

Halls of Residence Policy & Procedures

Version	1.0
TRIM file number	11/XXXX
Short description	A policy on regulations applying to University Accommodation and Residences
Relevant to	All employees and students
Authority	This Policy has been approved by the Executive Director Division of Finance under the <i>Governance (Policy and Procedures) Rule 2005</i> of the Council and sections 20 and 32 of the <i>CSU Act</i> .
Responsible officer	Director Residence Life
Responsible office	Managers Residential Life various campuses
Date introduced	1 July 2011
Date(s) modified	
Next scheduled review date	July 2014
Related University documents and legislation	Student Charter Complaints Policy IT Code of Conduct Halls of Residence Fee Schedule Occupational Health and Safety Policy Student General Misconduct Rule Policy on the Prevention of Bullying and Harrassment Weapons Prohibition Act 1998
Related legislation	
Key words	Residences, behaviour, code of conduct, penalty

1. PURPOSE

- 1.1 This document sets out Charles Sturt University's (CSU's) policy on the Halls of Residence General Regulations.
- 1.2 Students living in the Halls of Residence are expected to abide by the [Student Charter](#) and to:
 - (a) demonstrate the ability to advocate their own interests;
 - (b) fully accept responsibility for their actions; and
 - (c) respect the rights of others.
- 1.3 Residents are expected to participate and support the residential community and accept the responsibilities associated with group living.

2. SCOPE

This policy applies to all residents (temporary/casual or year-long) and visitors of the CSU Halls of Residence.

3. DEFINITIONS

- 3.1 Dry Campus – A period of time, nominated by the Director Residence Life, when no alcohol is to be consumed within the Halls of Residence.
- 3.2 Halls of Residence - include all buildings, car parks, access ways, recreational areas and the immediate surrounds of all buildings associated with the provision of student residential accommodation
- 3.3 Package One: Provides students with accommodation for the teaching and exam weeks of Session 1 and Session 2 only. Students are required to clear and vacate their room for all breaks, periods between Sessions, and also Session 3.
- 3.4 Package Two: Provides students with accommodation for Session 1 and 2 teaching weeks, exam weeks and three breaks in internal student classes (Session 1 break in April, inter-Session break in June/July and Session 2 break in August/September). Students who nominate Package Two can remain on/return to campus to attend to University commitments during these break periods, i.e. students are not required to clear and vacate their room during these break periods.
- 3.5 Session: The teaching and exam weeks for inTernal student classes. The University has three Sessions per year.

4. RESPONSIBILITIES

The Director, Residence Life or nominee is responsible for implementing, reviewing and administering these regulations.

5. TERMS OF OCCUPANCY

- 5.1 Occupancy within the Halls of Residence is contingent upon a student maintaining a valid, current enrolment to study CSU approved subjects, or subjects offered as part of an approved Pathways program, within the session of proposed occupation.
- 5.2 Students will be allocated a particular place on a sessional basis by the Director, Residence Life.
- 5.3 Residential places may be reviewed each Session in terms of:
 - (a) availability of places;

- (b) demand;
- (c) student conduct and suitability;
- (d) academic performance; and
- (e) University requirements.

5.4 The Director, Residence Life, may reject an application for occupancy in the Halls of Residence.

5.5 The University reserves the right to change the allocation of rooms to best serve the University's interests at any time.

5.6 Student accommodation is allocated to specific students. At no time shall an allocated student be permitted to swap rooms, sub-let or otherwise permit use of the room to an alternate person, whether that person is a current resident, student of the University or a member of the general community. All room changes must be coordinated and approved by Director, Residence Life or nominee.

5.7 Conditions of Group Occupancy

All applicants within a group occupancy arrangement must all be of the same Package option.

5.7.1 For group applications where applicants forming part of the group withdraw or are asked to vacate residence by the University, the remainder of the group may be required to find a replacement or the group application may be excluded.

5.7.2 After the commencement of Orientation, if a member of the group withdraws, the remaining group members will be required to:

- (a) Find a replacement member acceptable to the Director, Residence Life, or nominee; and
- (b) All tenants are jointly and severably liable for the total weekly rent due and must meet the shortfall of rent until a replacement member is found.

5.8 Twin Room Occupancy

5.8.1 The occupancy of twin rooms will be conditional upon occupants agreeing to relocate should vacancies arise in twin room areas. Students will be given five days to relocate. Where a student does not agree to move to occupy a room on a twin room basis, they will be immediately charged the single room rate for that area.

