 miles)
Great Victoria Street Train / Bus Station 5min (0.3 miles)		