

# Residential College Code of Conduct 2008

## 1. FRAMEWORK

The Residential College Code of Conduct should be considered in conjunction with the UNE Student Behavioural Misconduct Rules and related policies, including:

- Student Alcohol and Other Drug Policy
- Harassment and Discrimination Policy
- Sex-based Harassment Policy
- Anti-racism Policy
- Grievance Mediation Policy
- Information Technology Policy
- ITD Student Computer Laboratories Policy
- Occupational Health & Safety Policy
- University of New England Traffic and Parking Policy

Please refer to the current UNE Handbook available on the UNE website and UNE Policies at (<http://www.une.edu.au/rmo/policies/polALPHAindex.html#H>) for the latest versions of policies and for further information.

- (1) Colleges are living and study environments and all College residents have the right to:
  - (a) be treated courteously and fairly and be free from acts of violence, harassment, intimidation, or discrimination;
  - (b) have their personal property protected;
  - (c) live and study in a safe environment; and
  - (d) have complaints considered fairly and acted upon promptly.
- (2) Colleges are work environments so each resident also has responsibilities to ensure that staff have the same rights as residents.
- (3) College residents are subject to the Residential College Code of Conduct in addition to the UNE Student Behavioural Misconduct Rules.
- (4) This Code outlines the principles and expectations for the conduct of all members of College at the University of New England or at activities (authorised or unauthorised) sponsored, or participated in, by the Colleges.
- (5) Students should be aware that breaches of this Code may result in disciplinary action in accordance with the University and Residential College Code of Conduct and University and College policies.

## 2. DEFINITIONS

- (1) **Affiliate** is a non-resident who has been accepted into a College under the policies of the relevant College.
- (2) **College** includes any of the following on-campus accommodation – Austin College, Duval College, Drummond & Smith College, Earle Page College, Mary White College, Robb College, St Albert’s College and Wright Village. This also includes separate accommodation facilities associated with a College, like on-campus houses and/or flats that are used by students, as well as the buildings, grounds and parking areas associated with these buildings.
- (3) **College Officer** is the Deputy or Assistant Head/Dean/Senior Resident Fellow of a College.
- (4) **Exclusion** means the student is prohibited from entering one or more of the Colleges for a specified period not exceeding twelve months. On completion of the specified period of exclusion, the student is eligible to return to a College although conditions on readmission may be applied.
- (5) **Head of College** is the Master/Principal/Head of a College.
- (6) **Member of College** or **Student** means a resident or any affiliated member of a College.
- (7) **Penalty unit** is a cash value that comprises a fine. The unit cash value is set by the UNE Council<sup>1</sup>.
- (8) **Policy** includes provisions of the By-Laws, rules and regulations of the University and other policy documents issued by the University or College from time to time.
- (9) **Probation** means the student is reprimanded in writing and if found guilty of further acts of misconduct, during a specified period not exceeding one year, further and more severe penalties may be imposed.
- (10) **Reprimand** means the student has been found guilty of misconduct and is formally admonished with a record kept on the Student's individual College file.
- (11) **Semester** or equivalent means academic teaching time.
- (12) **Staff** means the staff retained by any of the Colleges, staff employed by UNE associates such as Cooperative Research Centres, Honorary and Emeritus staff, and employees of contractors engaged by the colleges.
- (13) **Student Leader** is a senior student who has been appointed or elected to a position of responsibility.
- (14) **UNE or University** is the University of New England.
- (15) **Withdrawal of Services** means the withdrawal of specified services for a designated period, such as:
  - (a) Computer facilities - loss of user rights and access for not more than 1 semester
  - (b) Loss of access to specified buildings and precincts for not more than 1 semester.
  - (c) Loss of access to specific rooms, such as the JCR for not more than 1 semester.

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<sup>1</sup> \$50 in 2007

### **3. BEHAVIOURAL MISCONDUCT**

All Colleges pride themselves on offering harmonious and supportive environments where a fundamental respect for the beliefs, feelings, person and property of others is of the utmost importance. Responsibility for maintaining such an environment rests with each one of us. Consideration for others is expected at all times and students need to be aware that any undue pressure on, disturbance of, or harassment of, others will be viewed seriously by the Colleges and the University.

To assist students who may be uncertain about their rights and responsibilities, a number of people are available to offer help inside and outside the UNE Residential College.

Please refer to your Head of College, College Officer or Student Leader.

The fundamental respect for other people's beliefs, feelings, person and property is a basic value, which this University upholds. You do not have to suffer in silence or feel threatened in any way. Your rights will be respected as you are expected to respect the rights of others.

The Head of College and staff fully appreciate that the Colleges should provide a 'living and learning environment'. Selfish acts which endanger or inconvenience individuals will not be tolerated. Any behaviour that impairs the freedom of other persons to pursue their studies or researches in, or to participate in the life of the University or the residential colleges, is not acceptable.

Students are expected to respect the rights of other Residents in accordance with paragraphs above. Any behaviour that does not do so is unacceptable and constitutes behavioural misconduct.

#### **3.1 COLLEGE NAME**

The College forms part of the UNE and the local community, hence its good name is seen as a vital part of the College's standing in these communities. The Name of a College cannot be used without written approval from the appropriate Head of College. This includes items such as stickers, posters, clothing, and any publications which include the name of the College or any recognisable sub-section of the College. Residents wearing College tops or symbols must behave at all times in a manner that reflects well on the College.