5.8.2 Where a student has requested twin room occupancy and it is not possible for this category to be allocated in the twin room area, they will be allowed to remain in their room on a single basis until such time as twin occupancy can be arranged.

5.9 Dual occupancy – the University does not allow dual occupancy in the Halls of Residence. If residents are observed living as couples, the parties concerned will be excluded from the Halls of Residence.

5.10 Building Security

5.10.1 Students who lose or do not return their keys allocated to them will be charged a fee according to the Fee Schedule. Students who lose or do not return their key tags will be charged a fee according to the Fee Schedule. Students are not permitted to have any key copied.

5.10.2 Students who lose their student ID card may be issued with an interim 'lock-out' card to enable short-term access to their room. Replacement Student ID cards are issued by Student Central and are governed by relevant university regulations.

- 5.10.3 Students who lock themselves out of their room after-hours (thus are unable to obtain a lockout key from CSU) will be allowed two free-of-charge lockouts per calendar year. Each additional lockout will be charged a fee according to the Fee Schedule.
- 5.10.4 Students who do not return a lockout key or lockout card within the time limit set will be charged a fee according to the Fee Schedule.
- 5.10.5 Students are to ensure all bedroom and external doors are locked at all times.
- 5.10.6 Students are not to interfere with any building security or locking device.

6. MOVING INTO THE HALLS OF RESIDENCE

- 6.1 Through the act of signing or electronically submitting an application form, the student indicates their understanding and acceptance of the Halls of Residence Policy.
 - 6.1.1 Prior to, or immediately upon occupying a room, each student will be required to sign a Room Inventory Form.
 - 6.1.2 In signing the Room Inventory Form, the student agrees to indemnify the University in full for:
 - (a) Any loss of or damage to University residential property; and
 - (b) Any injury or loss suffered by a member of the University, students or any other person arising from the student's action or inaction and for which he/she is held responsible.

7. GENERAL REGULATIONS

- 7.1 The University does not accept responsibility for any loss or damage to residents' personal property. Residents are advised to arrange private All-Risk Insurance on possessions kept in their rooms. Residents are responsible for the security of their rooms at all times.
- 7.2 The University can direct the removal of any property from University premises.
- 7.3 Residents shall be responsible for maintaining the general tidiness and cleanliness of the rooms allocated and are expected to assist in maintaining general cleanliness and tidiness of all common facilities. The Director, Residence Life, may establish a cleaning schedule that may be published from time to time.
- 7.4 Acceptable Room Condition
 - 7.4.1 Any student whose room is in an unacceptable condition will be given 48 hours to return the room to an acceptable condition.
 - 7.4.2 Any room remaining in an unacceptable condition will be cleaned by the University's contractor and the room occupant will be charged a fee as prescribed in the Fees Schedule.
 - 7.4.3 Any student who fails to maintain their room in an acceptable condition on a regular basis may be directed to vacate their room by the Director, Residence Life.
- 7.5 Furniture, furnishings and other University property must not be removed from student rooms or common areas. Furniture from the areas intended for general use is not to be taken into student rooms.
- 7.6 Only areas designated for student residential kitchens may be used for cooking.
- 7.7 Cleanliness within General Residential Areas
 - 7.7.1 Personal items should not be left in the Common Room, bathrooms or laundry.

- 7.7.2 Cleaners will not wash up or put away dishes, cooking utensils, etc. Any items left in any common area overnight will be removed and disposed of the following day.
 - 7.7.3 Kitchen, common room, laundry and bathroom areas must be accessible for cleaning purposes at all times.
 - 7.7.4 If any of the above areas are not accessible for cleaning purposes, a charge as per the Fees Schedule per occupant of the premises will be charged to each resident's account.
 - 7.7.5 Washing facilities are purpose built and to be used according to design purpose. Students requiring alternative hygiene arrangements due to cultural or religious purposes should consult with Residential Life staff regarding reasonable adjustments.
- 7.8 Residents are not permitted to bring into any residential facility any item of furniture or whitegoods.

8. RESIDENTIAL SCHOOL AND BREAK PERIODS

- 8.1 Students on the Package One option are to vacate residential places during all designated residential school and other break periods unless otherwise determined by the Director, Residence Life, or nominee
- 8.2 It is compulsory that Package One residents complete the Room Inspection Check cosigned by a Residential Advisor and vacate all residences by 9.00am on the day immediately following the last teaching or exam day of term (i.e. prior to each residential school or break period).
- 8.3 Room keys are to be returned to the nominated staff member
- 8.4 Full time students who require on-campus accommodation during residential school or break periods must apply, in writing, to the Director, Residence Life, or nominee two weeks prior to the start of the break period.

