



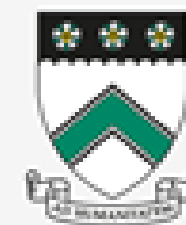
# UNE RESIDENTIAL ACCOMMODATION HANDBOOK

YOUR GUIDE TO COLLEGE LIFE,  
COMMUNITY STANDARDS & SAFETY

ALIGNED WITH THE NATIONAL CODE TO PREVENT AND RESPOND TO GENDER-BASED VIOLENCE



**Residential  
Colleges**





# WELCOME TO YOUR COLLEGE COMMUNITY

Living in a UNE residential college means joining a vibrant community built on mutual respect, safety, and support. This handbook outlines our shared expectations and your responsibilities as a college member under your Accommodation Agreement.

We are dedicated to creating a community where every resident is treated with fairness and respect. We follow the National Code to Prevent and Respond to Gender-Based Violence, ensuring our community actively prevents harm and supports those affected by violence or harassment. Every member of our college deserves to live, study, and thrive in an environment built on dignity, equity, and mutual respect.





# OUR UNE VALUES

As a community, we can take pride in knowing these values were truly determined by us. Consider how we can bring them to life in our everyday actions, whether in our studies, our work, or our interactions within the college community.

## Be Bold

We experiment, adapt, and lead change in ways that matter to people and communities.

## Be Kind

We create safe, supportive environments where everyone is treated with dignity.

## Be Accountable

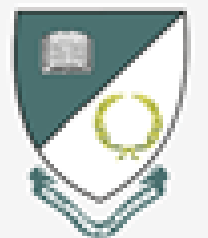
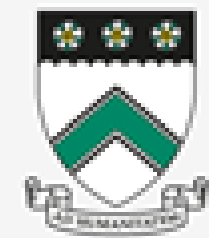
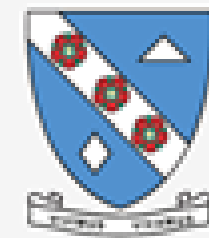
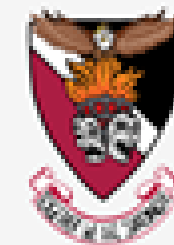
We align our actions with shared values and take responsibility.

## Be Connected

We collaborate across boundaries and build shared purpose.



## Residential Colleges



# UNE Residential Colleges Handbook 2026

Your Guide to College Life, Community Standards and Safety

## WELCOME

### WELCOME TO YOUR COLLEGE COMMUNITY

Living in a UNE residential college means joining a vibrant community built on mutual respect, safety, and support. This handbook outlines our shared expectations and your responsibilities as a college member and should be read in conjunction with the UNE College Accommodation Agreement (Accommodation Agreement) which sets out all of our expectations and your residency responsibilities. For questions: Contact **AskUNE** or your Head of College.

**Our Commitment:** We are committed to the safety and wellbeing of all students, dedicated to creating a community where every resident is treated with fairness and respect.

We follow the **National Code to Prevent and Respond to Gender-Based Violence**, ensuring our community actively prevents harm and supports those affected by violence or harassment. Every member of our college deserves to live, study, and thrive in an environment built on dignity, equity, and mutual respect.

## Section 1: Your Core Responsibilities as a College Member

### 1.1 Respect and Community Building

#### What this means for you:

Treat every person with dignity and equality: college members, staff, student leaders, and visitors.

Follow lawful notices and reasonable directions from UNE staff and student leaders.

Identify yourself when requested by staff or security officers.

Act **at all times** in a way acceptable to communal living.

Attend mandatory workshops or training as directed by UNE. Complete compulsory training modules before accessing your room (or receive exemption from [safecommunities@une.edu.au](mailto:safecommunities@une.edu.au)).

#### Prohibited behaviours:

Anti-social conduct that causes offence or harm to others.

Compromising another person's right to safety, respect, and the comfortable enjoyment of their living environment.

Entering another resident's room without specific invitation.

## Safety

### 1.2 Safety First, Zero Tolerance Policy

#### Mandatory Compliance:

All conduct within UNE residential system must be consistent with the policies and procedures of the University, including but not limited to those contained in your Accommodation Agreement, the Student Conduct Rule and Procedure and this Handbook.

*Note: A breach of the Student Conduct Rule, Student Conduct Procedures or other policies also constitutes a breach of your Accommodation Agreement which may lead to its termination. Failure to comply with the rules in this Handbook may also constitute a breach of your Accommodation Agreement leading to its termination.*

#### We have zero tolerance for:

Violence or threats of violence, including sexual assault.