Residents must behave in a manner that does not cast a 'bad light' upon a College

by:

- a) respecting the right of neighbourhood families to courtesy, privacy and quiet;
- b) obtaining approval from the Head of College for any publication that has reference to a College, including its floors, blocks, courts and associations;
- c) not being involved with the production of any offensive material that refers to a College, its floors, blocks, courts and associations;
- d) using authorized College logos/brands to promote, and not bring disrepute to, a College or the University; and
- e) using any UNE logos, names or brands in compliance with UNE policy found in relevant sections of the current UNE Handbook.

## 3.2 PRIVACY

Each resident is entitled to privacy and the safety of their own property. Residents must:

- a) only enter another resident's room if invited and leave when asked. An exception to this rule is the entry of staff and authorised contractors for cleaning and maintenance;
- b) respect other students property or room; and
- c) be careful not to impinge upon another resident's privacy.

## 3.3 HARASSMENT

Harassment is any form of behaviour which is unwelcome, unreciprocated, and usually (though not entirely) repeated which makes the situation unpleasant, humiliating or intimidating for the person who is the target of that behaviour. Harassment can be sexual or may arise from discrimination on the basis of gender, race, disability, sexual preference or other unwelcome behaviour.

Some examples of harassment are:

- comments, insinuations and questions about another person's sexual conduct or private life
- intimidating or demeaning comments or behaviour
- sexual jokes, offensive phone calls or messages sent by post or electronic means
- displays of obscene or pornographic photos, calendars, pictures, posters or objects
- persistent unwelcome invitations
- discriminatory remarks or actions
- attempts to coerce others into behaviour which may later cause distress
- inappropriate comments, photos, identity theft on the internet.

Sexual harassment is unwelcome behaviour, which may comprise, but is not limited to, any of the following:

- kissing, touching, fondling
- making lewd or suggestive gestures or remarks
- watching or besetting a place of residence
- posting offensive messages, photographs or pictures
- initiating unwelcome phone calls
- any other form of behaviour calculated, or otherwise, that makes a resident or staff member or affiliate or guest associate of the College feel uncomfortable or intimidated.

The University has a Sex-based Harassment Policy and Harassment and Discrimination Policy. Please refer below to the following website.

<http://www.une.edu.au/rmo/policies/polALPHAindex.html#H>

- 3.3.1** Harassment of any kind will not be tolerated and will be subject to disciplinary action. Should you feel the need to discuss issues of harassment with the Head of College, College Officers, Student

Leaders, SHAPES representative or Equal Opportunity Advisor, the matter will be dealt with in strict confidence.

- 3.3.2** Reporting incidents of harassment to the Head of College will result in an initial investigation within the college. If the harassment is deemed to be of a more serious nature, or in the case of alleged sexual assault, the Head of College will refer the matter to the Deputy Vice Chancellor (Academic Services).
- 3.3.3** In cases of alleged assault, where a person is in immediate medical or physical danger, and/or the behaviour to which they allege they have been subjected constitutes criminal behaviour, the Head of College will be bound to recommend to the resident that the matter be referred to the Police for investigation.
- 3.3.4** The investigation by the Head of College is an inquisitorial rather than an adversarial process. The Head of College is not on the side of any party to the complaint and owns neither the complaint, not the witness for or against the allegation/s.
- 3.3.5** In cases of serious harassment or alleged assault (3.3.2 and 3.3.3) where both parties are residents of the same college, the Head of College will temporarily relocate both parties to other Residential Colleges. This is to provide safety to limit community involvement in the alleged case and to provide natural justice for both parties.
- 3.3.6** On completion of the referral process (**refer 3.3.2**) the Head of College will adopt any recommendation/s. If there is no recommendation/s, both parties will be permitted to return to their original College.
- 3.3.7** It is not the role or duty of the Head of College to investigate cases of serious harassment or sexual assault.

#### **3.4 DISCRIMINATION**

Discrimination is the act of treating a person unfairly because of their race, colour, nationality, descent, ethnicity, ethno-religious background, sexual preference, socio-economic background, disability or other personal characteristics. Any form of discrimination is not acceptable in the Colleges and will not be tolerated. Serious cases of discrimination will be viewed as misconduct, as defined in the UNE Student Behavioural Misconduct Rules and the relevant procedures will be adhered to.

Harassment and Discrimination policies can be viewed at the following website.  
<http://www.une.edu.au/rmo/policies/polALPHAindex.html#H>

#### **3.5 RESPECT FOR STAFF AND STUDENT LEADERS**

College staff and Student Leaders are entitled to respect at all times. Residents must:

- a) comply with reasonable directions of staff, student leaders, Safety and Security and officers of public emergency services acting in the performance of their duties;
- b) identify themselves to the above mentioned when requested to do so; and
- c) not obstruct the above mentioned in the performance of their duties.

### **3.6 THE GOOD OPERATION OF THE COLLEGE**

It is important that Colleges ensure a quality environment for their residents. Residents and their guests must use the furniture and facilities appropriately and with due care.

#### **3.6.1 College and University property**

Residents must contribute to the proper running of a college by not:

- a) Causing damage to any college property, such as, marking walls, or furniture, playing games in inappropriate areas etc;
- b) Duplicating or using keys/access card without authorisation by the Head of College;
- c) Entering or using college premises without authorisation by the Head of College;
- d) Exchanging or changing the location of any college furniture or fixtures (within college grounds or beyond college grounds), or bringing in any unauthorised furniture, such as beds etc. into a college;
- e) Removing non-disposable catering items from the Dining Hall;
- f) Removing any supplies such as linen, pillows, crockery etc. from a college; or,
- g) Littering within the college buildings or grounds.