9. GENERAL BEHAVIOUR

- 9.1 Behaviour of an anti-social nature in the Halls of Residence will be considered a breach of the regulations. "Anti-Social Behaviour" is defined as that which might reasonably be considered to cause offence to another person and/or infringe upon the reasonable rights of a person whether a student, member of the staff of the University or a casual resident visitor.
- 9.2 It will be considered a serious breach of the regulations to take items from the common rooms or from the student bedrooms without the knowledge and consent of the occupant.
- 9.3 Residents will be considered in breach of the regulations if they consume alcohol in residential areas during periods nominated as Dry Campus (i.e. the period of time when consumption of alcohol is not permitted within the Halls of Residence).
- 9.4 The Director, Residence Life, or nominee shall determine acceptable or non-acceptable standards of behaviour in the Halls of Residence.
- 9.5 Residents will be required at all times to take reasonable measures to ensure their own and other resident's personal safety. Residents will be expected to follow procedures for restricting access to residential facilities such as locking access doors and securing bedroom doors and windows. Residents will be expected to ensure they maintain at all times, control of all issued residences keys.
- 9.6 Residents are expected to follow all reasonable directions of university staff.
- 9.7 If the majority of the residents in a dorm/block agree to and sign an additional regulation (that is relevant to their dorm/block only), and the regulation is approved by the Director, Residence Life or nominee, the additional regulation is enforceable under the discipline process laid out within these General Regulations. Any dorm/block agreements made can not contradict the General Regulations. If they are in conflict, the General Regulations will be the definitive source.

10. NOISE

10.1 Residents must not make excessive noise between the hours of 10pm and 10am or at other times as directed by the Director, Residence Life. During these hours music, conversation or other activities must be kept to a reasonable level so as to not disturb other residents.

11. MAINTENANCE

Maintenance work can only be carried out by University authorised personnel.

12. ENTRY TO THE HALLS OF RESIDENCE BY UNIVERSITY STAFF, CONTRACTORS AND OTHER AUTHORISED STAFF.

12.1 In the operation of the Halls of Residence it is necessary to have various staff members and contractors enter the Halls of Residence, including student bedrooms.

12.2 Right of Entry

12.2.1 No person or persons shall enter any bedroom other than their own without the authority of the Director, Residence Life, or nominee, or the consent of the room occupant.

12.2.2 The Director, Residence Life, or nominee has a right of entry to all areas of the Halls of Residence, including bedrooms, at any time without notice, where in the Director's opinion; such action is warranted by:

- a threat to the well-being of persons or property associated with the Halls of Residence;
- Service staff who need to enter student bedrooms to attend to necessary maintenance or service requirements;
- the necessity to conduct cleaning and sanitation requirements;
- The need to conduct room inspections on rooms occupied on a self-clean basis; or,
- at any other time as deemed necessary by the Director, Residence Life

13. USE OF DINING HALL

13.1 All persons entering the Dining Hall must be properly attired (i.e. shirt, shorts) including suitable footwear. Clothing must be clean and tidy at all times.

13.2 Catered students must present their student card for each visit to the Dining Hall, whether it is for meals, or for a cup of coffee between meals. Non-catered students, when requested by a staff member, must produce a receipt to verify their meal has been paid for.

13.3 Student cards, and the privileges and entitlements which are available to the valid holder, are not transferable. Students are not permitted to allow, or attempt to allow any other person to knowingly utilise their student card to access buildings or services (e.g. Dining Hall or laundry rooms)

13.4 All crockery, cutlery and utensils remain the property of the University. Students are asked to comply with established routines in returning all crockery, cutlery, plates, trays and glasses to the scraping point for cleaning.

13.5 Dining Hall staff may ask students to leave if they feel a student's behaviour contravenes the policy

13.6 Persons affected by alcohol will not be permitted to enter the Dining Hall. Alcohol is not permitted to be taken into the Dining Hall.

13.7 The Manager, Food and Beverage Services, or any staff member with the delegated authority of the Manager will be the sole determiner of acceptable dress and behaviour of all persons using the dining facilities.