Harassment of any kind, including sexual harassment.

Intimidation, bullying, or coercion.

Discrimination based on race, gender, sexuality, disability, or any personal characteristic.

Gender-based violence in all its forms.

# Academic and Living Standards

## Academics

### Your obligations:

Maintain enrolment as a UNE student.

Notify the college within 2 working days of any change in enrolment status.

Complete all mandatory training including the Learning Consent Module before your accommodation start date.

Allow UNE to access your enrolment details and academic progress for: Determining student status, Academic support, College awards, Leadership opportunities.

Note: UNE may terminate your Accommodation Agreement immediately if you are no longer a UNE student or your course is terminated, suspended, or completed.

## Section 2: Room Occupancy and Living Standards

### 2.1 Your Room, Your Responsibility

#### Occupancy rights:

Occupy only your allocated room.

Use fixtures, fittings, and furnishings provided.

The room is for residential use only (no commercial activities).

Your must not sublet or lease your room to any other person.

Complete and submit a Condition Report on your Start Date.

*Note: The Accommodation Agreement provides additional Occupancy of the Room and Conduct details*

#### Room maintenance:

Keep room clean and tidy at all times.

Keep room and belongings secure.

No alterations, additions, or improvements.

No removal of furniture without written consent from Residential Staff.

Report damage or defects within 24 hours.

Pay for any damages you cause or permit.

## Moving and Access

### Moving Rooms

Remain in your allocated room unless given written consent.

Apply via the online Resident Transfer Request form.

UNE may move you with reasonable notice to an equivalent room.

### 2.2 Keys and Access

#### Your responsibilities:

Keep keys or access cards secure.

To let another resident access your room when you're not there, provide written consent to the college office .

Never give keys or cards to others.

Report lost or damaged keys within 24 hours.

Return all keys or cards when vacating.

**Penalties:** Resident to pay the cost of replacing keys and/or rekeying/reprogramming locks. These details are published [here](#).

# Entry, Visitors and Guests

## Entry

### 2.3 Right of Entry

#### **UNE staff (& UNE contractors) may enter your room:**

- With reasonable notice for inspections or repairs.
- Without notice in emergencies.
- For welfare checks.
- To ensure compliance with rules.

## Section 3: Visitors and Overnight Guests

### 3.1 Visitor Policy

#### **All visitors must:**

- Be **accompanied by you at all times.**
- Behave according to college rules.
- Not be excluded or banned from UNE premises.
- Not be under investigation for misconduct.

## Overnight Guests

### 3.2 Overnight Guest Rules

#### **Requirements:**

- Prior approval from Head of College required.
- Must be 18 years old or older.
- One guest at a time only.
- Maximum 20 guests per college per night.

#### **Limits:**

- 1 night (weekdays) OR 2 consecutive nights (weekend).
- Maximum 8 nights total per calendar year.
- Must sleep in your room, not common areas.
- Cannot use college bedding or furniture.

## Guest Restrictions

#### **Prohibited periods:**

- Orientation Week (O-Week)
- Exam or curfew periods
- College Events
- Other periods as notified.

#### **Your Liability**

- You are responsible for all visitor or guest behaviour.
- You pay for any damage they cause.
- Poor guest management may lead to termination of your Accommodation Agreement.



# Fees

## Section 4: Fees, Charges and Financial Obligations

### 4.1 Fee Payment

#### Payment Structure

- \$500 Advance Payment applied to fees.
- Direct debit for remaining fees.
- Late fee (\$33) for declined payments.
- Early termination administration fee (\$500).

#### Your obligations:

- Maintain sufficient funds for direct debit.
- Pay all fees on time.
- Pay for damages or cleaning costs.
- Reimburse emergency service false alarm costs.

## Other Potential Charges

### 4.2 Schedule of Other Potential Charges

Type of Charge	Details
Key Replacement	\$88.00
Cleaning charge	Minimum charge \$55.00 The charge can vary depending on the time required to return room area to a satisfactory state. Additional hourly cleaning charge of \$44.00 If carpet cleaning is required will also be on a cost recovery basis.
Damages charge	\$55 administrative charge plus cost of recovery
Fire alarm call out charge	\$1760 incl GST (if deliberate)
Replacement charge	Administrative fee of \$55.00 plus cost recovery. This charge will be incurred if you are considered responsible for the damage or removal of an item from your room or Residence.
If a resident occupies a room outside their contract dates without prior arrangements with the College	\$55.00 plus the Daily Room Charge will be applied.