**NB:** Costs of repair, replacement, cleaning or other associated costs will be charged to the resident/s concerned. Damages caused of by the guest/s of a resident will be charged to the resident/s.

#### **3.6.2 Social Functions**

- a) Functions must be held in common rooms, or other designated areas.
- b) Noise from functions must not disturb students in their rooms and must finish by 11:00pm or move to another authorised area. (**See 3.10 NOISE LEVELS**).
- c) The host residents are responsible for the behaviour of their guests.
- d) It is the responsibility of host residents of a function, or in the case of JCR or College Club functions, those organisations, to ensure clean up after the function is completed by the designated time, as agreed with the Head of College.
- e) Larger functions organised by JCRs' or College Clubs must comply with requirements of the UNE Student Alcohol and Other Drug Policy.

**NB:** It is not the responsibility of the college to clean up after a function. If the clean up is inadequate, the college reserves the right to employ a cleaning company and to on-charge such costs to the host resident/s, JCR or College Club accounts. If there is a number of residents responsible, the college may divide the costs equally across the group.

### **3.6.3 Computer Laboratories**

Computer laboratories must be used in a manner that is ethical, lawful, effective and efficient. Other users must be considered at all times by:

- a) Using all hardware and software provided by the college in a responsible manner;
- b) Leaving the area tidy at all times and disposing of garbage in receptacles provided;
- c) Not accessing any inappropriate website that may cause offence to others; and
- d) Reporting hardware and software problems.

No food or beverages are permitted to be consumed in Computer Laboratories.

The University has an IT Laboratories policy. Please refer to the following website

<http://www.une.edu.au/rmo/policies/polALPHAindex.html#H>

### **3.6.4 Safety**

To ensure that all colleges are safe environments residents must:

- a) Have all electrical equipment in college "safety tagged" before use;
- b) Not use candles, incense or electric heaters, in their rooms, as all these items may cause fire;
- c) Not use any appliances or other equipment that may interfere with the fire protection systems, such as devices for boiling water; and
- d) Cook in kitchenette areas only.

### **3.6.5 Safe Activities**

Residents must avoid putting themselves or others at personal risk by undertaking any dangerous activities which may include:

- a) Climbing onto roofs of buildings, out of windows and along ledges' or
- b) Driving cars, or any motorised vehicles, dangerously.

## **3.7 COMMUNICATION EQUIPMENT**

Residents must not use phones (either landline or mobile), computers or other communication equipment to harass or intimidate others. Residents must consider the rights of others when using communication equipment.

**NB:** Such behaviour may involve serious breaches of University policies and current State or Federal legislation.

### **3.8 HEALTH, SAFETY AND WELFARE EQUIPMENT**

**3.8.1** A person must not, intentionally or recklessly, interfere with or misuse anything provided in the interests of health, safety and welfare under Occupational Health and Safety legislation, for example fire-fighting equipment.

**3.8.2** A person must adhere to all fire codes and policies, at all times.

### **3.9 OFFENSIVE MATERIAL**

Offensive material will not be displayed or produced in any part of a College.

### **3.10 NOISE LEVELS**

#### **3.10.1 Noise in the College**

- a) Out of consideration for all residents, a noise level that disturbs others, irrespective of the time, is considered inappropriate. Radios, televisions, musical instruments, electronic equipment, and other noises must not disturb others at any time.
- b) The reasonable time period for normal daily activities is 8.00am - 11.00pm. Between the hours of 11.00 pm - 8 am it is expected that the Colleges will be quiet areas.
- c) Failure to comply with the directions of a staff member or Student Leader in relation to noise constitutes a breach of this Code of Conduct.

#### **3.10.2 College and JCR Events**

There are occasions when a College as a whole will celebrate; and higher than normal levels of noise may be tolerated.

#### **3.10.3 Exam Curfew**

- a) At least a fortnight prior to exams, and the period during exams, are designated "Exam Curfew", as specified in each College.
- b) Except between 12.00pm and 2.00pm and between 5.00pm and 7.00pm., there is to be a quiet study-oriented atmosphere in the College.
- c) During the exam curfew, no unauthorised functions are permitted on College grounds.

### **3.11 ALLEGED ILLEGAL ACTIVITY**

If a student is alleged by a member of staff to have engaged in illegal activity under the laws of any State, Territory or Commonwealth jurisdiction, the matter shall be reported to the Police of that jurisdiction for investigation. Special provisions apply in the case of alleged sexual assault (refer 3.3.3 of this code of conduct).

### **3.12 FIREARMS AND DANGEROUS WEAPONS**

Firearms or replicas of firearms (including ammunition or magazines), weapons (including items like cross bows, arrows and other dangerous weapons), flammables, explosives or dangerous instruments are prohibited in all Colleges.

### **3.13 DRUGS**

- 3.13.1** No drugs, other than those prescribed by a Medical Practitioner, or available over the counter without prescription, will be tolerated in the College.
- 3.13.2** All students must comply with the law in relation to drugs whilst living in or staying at a College.
- 3.13.3** Possession, cultivation, manufacture and use of illegal drugs and any other breaches of the relevant laws will be reported to the Police.

### **3.14 ALCOHOL**

Residents are asked to keep in mind the negative effects of anti-social behaviour and the health problems that can result from alcohol abuse.