14. VEHICLES

14.1 The University accepts no responsibility for vehicles, including Motorcycles and Bicycles used or parked on University lands

14.2 All vehicles including motorcycles are to be parked in the areas designated for residential parking.

14.3 Bicycles are not permitted inside the Halls of Residence buildings.

14.4 Student must not drive in a manner that is careless, dangerous and/or erratic.

15. TELEPHONE AND DATA SYSTEM

15.1 The provision of the Data Network and Telephone Systems are managed and coordinated by the Division of Information Technology. A [Code of Conduct](#) for Users of Electronic Facilities at CSU has been created by the Division of Information Technology and should be viewed by students in the Halls of Residence when they first log on to the network.

15.2 The acceptance of any Reverse Charge phone calls by any student or staff member at the University is strictly prohibited.

15.3 Residents must not divulge the room number, telephone numbers or student numbers of other residents.

15.4 Damaged or broken telephones should be reported to the Division of Information Technology, Service Desk who will arrange repair or replacement. The costs for damages caused deliberately or by misuse will be recouped from the student.

16. VISITORS

Visitors may be invited into the Halls of Residence areas subject to the following conditions:

17.1 A visitor is defined as any person who is in any area in which they do not reside.

17.2 The resident host is responsible for the visitor's behaviour at all times.

17.3 If any resident, or the visitor's host object to the behaviour of a visitor or visitors, the visitor should be requested to leave. If the visitor does not leave, the fact should be communicated to the Residential Adviser, Security, or Director, Residence Life, or nominee as appropriate.

17.4 Visitors are not permitted to stay overnight in the Halls of Residence unless they have obtained the prior authority of the Director, Residence Life, or nominee.

17. GATHERINGS AND PARTIES

17.1 Under no circumstances will gatherings that support excessive alcohol consumption be condoned. Punch parties and kegs are expressly prohibited.

17.2 A gathering or party is defined as an occasion where five or more persons gather for a common social activity.

17.3 Residents who wish to hold on-campus gatherings and/or parties must consult with the Head Resident at least 24 hours prior to the proposed function.

17.4 Staff of the University, including but not limited to, Residential Advisers, Head Residents, Residential Operations Officer, the Manager, Residential Operations and University Security Officers have the authority to conclude any party at their discretion.

18. FIREWORKS, FIREARMS & OFFENSIVE WEAPONS

18.1 The following items are not permitted on-campus:

- a. Firearms;
- b. Live ammunition;
- c. Fireworks; or
- d. Weapons described in Schedule 1 of the Weapons Prohibition Act 1998.

19. ELECTRICAL APPLIANCES & FIRE SAFETY

The following regulations are intended for the safety of all persons entering the Halls of Residence and MUST be observed.

- 19.1 Fire Warning Systems, or fire fighting and safety equipment are not to be handled by unauthorised persons except in the case of fire.
- 19.2 Naked flame appliances must not be operated within the Halls of Residence (fitted gas stoves are excluded).
- 19.3 Candles, incense and oil burners are strictly prohibited.
- 19.4 Double adaptors are not permitted. Power boards with a 10 amp cut-out switch may be used.
- 19.5 Personal electric heating appliances may not be used at any time.
- 19.6 All electrical appliances used in the Halls of Residences must comply with the appropriate Australian authorities' safety standards. Appliances must be used in accordance with manufacturers' instructions.
- 19.7 All electrical appliances used in the Halls of Residence must be "tested and tagged" within defined timeframes by an approved, compliant authority.
- 19.8 The Director, Residence Life, or nominee may ban any electrical or other appliance without prior notice to any resident.
- 19.9 Residents must not tamper, alter or otherwise interfere with any cabling, wiring, electronic door locks, heating and cooling controls, or other electrical, AV or telecommunications infrastructure within Halls of Residences.

20. PETS

Companion animals, birds, fish or reptiles are not to be kept in the Halls of Residence or in the vicinity of such premises.

21. GENERAL

21.1 Harassment

The Halls of Residence community involves understanding and tolerance by all members of the community. At no time will harassment in any form be condoned. The [University's policy on harassment](#) and the [Student General Misconduct Rule](#) will be applied to any circumstance brought to the Residential Staff or Administrative Staff attention. Residents are advised to make contact with their Residential Adviser, staff from Student Services or staff from the Equal Opportunity Unit of the University should they be subjected to harassment at any time. Residents are also advised that community agencies including the Police are available to victims of harassment.

21.2 Smoking

21.2.1 The [University policy on smoking](#) applies to all areas of the Halls of Residence and includes evidence of smoking – e.g. odour, ash, butts, etc. All residential areas are included as prohibited areas for smoking.

21.2.2 The use of a smoking device, known as a “hookah” or “shisha” (or its equivalent) is prohibited within the Halls of Residence and immediate surrounds.