## Other Potential Charges (continued)

Type of Charge	Details
Room transfer charge	No charge for First Room Transfer Request.  A charge of \$22.00 will be incurred for additional room change requests in a contracted period.
Lock out charges	\$55.00 administrative fee may be incurred for more than 2 lock outs within a trimester.
Bio-Hazard Cleaning	Specialist cleaning for bodily fluids or unsanitary areas (Cost + 20% Admin Fee).

# Safety and Alcohol

## Section 5: Health, Safety and Wellbeing

### 5.1 Personal Safety Rules

#### Prohibited:

Using room or common areas for illegal purposes.

Dangerous physical activities.

Obstruction of common areas, including corridors and stairwells.

Commercial activities in college.

### 5.2 Fire Safety

**Evacuation:** In the event of an alarm, evacuate immediately via the nearest safe exit.

**Directions:** Follow all directions from Fire Wardens, Residential Leaders, and UNE Security.

**Assembly:** Proceed to your college's designated emergency assembly point and do not re-enter until authorised.

**Prohibitions:** Do not tamper with equipment. Candles, incense, diffusers and heaters.

**Care:** only use aerosols and personal appliances like hair straighteners in the bathroom

**Reporting:** Report issues immediately.

## Alcohol

### 5.3 Alcohol Policy & Supply Standards

*Aligned with UNE Alcohol and Other Drugs Policy*

#### A. Alcohol consumption at college

**Personal consumption only:** Residents may consume their own alcohol in small casual gatherings that are spontaneous, not advertised, don't dominate common spaces, and maintain respectful noise levels. Collective purchasing of alcohol for shared consumption is not permitted.

**Important:** Any gathering that becomes unsafe will be immediately shut down. Safety always takes priority over social activities.

#### B. Events (Zero BYO Policy)

**When does a gathering become an "Event"?**

**If you're doing any of these, it's an Event and needs approval:**

Advertising or promoting it (including floor-wide invites)

Booking or dominating a common space

Planning activities that need setup or equipment

#### Event Rules:

**Absolutely NO BYO alcohol** for any approved event

#### Two options only:

Engage a licensee with RSA-qualified staff operating under an extension of their liquor licence, OR

Run an alcohol-free event

**This applies to ALL college events – including events off campus**

## Alcohol (continued)

### C. Always Prohibited

**The following are banned from college at all times:**

Kegs and home-brew equipment

Rapid consumption devices (beer bong, funnels, etc.)

Drinking games designed to encourage intoxication

*Remember. These standards protect both individual choice and community safety. When in doubt about whether your gathering needs approval, ask your RL or Head of College.*



# Drugs, Wellbeing & Termination

## Drugs

### 5.4 Drug Policy

#### Zero tolerance for:

- Illegal drugs.
- Drug paraphernalia.
- Misuse of prescriptions.

#### Consequences

- Immediate termination.
- Report to police.
- Criminal charges.

## Wellbeing

### 5.5 Wellbeing Support

#### Support available:

- Free counselling.
- Medical services.
- Academic support.
- Crisis intervention.

#### Notification requirements:

- Inform college office of infectious illness.
- Report pest infestations.
- Notify of medical emergencies.

## Section 6: Termination and Departure Procedures

### 6.1 Termination of Your Accommodation Agreement

Please refer to your Accommodation Agreement for termination and notice provisions which are incorporated into this Handbook. These include:

#### Early Termination by You

#### Termination by UNE

*Note: failure to comply with the Student Conduct Rule and Procedure, University policies, your Accommodation Agreement or this Handbook may lead to the termination of your Accommodation Agreement by UNE as provided in your Accommodation Agreement.*



# Vacating and Conduct

## Vacating Your Room

### 6.2 Departure Procedures – Vacating Your Room

#### Requirements:

- Vacate by 10am, or as notified.
- Return room to original condition.
- Remove all belongings and rubbish.
- Return keys or access cards.

#### You pay for:

- Damage repairs.
- Replacement items.
- Cleaning costs.
- Disposal of abandoned items.

Note: UNE accepts no responsibility for items left behind.

## Section 7: Disciplinary Procedures

### 7.1 Understanding Breach Categories

#### Minor Breaches:

First-time violations with limited impact. No significant cost or disruption to college.