#### **3.14.1 Consumption of alcohol**

Residents aged 18 and over are allowed to consume alcohol in their rooms or in small groups in social areas of a College, which are not designated as Alcohol Free Areas. This is subject to the guidelines below:

- a) It is illegal for people under the age of 18 years to consume alcohol at any time or be served alcohol, including at College Dinners or Functions. Residents are reminded that supplying alcohol to a person under the age of 18 is illegal.
- b) Where alcohol is supplied at any College function a Liquor Licence must be obtained and the UNE Student Alcohol and Other Drug Policy must be adhered to at all times. .
- c) All residents, and their guests, attending such functions are required to comply with the law and UNE policies.
- d) At all social functions within the college, at which alcoholic drinks are to be supplied, non-alcoholic drinks must also be available.

- e) All students must comply with the law in relation to alcohol whilst living in or staying at a College. Breaches of these laws may be reported to the appropriate authorities.
- f) Large quantities of alcoholic beverages may not be stored in students' rooms.
- g) 'Home brewing' is not permitted in Colleges.
- h) Kegs are not permitted in the College without the written authorisation of the Head of College as stated in the UNE Student Alcohol and Other Drug Policy.
- i) The University Student Alcohol and Other Drug Policy must be adhered to, in all respects, at all times.

**NB:** Consumption of alcohol will not be accepted as an excuse for any breach of this Residential College Code of Conduct or UNE Student Behavioural Misconduct Rules.

### **3.14.2 Alcohol Free Areas**

Alcohol Free Areas are designated by a College as alcohol free. No alcohol can be stored or consumed in the designated area, and no person will be in the designated areas whilst under the influence of alcohol or behave in a disruptive manner. All persons must respect the rights of residents to choose to live in an Alcohol Free Area. Designated areas will be clearly identified with appropriate signage, and will include not only the rooms and adjacent corridor, but also the relevant bathrooms, common rooms and kitchenettes, if they are within the boundary of the Alcohol Free Area.

### **3.15 SMOKING**

Smoking is a health hazard. The UNE's smoke free workplace policy is in force across the entire campus, including the following rules for all colleges:

- a) Smoking is prohibited in all College buildings; and
- b) Students who smoke must do so outside buildings, at least three metres from any doorway or window, to prevent smoke entering the building; and
- c) All cigarette butts, etc., must be disposed of in the appropriate receptacle.

## **4. PENALTIES**

**4.1** One or more of the following penalties may be imposed upon any student found to have acted in breach of this Residential College Code of Conduct, by the Head of Residence or delegated officer:

- i. Reprimand;
- ii. Probation;
- iii. Withdrawal of Service (up to three months);
- iv. Fine not exceeding five penalty units and/or a restitution payment;
- v. Exclusion from a Residential College for a period not exceeding twelve months;
- vi. An Alcohol Consumption Ban for a period not exceeding the current academic year;
- vii. Community service;

- viii. Removed from an appointed position;
- ix. Referral to the UNE Disciplinary Committee.

**4.2.** A Head of Residence or designated officer may refer a serious breach of conduct as defined in these rules and the UNE Behavioural Misconduct Rules. Such penalties from such referral may include:

- i. A fine not exceeding ten penalty units and/or a restitution payment;
- ii. Residential College Exclusion from all Colleges;
- iii. Residential College Expulsion;
- iv. Exclusion;
- v. Expulsion

**4.3** In addition to any penalty imposed, the student is also required to pay the cost of:

- a) Restoring any damaged equipment, property or building, and/or,
- b) Additional cleaning that may be required.

**4.4** If the student(s) responsible for any damage or mess is not identified then the full cost of any restoration may be borne by:

- a) Members residing in the area of the College where the incident occurred; or
- b) The JCR/Student/College Club.

**4.5** If a fine and/or the payment of restitution is imposed by the College, it will be placed onto the student's account.

**4.6** If a Student is excluded from a College for a period of one semester or more, he/she automatically relinquishes all positions he/she may occupy on committees or in sporting and cultural teams associated with the College in addition to any affiliation or membership of the College.

## **5. AUTHORISED INVESTIGATORS & THE IMPOSITION OF FINES AND PENALTIES**

### **5.1 Investigation and determination**

The following College members are authorised to investigate and determine cases:

- a) Head of a College;
- b) College Officer (authorised by the College Head);
- c) College Disciplinary Committees authorised by the Head of College;
- d) Student Leaders given written delegated authority by the Head of College.

## **5.2 Imposition of penalties**

A Head of a College is authorised to impose all minor penalties as noted in the Student Behavioural Misconduct Rules (refer 5.1.a)) and additional penalties as specified in the Residential College Code of Conduct (refer 4.1).

Some or all of these penalties may be imposed by a College Officer, College Disciplinary/House Committee or Student Leader, on receipt of written delegated authority by the Head of College. For specific information, refer to your college handbook.

## **6. APPEALS**

An Appeals Officer must not have been involved in the initial investigation or determination of the case. The decision of an Appeals Officer is final.

The Head of College is authorised to act as Appeals Officer to uphold appeals or uphold/vary minor penalties, if he/she has delegated the initial investigation or determination of the case.

The Deputy Vice Chancellor (Academic Services) is authorised to act as Appeals Officer to uphold or vary penalties, when the Head of College has been involved in the initial investigation or determination of the case.

## **7. CONDUCT OF INVESTIGATIONS AND APPEALS PROCESS**

The University process for investigations and appeals is detailed in the Student Behavioural Misconduct Rules, Section 8.