21.2.3 The preparation of articles/items (e.g. coals, embers, etc) for use within a device as specified in clause 21.2.2, is expressly prohibited within the Halls of Residence and immediate surrounds,

21.3 Drugs

The possession, cultivation, use, distribution or possession of drugs or drug paraphernalia is prohibited. The Director, Residence Life, or nominee may notify the Police on any occasion where residents are known or suspected to be involved in cultivation, use, distribution or otherwise promoting the use of illicit drugs.

21.4 Conducting a Business from the Halls of Residence

Students are not permitted to conduct any form of business or commercial activity from the Halls of Residence.

21.5 Home Brew

The brewing or storage of home brew in any area of the Halls of Residence is strictly prohibited.

21.6 Pools

No wading or temporary pools are permitted.

22. BREACH OF THE GENERAL REGULATIONS FOR THE HALLS OF RESIDENCE

22.1 The Director, Residence Life or nominee may levy a fine not exceeding the limit set in the Fee Schedule for any breach of the Residential Regulations made in respect of Residences general conditions. Such a fine will be in addition to the cost, if any, of the damages involved in the breach.

22.2 In addition to the fine referred to in Section 22.1, the Director, Residence Life or nominee, may impose a service order for work in the Halls of Residence, laundry or catering facilities.

23. DISCIPLINE

Residents in breach of regulations will be subject to disciplinary procedures. According to the severity of breach, or repetitious nature thereof, residents may be placed on a behavioural "Level" as follows:

23.1 Level I

Will be applied when a student(s) have been found to have contravened the General Regulations for the Halls of Residence.

23.1.1 Offender(s) will be required to appear before a Head Resident, Operations Officer or the Manager, Residential Life.

23.1.2 A fine based on the schedule of fines may be imposed plus the cost of any repairs or replacement.

23.1.3 When placed on Level I, student(s) will be notified in writing including the following detail:

- a. The amount of any fine and any other conditions placed on them;
- b. That the Manager, Residential Life has been informed of their name(s), the offence and the action taken, and;
- c. That a further breach would warrant an appearance before the Manager, Residential Life.

23.2 Level II

Will be applied when a student(s) has been found to have contravened the General Regulations for the Halls of Residence, where:

23.2.1 Student(s) incur a further breach of the regulations whilst on Level I;

23.2.2 Student(s) breach the regulations as identified within this document.

23.2.3 When any breach considered more serious than a Level I occurs, the matter should be referred to the Manager, Residential Life who will investigate.

23.2.3.1 When placed on Level II, student(s) are notified in writing by the Manager, Residential Life or nominee and advised that any further transgression of any General Regulations may result in Level III being implemented.

23.2.3.2 A fine may be imposed not exceeding the maximum amount stipulated by the Manager, Residential Life as set out in the Fee Schedule.

23.2.3.3 Student(s) are notified in writing by the Manager, Residential Life of any conditions or requirements placed upon them.

23.3 Level III

Level III sanctions are approved by the Director, Residence Life and exclude the student from the privilege of living within the Halls of Residences. A Level III will be applied when a student(s) has been found to have contravened the General Regulations for the Halls of Residence where:

23.3.1 Student(s) incur a further breach of the regulations whilst on Level II;

23.3.2 Student(s) have been found to be responsible for an offence which the Manager, Residential Life has considered warrants exclusion from the Halls of Residence.

23.3.3 Exclusion from the Halls of Residence means you are not permitted to enter the areas defined as the Halls of Residences (as defined in the Preamble) for the period of your exclusion.

23.4 Exclusions

The Director, Residence Life or nominee may exclude a student from any area in the Halls of Residence. These exclusions may be applied with or separate from any other disciplinary action.

23.5 Appeals

23.5.1 Student(s) will have the right of appeal against the application of any penalty, fine or exclusion. All appeals must be made in writing and must be received within seven days of notice of the penalty. Appeals must be based on a claim of error in one or more of the following: fact, process or severity of penalty. Appeal applications must contain the grounds for the appeal.

23.5.2 An appeal for a Level I or decision of a Head Resident will be made to the Manager, Residential Life.

23.5.3 An appeal for a Level II or decision of the Manager, Residential Life will be made to the Director, Residence Life.

23.5.4 An appeal for a Level III or decision of the Director, Residence Life, will be made to the Executive Director, Division of Finance.

Table of amendments

Version number	Date	Short description of amendment
2	15/12/11	Grammer section 12
3	9/2/12	Corporate Logo Update