*Examples: Minor noise violations, messy common areas, late guest registration.*

#### Intermediate Breaches:

**Definition:** Moderate violations requiring intervention, or patterns of *behaviour that may contribute to a culture of disrespect or risk (but do not immediately threaten safety)*.

*Examples: Persistent noise breaches, discourtesy towards staff, facilitating unauthorised guests, or behaviours contributing to gender-based violence (e.g., disrespectful language).*

**Outcomes: Restorative justice processes, behavioural contracts, 3–5 penalty points, or probation.**

#### Serious Breaches:

Threaten safety or wellbeing of others. Repeated violations showing pattern of behaviour. Premeditated, malicious, or illegal acts. Criminal offences. Possible penalty if the conduct is proven of exclusion or expulsion.

*Examples: Violence, harassment, hazing, property damage, drug possession.*

#### Outcomes:

**Serious or complex matters are referred to the Student Grievance Unit for investigation. They may also be referred to an external body such as the police.**

See Appendix A.

## Investigation Process

### 7.2 Investigation Process

#### Your rights:

- Fair and impartial investigation.
- Written notice of allegations.
- Opportunity to respond fully.
- Support person present (cannot speak for you).
- Access to evidence.
- Confidentiality where possible.
- Right to appeal decisions.

**Process overview:** Report received → Assessed → Investigation (College or Student Grievance Unit) → Interview → Decision → Written Outcome.

# Penalties and Appeals

## Penalties

### 7.3 Penalties

#### Minor penalties

- Warnings or reprimands
- Penalty points (1-5)
- Probation (up to 12 months)
- Alcohol bans
- Loss of privileges.

#### Major Penalties

- College transfer
- Exclusion (up to 3 years)
- Permanent expulsion
- Automatic exclusion at 10 penalty points.

#### Additional consequences:

- Payment for damages or costs
- Loss of leadership positions
- Possible criminal charges.

## Suspension or Compulsory College transfer

### 7.4 Suspension or Compulsory College transfer

#### Available when:

- Threat to safety exists
- Serious disruption likely
- Serious allegations
- Investigation pending

#### Process

- Immediate verbal directive with opportunity to respond then written notice within 24 hours.
- Temporary until investigation complete.
- Support services maintained.
- Right to appeal.
- Suspension may cover all UNE colleges.

## Appeals

### 7.5 Appeals

#### Process

- Submit within 5 working days via AskUNE.
- Must be in writing with grounds stated.
- Director UNE Residential System decides.
- Decision is final.

*Note: During appeal, original penalty remains in effect.*



# GBV Prevention & Quick Info

## Section 8: Gender-Based Violence Prevention

### 8.1 Our Standards & National Code Alignment

#### Prevention focus:

- Mandatory consent education
- Bystander intervention training
- Culture of respect
- Early intervention

#### Support for victim-survivors:

- Trauma-informed response
- Confidential counselling
- Academic accommodations
- Safety planning

#### Accountability:

- Zero tolerance enforcement
- Fair investigation process
- Appropriate penalties
- No retaliation

### 8.2 Reporting Options

#### Internal:

- Head of College
- Student Grievance Unit
- UNE Safe Communities.

#### External:

- Police (criminal matters)
- External support services.

## Quick Reference Dashboard

<b>Emergency Contacts</b>	<p><b>Emergency:</b> 000</p> <p><b>Safety &amp; Security:</b> 6773 2099</p> <p><b>Safe Communities:</b> safecommunities@une.edu.au</p> <p><b>Ask UNE:</b> For all accommodation queries</p>
<b>Key Deadlines</b>	<p>Condition Report: On arrival</p> <p>Damage reports: Within 24 hours</p> <p>Enrolment changes: Within 2 working days</p> <p>Notice period: 4 weeks</p> <p>Appeals: 5 working days</p>
<b>Absolutely Prohibited</b>	<p><b>Entering rooms without invitation OR written consent</b></p> <p><b>Violence, harassment, discrimination</b></p> <p><b>Illegal drugs or commercial activities</b></p> <p><b>Giving keys or cards to others</b></p> <p><b>Anti-social behaviour</b></p> <p><b>Damaging property</b></p> <p><b>Unapproved room changes</b></p> <p><b>Ignoring mandatory training</b></p>

## Agreement & Privacy

### YOUR AGREEMENT

By accepting accommodation, you agree to:

- Comply with this Handbook and the Accommodation Agreement.
- Adhere to Student Conduct Rule and Procedure.
- Complete mandatory training.
- Pay all fees on time.
- Respect all community members.
- Maintain your room properly.
- Accept responsibility for your actions.