## **8. EMERGENCY EXCLUSION**

The University process for emergency exclusion is detailed in the Student Behavioural Misconduct Rules, Section 9.

- a) A Head of College may require a student to be transferred to another Residential College if, in their opinion: The physical or emotional safety and well-being of college members is at risk;
- b) The Student's own physical or emotional safety and well-being is at risk; or
- c) The student poses an immediate threat of disruption of, or interference with, the normal operations of the College.

This will be regarded as a temporary emergency exclusion, in the first instance, until the issue is investigated or resolved. In this instance, the student may be required to attend counselling session/s. In cases that may result in harm to self or others, medical intervention may be sought.

## **9. INTERPRETATION OF THE CODE**

Any unresolved question of interpretation regarding this Code should be referred to the Head of College for determination.

## **CLEAN UP**

After social activities, it is the responsibility of those involved to clean up any mess. It is not the cleaners' or Resident Fellows/Assistants' responsibility to clean up. If additional cleaning is required, the cost of this is borne by the residents involved or by the JCR/Student Club.

## **RIGHT TO ENTER ROOMS WITHIN THE RESIDENCE**

The Residence through the Head of Residence or nominee, reserves the right to enter any flat or study/bedroom during reasonable hours for the purpose of inspection, improvement, inventory, pest control service, cleaning, repairs, enforcement of state and local health and fire regulations and other duties of care, provided always that such entry or inspections shall at all times have due regard for the rights and privacy of the regular occupants. Under normal circumstances the occupants will be given at least 24 hours notice of any proposed entry, however it is recognised that in some circumstances this may not be possible (staff and authorised contractors will enter the room each week for cleaning and/or maintenance purposes). Should entry be necessary without prior notice, and/or in the absence of the regular occupant, the occupant will be informed that the flat or study/bedroom has been entered and for what purpose.

## ***INDOOR SPORTS***

To prevent damage to the residential facilities it is necessary to stipulate that games must never be played in the Residence buildings. The playing fields are a short distance from the Residences. Damage cost will be met by perpetrators.

## ***MAINTENANCE OF ROOMS***

Beds must not be dismantled. Double beds are not to be brought to a Residence. Writing or permanent marking of walls or furniture will result in a fine being imposed. Furniture and fixtures, including phones, must not be exchanged from room to room, nor removed from academic workrooms or common rooms. Damage to rooms is assessed by a room check on a weekly basis. Damage apart from reasonable wear and tear, will be charged to your account.

## **GUESTS IN THE RESIDENCES**

Residents are responsible for their guests' behaviour. Your guests are welcome in the Residence, provided their arrival, presence and departure does not disturb or offend other residents. Guests leaving after 9 pm should be escorted off the premises. The host is to ensure that security doors are locked after their guests have left the premises.

Overnight or short term stay accommodation is generally available for guests – either in an unoccupied study bedroom or in your room. Residence mattresses, pillows and blankets are available for a maximum stay of 3 days and must be pre-arranged with the

Head of Residence or Residence Office. All guests who are staying in the Residence must be registered with the Residence Office for fire safety reasons. Payments must be made at the Residence Office. The tariff is available from the Residence Office. Longer visits are discouraged and need to be approved by the Head of Residence. Meals taken must be paid for prior to eating.

## **SECURITY**

Residence safety and security is a shared responsibility of students and staff. As there is always the possibility of theft, for the safety and security of all please follow the following guidelines:

- always lock your own door and avoid leaving money or valuables lying around;
- collect clothes promptly from the drying rooms to avoid theft;
- after 11 pm make sure security doors are safely locked after you have entered;
- do not prop security doors open as this can affect the mechanism;
- be careful walking around campus or even in the Residence courtyard alone after dark; and
- if strangers are loitering, ask whether you can help them or if you feel really threatened contact a Resident Fellow/Assistant, the Residence Office, or UNE Safety & Security.

All theft should be reported to a Resident Fellow/Assistant and the Residence Office immediately. All personal property in Residence is at the resident's own risk. Security of individual rooms is each individual's responsibility. Rooms should be locked when students are not in Residence. People entering locked rooms [other than Resident Fellows/Assistants, staff, authorised contractors, UNE Safety & Security, etc., conducting Residence business] may be charged with breaking and entering. Resident Fellows/Assistants who have to open a locked room, should always have a witness.

### ***Emergencies***

Numbers for Resident Fellows/Assistants, staff and the Head of Residence are listed in later in this handbook under Telephone Numbers. If there is a real emergency, dial 81 for UNE Safety & Security (or 82 for a life threatening emergency). If you dial 0 then 000 for Police, Fire and Ambulance first, you must then dial 81 for UNE Safety & Security immediately. If possible please notify a Resident Fellow/Assistant of the situation as soon as possible.

### ***Personal Protection***

UNE has an excellent record for student safety. Despite this, all residents are advised to take reasonable precautions for their personal safety. Resident Fellow/Assistant can make suggestions as to how you can maximise your safety on campus and in Armidale.

### ***Personal Property***

The Residences do not carry insurance to cover your personal property. Please discuss insurance coverage with your family or insurance provider - you may be able to get extended coverage on a 'contents policy' already held.

Valuable items should be held in a secure place and residents are advised that locking their room is one of the best ways to prevent theft. Large sums of money should not be held in the Residence. Reporting thefts as soon as they occur will enhance investigations by UNE Safety & Security and/or the Police. If you do possess valuable items please discuss securing them with the Residence Office.

