

GENERAL INFORMATION ON THE UNE RESIDENTIAL SYSTEM

1. 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' 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.

2. RIGHT TO ENTER ROOMS WITHIN COLLEGE/VILLAGE

The College/Village, through the Head of College/Village 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.

3. INDOOR SPORTS

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

4. MAINTENANCE OF ROOMS

Beds must not be dismantled. Double beds are not to be brought to a College/Village. 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. Please register, online, any maintenance needs to the UNE Central Office.

5. GUEST IN THE COLLEGE/VILLAGE

Residents are responsible for their guests' behaviour. Your guests are welcome in the College/Village, provided their arrival, presence and departure do 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. College/Village mattresses, pillows and blankets are available for a maximum stay of 3 days and must be pre-arranged with the Head of College/Village or College/Village Office. All guests who are staying in the College/Village must be registered with the College/Village Office for fire safety reasons. Payments must be made through the Residential System Central Administration Unit. The tariff is available from the College/Village Office.

Longer visits are discouraged and need to be approved by the Head of College/Village. Meals taken must be paid for prior to eating.

6. SECURITY

College/Village 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, or external gates, open as this can affect the mechanism;
- be careful walking around campus or even in the College/Village 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, the College/Village Office, or UNE Safety & Security.

All theft should be reported to a Resident Fellow and the College/Village Office immediately. All personal property in a College/Village 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 College/Village. People entering locked rooms [other than Resident Fellows staff, authorised contractors, UNE Safety & Security, etc., conducting College/Village business] may be charged with breaking and entering. Resident Fellow's who have to open a locked room, should always have a witness accompany them for the explicit purpose.

6.1. EMERGENCIES

Numbers for Resident Fellows, staff and the Head of College/Village are listed 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 ensure that you, or you have someone, notify a Resident Fellow of the situation as soon as possible. The University recommends that all students should have appropriate personal insurance which should include ambulance cover.

6.2. 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 Fellows can make suggestions as to how you can maximise your safety on campus and in Armidale.

6.3. PERSONAL PROPERTY

The College/Villages 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 College/Village. Reporting thefts as soon as they occur will aid investigations by UNE Safety & Security and/or the Police. If you do possess valuable items please discuss securing them with the College/Village Office.

7. FIRE SAFETY

7.1. 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.

7.2. 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 College/Village.** The particle detectors in your room are very sensitive. To prevent accidental alarms, do not smoke inside, and 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. Costs associated with a fire call-out will be charged to the person setting off the alarm, so take care. The cost of a call out (even for false alarms) is a minimum of \$200, including GST. Wilful misuse or tampering with any fire equipment is a criminal offence attracting very large fines (see relevant fire protection act).

7.3. 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 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 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.

8. 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.**

9. ILLNESS AND INJURY

9.1. FIRST AID

First aid kits are available from the Duty Resident Fellow, the Senior Resident Fellow and the College/Village Office. The Senior Resident Fellow and Resident Fellows all hold First Aid Certificates. Please note, First Aid kits do not contain Panadol or similar products.

9.2. ACCIDENTS

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

To aid in keeping the College/Village 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 College/Village Office immediately. Any incidents that occur after the College/Village office closes, are to be reported to the Duty Resident Fellow.

Please note that climbing onto the roof of a College/Village is not allowed at any time. Falls from heights may result in a major injury.

9.3. 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 relevant 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. The University recommends that all students should have appropriate personal insurance, which should include ambulance cover.

9.4. ILLNESS

Resident Fellows 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 Resident Fellow, Duty Resident Fellow and the College/Village Office as soon as possible.

Except in an emergency, doctors or an ambulance should not be called without reference to a Resident Fellow, the Duty Resident Fellow, or the College/Village Office.

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

10. UNIVERSITY OF NEW ENGLAND TRAFFIC AND PARKING POLICY

Traffic and Parking rules, together with motor vehicle parking 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/policies/fms.php>

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

11. ABSENCE FROM YOUR COLLEGE/VILLAGE

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

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

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

12. FEES AND CHARGES

Residents are reminded of the terms and conditions upon which they accepted accommodation into a College/Village, especially those relating to residents seeking to withdraw from College/Village during the year. These conditions were outlined on the UNE Residential System Accommodation Agreement and will be strictly enforced. Terms and Conditions appear in the next section.

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

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 College/Village; 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 College/Village.
- 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 enrol 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 College/Village 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.

12.1. APPEALS AGAINST ANY FEES OR CHARGES

Appeals against any fees or charges, excluding penalties incurred as a result of withdrawal from a College/Village, imposed by the Standing Committee (refer next section), may be made, in writing, to the Chief Development Officer. An appeal must be lodged within 14 days of notification of the fee or charge.

13. INFORMATION ABOUT REVIEWS RELATING TO WITHDRAWAL FROM COLLEGE/VILLAGE

STANDING COMMITTEE

The Scope of the Committee's Responsibilities.

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

Composition of the Committee

The Chair shall normally be the Assistant Director of Business Operations for the UNE Residential System. The Chair of the hearing shall invite one Head of College/Village, one Senior Resident Fellow and one later-year student from a College/Village 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 Standing Committee. Further information on lodging a review can be obtained from the Central Residential System Office.

Such a request must be lodged within 7 days of the submission of a Notice of Withdrawal from a College/Village.

The appellant may be invited to clarify before the Committee ambiguities in the request and may appeal to the Chief Development Officer 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.

14. CRITERIA FOR READMITTANCE TO COLLEGE

An Annual Terms and Conditions document must be signed by all residents before they are accepted into College. Re-acceptance into College/Village 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 College/Village under special arrangements.

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