**Remember: A breach of these requirements constitutes breach of your Accommodation Agreement and may result in immediate termination.**

**PRIVACY AND INFORMATION:** Your personal information is collected for: Accommodation management, Safety and wellness, Academic support, Emergency contacts. Information is protected under NSW privacy laws and the **UNE Privacy Management Plan**.

*Note: This Handbook should be read in conjunction with the UNE College Accommodation Agreement. For questions: Contact **AskUNE** or your Head of College.*

# APPENDIX A: Disciplinary Procedures Guide

## PART 1: BREACH CLASSIFICATIONS

### Minor Breaches (Level 1)

**Definition:** First-time or low-impact violations that don't threaten safety or significantly disrupt college life.

#### Examples

- Noise violations (first occurrence)
- Untidy common areas or rooms
- Guest registration violations
- Minor property damage
- Kitchen or laundry protocol violations
- Disrespect to others.

#### Typical outcomes:

- Educational conversation
- Written warning
- 1-3 penalty points.

### Intermediate Breaches (Level 2)

**Definition:** Moderate violations requiring intervention, including behaviours that may contribute to or normalise gender-based violence, suitable for restorative approaches.

#### Categories include:

##### Pattern Behaviours

- Repeated minor breaches

##### Early-Stage Problematic Behaviours

- Pressuring others
- Exclusionary dynamics
- "Tradition" justifications

##### Drivers of Gender-Based Violence

- Sexist jokes
- Objectifying language
- Stereotypes
- Dismissing consent

##### Interpersonal Issues

- Conflicts
- Social media disputes

##### Alcohol or Event Related

- Unauthorised gatherings
- Intoxication

### Level 2 (Continued)

#### Typical outcomes:

- Restorative justice process
- Mediation or facilitated conversations
- Behavioural contracts
- 3-5 penalty points
- Mandatory education programs
- Probation with support plan.



# APPENDIX A (Continued)

## Serious Breaches (Level 3)

**Definition:** Violations that threaten safety, cause significant harm, show deliberate malice, or involve illegal activity.

### Categories include:

#### Violence & Safety

- Assault
- Harassment
- Threats

#### Severe Misconduct

- Hazing
- Stalking
- Hate speech
- Retaliation

## Level 3 (Continued)

### Criminal Activity

- Drugs
- Significant damage
- Theft
- Fraud

### Major Disruption

- Inciting violence
- Sabotage
- Large unauthorized events

### Typical outcomes

- Immediate investigation
- Suspension or Exclusion (temporary or permanent)
- Police involvement.

## Part 2: Restorative Justice Framework

### When Restorative Justice Applies:

Suitable for intermediate breaches where:

- Harm can be repaired
- Offender accepts responsibility
- Safety can be maintained.

### NOT suitable for

- Sexual misconduct
- Serious violence
- Drug trafficking

### Restorative Options:

- Facilitated Conversation
- Restorative Circle
- Mediation
- Restorative Conference

### Possible Restorative Outcomes:

- Genuine apology
- Workshops
- Mentoring
- Behavioural contracts
- Restitution.