## **FIRE SAFETY**

### ***Fire Detectors***

Each room is fitted with a very sensitive fire detector. It will be activated by smoke but also by the use of aerosol sprays (eg. hair spray, deodorant spray) powders and dust particles. Residents should be aware that tampering with this equipment in any way is an offence and will attract a minimum penalty of \$3300 (GST incl) imposed by legislation as it has the potential of endangering lives and property.

### ***Preventing Fires and Fire Alarms***

Please take extreme care with anything that may cause fire. **Candles, incense and electrical heaters are not permitted anywhere within a Residence.** The particle detectors in your room are very sensitive. To prevent accidental alarms, don't smoke inside, take care to keep aerosol sprays away from the detectors; please note that powder, dust and steam can also trigger alarms. Make sure the exhaust fans in the bathrooms and kitchenettes are utilised if you are showering or cooking. The cost of a fire brigade call-out can be charged to the person setting off the alarm, particularly in cases where this could have been avoided, so take care, the cost of a call out (even for false alarms) is \$250. Willful misuse or tampering with any fire equipment is an offence carrying very large fines.

*Beware: Careful use of the facilities in kitchenettes is desirable (& necessary!). Burnt toast or over-microwaving popcorn will be a call out cost of \$250 for the Fire Brigade!*

### ***Fire Drill***

In case of alarm, leave your room, close but do not lock your door, and gather in the designated place immediately; a map in each Court/Block shows the designated gathering place. When the alarm sounds, members are required to vacate the building irrespective of the hour; to ignore a fire alarm and remain indoors is an offence.

Resident Fellows/Assistants have the responsibility for ensuring all residents have vacated the building and may therefore, after a fire alarm, enter rooms using master keys. In emergencies, the attending Fire Officer is in total charge and all residents are required to accept his/her directions.

Misuse of fire-fighting equipment is a serious and expensive offence. Resident Fellows/Assistants are trained in the use of fire extinguishers and for everyone's safety, it is essential that they remain full. Fire Alarm systems are currently tested each Wednesday or Thursday.

*Misuse of fire-fighting equipment or a breach of the fire safety rules is a dangerous and expensive offence that will lead to automatic and immediate expulsion from the Residence.*

### ***Cooking***

Cooking is only allowed in kitchenettes. Please exercise care in doing so, and leave kitchenettes in a tidy state for use by other residents. Fire safety regulations forbid cooking in rooms. **Residents discovered cooking in their rooms will be subject to disciplinary action.**

## **ILLNESS AND INJURY**

### ***First Aid***

***First aid kits are available from the Duty Resident Fellow/Assistant, the Senior Resident Fellow/Assistant and the Residence Office. The Senior Resident Fellow/Assistant and Resident Fellows/Assistants all hold First Aid Certificates.***

### ***Accidents***

Notify your Resident Fellow/Assistant of any accident or injury as soon as possible so that measures may be taken to facilitate medical assistance, your personal comfort and safety.

To aid in keeping the Residence safe please report any incidents which may result in a loss of security (e.g. broken lock), or jeopardize safety (e.g. broken glass) to the Residence Office immediately. Any incidents that occur after hours are to be reported to the Duty Resident Fellow/Assistant.

Please note that climbing onto the roof of a Residence is not allowed at any time. Falls from height may result in a major injury.

### ***Personal Accident Insurance***

Under its insurance program the University of New England maintains a Student Personal Accident Policy. This policy provides cover for accidental injury for students engaged in activities directly related to an approved course which includes Practical and/or Community Placement, Fieldwork and all other associated activities relative to the approved course which are authorised by the University. This policy also provides cover for accidental injury for students engaged in activities that are authorised by the University or Sport UNE including all sporting activities both on and off campus. The cover for accidental injury is subject to strict policy conditions and exclusions and various excesses apply. Students should seek professional advice from a financial advisor should additional cover for accidental injury be required.

### ***Illness***

Resident Fellows/Assistants should be notified if you are ill so that medical advice can be sought, if warranted, or meals arranged for you from the Dining Hall.

*All cases of illness or contact with infectious disease must be reported to your Court/Block Resident Fellow/Assistant, Duty Resident Fellow/Assistant or Residence Office as soon as possible.*

Court/Block Resident Fellows/Assistants and the Residence Office have basic first-aid kits. They do not have Panadol tablets or similar products; students should supply such medications themselves.

Except in an emergency, doctors or an ambulance should not be called without reference to the Court/Block Resident Fellow/Assistant, Duty Resident Fellow/Assistant, or the Residence Office.

If you know that you are going to be away from Residence because of illness, i.e. can't make it back to Residence or need to go home or to hospital, please notify your Resident Fellow/Assistant or the Residence Office as soon as possible.

## **UNIVERSITY OF NEW ENGLAND TRAFFIC AND PARKING POLICY**

### ***Parking Administration***

Traffic and Parking rules, together with motor vehicle entry fees, are in force on campus. They apply to all members of the University community and others. The issue of a parking permit entitles a member of the University community to park in a properly designated and formal car park space.

The University has a Parking and Traffic Policy. Please refer below to the following website.

<http://www.une.edu.au/rmo/policies/polALPHAindex.html#H> and go to "T" for Traffic and Parking

Enquiries in regard to parking and fees may be referred to the Safety & Security Office on extension 2099.

## **ABSENCE FROM YOUR RESIDENCE**

If you plan to leave your Residence for one or more nights, please give your whereabouts to your Court/Block Resident Fellow/Assistant and the Residence Office so that you can be contacted in an emergency.

If your leave attracts a residence remission, you must sign out and in again at the Residence Office and follow the guidelines given above.

A letter from you must be received by the Residence Office prior to your departure to receive the holding fee rate for your attendance at any UNE course structured practicum.

## **FEES AND CHARGES**

Residents are reminded of the terms and conditions upon which they accepted accommodation into a Residence, especially those relating to residents seeking to withdraw from Residence during the year. These conditions were outlined on the Application for Accommodation form and will be strictly enforced. Terms and Conditions appear in the next section.

The University has a Charges policy. Please refer below to the following website.

<http://www.une.edu.au/rmo/policies/polALPHAindex.html#H> and go to "C" for Charges - student.

All residents have a legal obligation to pay residence fees. Fees may be paid directly by Bpay, Australia Post Billpay or to the University Cashier located in the Lamble Building or at the Residence Office by cheque or credit card. Our preferred method within the Residential System is Bpay or Australia Post Billpay.

*Fees must be paid according to the fees schedule distributed to each resident.*

Other points to remember are:

- 1) It is the responsibility of the resident to keep residential fees up to date.
- 2) Some variation to the fee payment schedule may be approved by the Head of Residence; however, this depends on the completion of a written application and agreement between both parties.
- 3) All fees should be up to date by the end of each term, unless there has been prior approval by the Head of Residence.
- 4) You may be charged late fees if you do not pay your residential fees by the published dates. If you have been granted an extension of time, you may be charged late fees if you do not pay your residential fees by the extended due date.
- 5) Vacation accommodation and holding fees for vacations are dependent upon fees being up to date by the end of term.
- 6) Residents with fees outstanding at the end of term/semester may have to show cause why they should be readmitted the following term/semester.
- 7) Residents will not be able to access results or enroll if fees are outstanding.
- 8) Fees and charges which are in arrears by 14 days or more, or are deemed to be at risk of non-payment, will be referred to the Director, Financial Services. Heads of Residence do not have any authority to extend any credit after this point. Residents must then deal directly with the Financial Services Officers regarding debt repayment.
- 9) The University has the right to take legal action against you to collect amounts owing for residential and other fees if you do not pay them by the date on which you have agreed to do so.

Appeals against any fees or charges.

Appeals against any fees or charges, excluding penalties incurred as a result of withdrawal from a residence imposed by the Standing Committee (refer next section), may be made, in writing, to the Deputy Vice-Chancellor (Academic Services). An appeal must be lodged within 14 days of notification of the fee or charge.

**UNE Residential System Accommodation Agreement**

**Extract from Section 4 - Fees and Charges of the 2008 UNE Handbook**

**4. Residence Arrangements and Charges**

Acceptance of these Conditions of Residence forms a legally binding agreement with the University. You should note carefully your obligations as outlined below.

Under this agreement you are provided with a residential place for the academic year in which the offer is made. If your needs change, you may leave residence at the conclusion of semester one if you provide the required notice, as per Clause 4.1.6.d.

**Definitions:**

- 1) **Academic Week** is a week that falls within the relevant academic calendar of the course being studied.
- 2) **Academic Year** contains two semesters excluding the mid-semester breaks.

- 3) **College** includes any of the following on-campus accommodation – Austin College, Duval College, Drummond & Smith College, Earle Page College, Mary White College, Robb College, St Albert’s College and Wright Village. This also includes separate accommodation facilities associated with a College like on-campus houses and/or flats that are used by students.
- 4) **Commencing Resident** is a new resident in the University colleges.
- 5) **Returning Resident** is a resident who has been a member of a University of New England College in the previous semester.
- 6) **Resident** is both a Commencing Resident and a Returning Resident.
- 7) **Written Notice** must include the submission date and be submitted to the office of the student’s residence in business hours.

#### **4.1. On-Campus Students**

##### **4.1.1. Admission to Residence**

- a) Applications for residence are made online.
- b) A Returning Resident should apply before the closing date specified in the table of Residential Principal Dates. Applications after this date may attract a late fee. Please note, a Returning Resident must meet specific criteria as detailed in 4.1.5.
- c) A Commencing Resident is required to pay a non-refundable application fee.
- d) An Offer of a place applies only to the academic year for which the offer is made.
- e) The maximum period for which a place is offered, in this agreement, is one academic year.

##### **4.1.2. Acceptance of a Residential Place**

- a) To accept an offer of a place in a UNE College you must complete the online acceptance form, including the payment of all fees specified in the online process.
- b) You must lodge your acceptance by the date specified in your letter of offer.
- c) By accepting the offer you are also accepting and agreeing to the College’s ethos, codes of conduct, rules and policies.

##### **4.1.3. Cancellation of Acceptance of a Residential Place and Refund of any Advanced Payments**

- a) Cancellation of an acceptance of a residential place must be in writing. In all cases the effective date of cancellation shall be the date on which the Head of College receives the written advice.
- b) To receive a refund of any advanced payments, students who have accepted an offer of a place must cancel that acceptance before the cancellation date specified in the letter of offer and shown in the table of Residential Principal Dates. In cases of hardship an appeal may be made to the Head of College concerned.