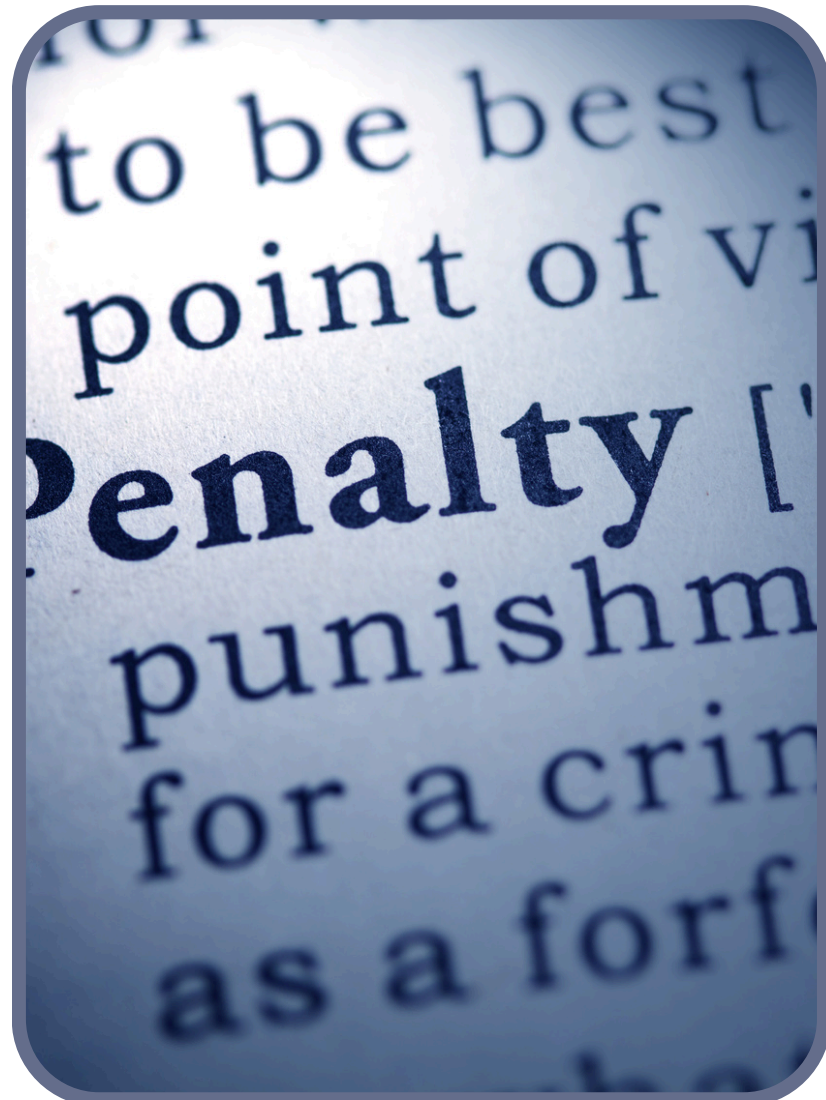
# APPENDIX A: Process & Penalties

## Process

**Minor Breach Process:** Report received → College review → Informal interview → Decision → Record keeping.

**Intermediate Breach Process:** Report received → Assessment for restorative justice → (Victim consultation) → Structured interview → Intervention approach → Implement → Monitor.

**Serious Breach Process:** Evidence collection → Report to Student Grievance Unit → Penalty implementation → Appeal rights explained.



## Part 4: Penalty Framework

**Important: 10 points equals automatic exclusion.**

Points	Breach Level	Typical Behaviours
1-3	Minor	First offenses, limited impact
3-5	Intermediate	Moderate harm, patterns emerging
5-7	Serious (lower)	Significant breach, deliberate acts
7-10	Serious (upper)	Major harm, criminal activity

### Penalty Options by Level

**Level 1 (Minor):** Warnings, Education, Minor restrictions.

**Level 2 (Intermediate):** Restorative justice, Probation, Behavioural contracts, Mandatory training.

**Level 3 (Serious):** College transfer, Temporary exclusion, Permanent expulsion, Police referral.

## Part 5: Suspension or Compulsory College Transfer

**When Applied:** Safety threat, serious allegations, significant disruption, or when immediate action is required to protect the wellbeing of the resident, others, or the broader college community pending investigation.

### Process:

**Immediate:** Verbal directive with opportunity to respond

**Within 24 hours:** written notice, ongoing regular check-ins



# APPENDIX A: Appeals & Support

## Part 6: Appeals Process

### Grounds:

- Procedural error
- Evidence issues
- Disproportionate penalty
- New information
- Bias

### Timeline:

- Days 1–5:** Submit written appeal.
- Days 6–15:** Review by Appeal Officer.
- Days 16–20:** Decision communicated.



## Part 7: Support Services

### Available Support (Internal)

- Student Advocacy Officer
- Counselling
- Academic Support
- International/Indigenous Support
- Disability Services

### Available Support (External):

- Legal Aid NSW
- Community Legal Centres
- Mental health services
- Drug/Alcohol services

## Support Person & Reminders

### Support Person Rights

- Can:** provide emotional support, take notes, request breaks, help understand.
- Cannot:** speak for you, answer questions, argue case, disrupt process

## Part 8: Important Reminders

- Time limits are strict
- Honesty is crucial (lying is a serious breach)
- Group accountability applies
- Intoxication is irrelevant to accountability
- Retaliation is prohibited.





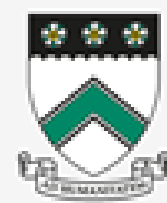
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Standards & Safety

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## Residential Colleges



### Acknowledgement of Country

The UNE Residential System acknowledges the Anaiwan people as the traditional custodians of the land on which our residences stand. We pay our respects to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.