##### **4.1.4. Payment of Residential Fees**

- a) Fees and charges will be paid in accordance with the Schedule of Fees published by each College. Please note that the following charges are not refundable:  
Residential Building Maintenance Fund levy  
Communication Charge.
- b) A person may apply to the Head of College, in writing, for an extension of time in which to pay residential fees. A request for an extension of time can only be granted up to, and no later than, 14 days from the due date of the fee/s.

- c) Where payment of college fees and charges is later than the published date, or the approved 14-day extension date, a late fee of 5% (+GST) of the overdue amount will be applied.
- d) Fees and charges which are in arrears by 14 days or more, or are deemed to be at risk of non-payment, are referred to the University of New England Financial Services Directorate and may be subject to relevant debt recovery processes. Extenuating circumstances should be referred immediately to the University of New England Financial Services Directorate for consideration. Clause 4.1.4d does not apply to residents of St Alberts College.
- e) The University or St Albert's College has the right to take legal action against you to collect amounts owing.

#### **4.1.5. Conditions of Ongoing Membership of the College.**

- a) Your membership of the College is for one academic year, subject to you fulfilling the following criteria:
  - i. Academic commitment throughout the year, including attaining satisfactory academic results (minimum of 50% pass of full unit load).
  - ii. Financial responsibility in meeting commitments as set down in the Fees Schedule.
  - iii. Contribution to, and participation in, the life of the College.
  - iv. Personal Conduct as outlined by the College rules and Residential System Code of Conduct.
- b) If you fail to meet any of these criteria you may be suspended or excluded from membership of the College.

#### **4.1.6. Withdrawal from College or Transfer to another UNE College.**

- a) **Special consideration for Commencing Residents**  
A Commencing Resident may transfer from their college to other accommodation only in the first four weeks of their first semester and must give at least three working days written notice to the Head of College.
- b) **On withdrawal from studies at the University.**  
A Resident who has withdrawn from the University must immediately inform the Head of College and give at least three working days written notice of his/her intention to leave College. A \$550 cancellation fee will be applied.
- c) **On transfer to another UNE College.**  
A Resident wishing to transfer to another UNE College may do so only at the mid-semester and semester breaks. Written notice of intention must be given to the Heads of Colleges concerned at least two academic weeks' prior to the mid-semester or semester break. The notice period and the transfer time may be varied by the Heads of the Colleges concerned in exceptional circumstances.
- d) **On leaving the UNE College system.**  
  
A Resident, who remains enrolled with UNE, may leave college permanently only at the end of first or second semester. The exception to this is for Commencing Residents as outlined in 4.1.6a. In order to leave at the end of first semester, a Resident must give four weeks written notice prior to the end of the semester to the Head of College. For each day late in giving notice, a penalty equivalent to the daily residential fee will be applied.

Please note, a Resident who wishes to leave the college permanently at any other time is liable for the fees to the end of that semester.

e) **Appeals process**

i) A Resident may seek a review of the period of notice or any penalty as outlined above by lodging an appeal, in writing, with the Chair of the Standing Committee of the Committee of Heads of Residence within 7 days of the submission of notice to withdraw.

ii) A Resident may appeal against the decision of the Standing Committee, in writing, to the Deputy Vice-Chancellor (Academic Services). Such an appeal must be lodged within 14 days of notification of the decision of the Standing Committee.

## **INFORMATION ABOUT REVIEWS RELATING TO WITHDRAWAL FROM RESIDENCE**

### ***Standing Committee***

#### The Basis of the Standing Committee's Powers.

The Committee is established under the Rules adopted by the Council of the University - Paragraphs. 4 & 5 of the Section of the Heading 'Fees and Charges'.

The University has a Charges policy. Please refer below to the following website.

<http://www.une.edu.au/rmo/policies/polALPHAindex.html#H> and go to "C" for Charges - student.

#### The Scope of the Committee's Responsibilities.

The Standing Committee deals exclusively with reviews of penalties incurred as a result of withdrawal from a residence where a residence agreement has been signed.

### ***Composition of the Committee***

The Chair shall normally be the Chair of the Residential System, except where the Appellant is from his/her residence, in which case the Chair shall delegate the role. The Executive Officer of the Residential System shall be on this committee and the Chair of the hearing shall invite one other Head of Residence and one later-year student from a Residence other than the one to which the Appellant belongs to sit on the Committee.

### ***Lodging a Request for a Review***

A written request for a review must be lodged with the Chair of the Residential System and may be on the Reviews form obtainable from any Residence Office. Further information on lodging a review can be obtained from your Residence Office.

Such a request must be lodged within 14 days of the submission of a Notice of Withdrawal from a Residence.

The appellant may be invited to clarify before the Committee ambiguities in the request and may appeal to the Deputy Vice-Chancellor (Academic Services) in the event of an unfavourable decision from the Standing Committee. Such an appeal must be submitted in writing within 14 days of receiving a decision from the Standing Committee.

### **CRITERIA USED FOR RE ADMITTANCE TO THE COLLEGE.**

An Annual Terms and Conditions document must be signed by all residents before they are accepted into College. Re-acceptance into College by returning students is based on the following four major criteria:

1. Academic Commitment throughout the year, including attaining satisfactory academic results (minimum of 50% pass of full unit load).
2. Financial responsibility in meeting commitments as set down in the Fees Schedule.
3. Contribution to, and participation in, the life of the College.
4. Personal Conduct.

Re-acceptance is also dependent upon the prospective resident being enrolled in tertiary study or accepted by the Head of Residence under special arrangements.

When considering Criteria 3 and 4 above, senior members of the College may be asked to advise the Head of Residence on each applicant.