

CHARLES STURT UNIVERSITY
DIVISION OF STUDENT SERVICES
HALLS OF RESIDENCE

2010 General Regulations

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:
 - (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.
- 1.4 Although not specifically detailed in this document it is expected that students in the Halls of Residence will abide by the laws of the greater community and can consider any breach of those laws to be a breach of these regulations.

2. SCOPE

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

- 3.1 *Dry Campus* - No alcohol to be consumed within the Halls of Residence. This includes Orientation, exam periods or such other times as determined by the Director, Student Residences and Business or nominee.
- 3.2 *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.
- 3.3 *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. However Package Two students must vacate their room for Session 3.
- 3.4 *Session*: The teaching and exam weeks for internal student classes. The University has three Sessions per year.

4. RESPONSIBILITIES

The Director, Student Residences and Business or nominee is responsible for implementing, reviewing and administering these regulations.

5. TERMS OF OCCUPANCY

5.1 Students will be allocated a particular place on an annual basis by the Director, Student Residences and Business or nominee.

5.2 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.

5.3 The Director, Student Residences and Business, or nominee, may reject an application for occupancy in the Halls of Residence.

5.4 Applicants whom the Director, Student Residences and Business, believes may pose a threat to the welfare of the Halls of Residence community will be rejected.

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 All students are required to accede to requests to show their CSU Student ID card when requested by University staff members.

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 General Regulations and Administration Regulations for the Halls of Residences.

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 This also includes an agreement 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 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. Cleaners will clean or vacuum the floor of common areas weekly. Students should assist the Cleaners by making sure that on the arranged cleaning day all personal items are removed from the floor. Cleaners are not expected to clean or vacuum the floors of rooms that are not cleared of personal belongings.
- 7.3 Acceptable Room Condition
- 7.3.1 The Director, Student Residences and Business, or nominee may inspect rooms. Any student whose room is in an unacceptable condition will be given 48 hours to return the room to an acceptable condition.
- 7.3.2 Any room remaining in an unacceptable condition will be cleaned by the University's contractor and the room occupant will be charged a fee of \$100.00.
- 7.3.3 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, Student Residences and Business, or nominee.
- 7.4 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.
- 7.5 Cooking of any type is not permitted in study areas/bedrooms. Only areas designated for student residential kitchens may be used for cooking.
- 7.6 Cleanliness within General Residential Areas
- 7.6.1 Residents will maintain a level of hygiene and cleanliness determined by the Director, Student Residences and Business or nominee.
- 7.6.2 Personal items should not be left in the Common Room, bathrooms or laundry.
- 7.6.3 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.
- 7.6.4 Kitchen, common room, laundry and bathroom areas must be accessible for cleaning purposes, Monday to Friday from 9.00am.

- 7.6.5 If any of the above areas are not accessible for cleaning purposes, a charge of \$20 per occupant of the premises will be charged to each resident's account for the (additional) services required to be carried out.
- 7.6.6 The laundry sink is not to be used to wash up, soak or store kitchen utensils. The bathroom vanity basin is not to be used to wash laundry. Students requiring alternative hygiene arrangements due to cultural or religious purposes should consult with Residential Operations staff regarding reasonable adjustments.
- 7.7 Residents are not permitted to bring into any residential facility any item of furniture.

8. TENURE IN THE HALLS OF RESIDENCE

- 8.1 The Director, Student Residences and Business, or nominee may, at any time, require a student to vacate a residential place where, in the opinion of the Director or nominee that person is deemed to be unsuitable to a shared living environment, or where their continued residence poses a threat to their own welfare, or to the welfare of other students or to the welfare or property of the University. The Director or nominee shall give the student a notice to vacate in written or oral form.
- 8.2 The amount of refund from the residential rate shall be a matter for the Director, Student Residences and Business, or nominee to determine in each case. There shall be no appeal against the refund determination.
- 8.3 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, Student Residences and Business or nominee.
- 8.3.1 Students found to be in breach of clause 8.3 will be fined the equivalent of one week's tariff for each night of the breach.
- 8.4 Conditions of Group Occupancy

All applicants within a group occupancy arrangement must all be of the same Package option (One or Two).

- 8.4.1 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.
- 8.4.2 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, Student Residences and Business, or nominee; and

(b) Meet the shortfall of rent until a replacement member is found.

8.5 Twin Room Occupancy

8.5.1 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. Students in twin rooms will not be required to move more than twice per session.

8.5.2 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.

8.6 Cohabitation – the University does not allow cohabitation in the Halls of Residence. If residents are observed living as couples, the parties concerned will be immediately excluded from the Halls of Residence.

9. RESIDENTIAL SCHOOL AND BREAK PERIODS

9.1 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, Student Residences and Business, or nominee

9.2 It is compulsory that Package One residents 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).

9.3 Except as described in clause 9.3.1 the room inspection checklist is to be co-signed by the resident and the Residential Adviser and the room keys are to be returned to the nominated staff member

9.3.1 Students wishing to vacate their room without having to be checked out by their RA may use the express checkout option. In doing this they sign an agreement acknowledging vacation of their room in an "as-is" condition and waive any right of appeal against penalty imposed for loss/theft/damage/non-compliance when vacancy validation is completed.

9.4 Full time students who require on-campus accommodation during residential school or break periods must apply to the Director, Student Residences and Business, or nominee two weeks prior to the start of the break period.

10. GENERAL BEHAVIOUR

10.1 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.

- 10.2 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.
- 10.3 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).
- 10.4 The Director, Student Residences and Business, or nominee shall be the sole arbiter of acceptable or non-acceptable standards of behaviour in the Halls of Residence.
- 10.5 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.
- 10.6 Residents are expected to follow all reasonable directions of residential staff.
- 10.7 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 and Business 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.

11. NOISE

- 11.1 Residents will be required to keep noise to a minimum after 10.00pm and before 10.00am. During these hours music, conversation or other activities must be kept to a reasonable level so as to not disturb other residents. What is considered a 'reasonable level' will be defined by Director, Residences and Business or nominee.
- 11.2 The Director, Student Residences and Business, or nominee may vary the hours of operation for Section 11.1 as appropriate, such as during exam periods.
- 11.3 At all times, a room door must be closed if music is being played within the room, and the volume of sound must be kept to a reasonable level so as to not disturb other residents. What is considered a 'reasonable level' will be defined by Director, Residences and Business or nominee.

12. MAINTENANCE

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

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

13.1 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.

13.2 It is necessary to have an effective policy that determines the way in which access to student bedrooms is gained and that minimises the inconvenience to current residents. Examples of times when entry to student bedrooms may be required include but are not limited to: attending to the day-to-day cleaning requirements, responding to maintenance concerns, and for the security of persons or property in bedroom areas. Access to rooms may be gained by cleaning staff, University maintenance staff and contractors, University security personnel, administrative staff from the Division of Student Services, Residential Support Staff, and emergency services staff.

13.3 Right of Entry

13.3.1 No person or persons shall enter any bedroom other than their own without the authority of the Director, Student Residences and Business, or nominee.

13.3.2 The Director, Student Residences and Business, 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. This authority may be delegated (in written or verbal form) to appropriate University employees or contracted service staff at any time.

13.3.3 Service staff may need to enter student bedrooms to attend to necessary maintenance or service requirements. When a student submits a request for maintenance or phone and data service, permission to enter a bedroom will be assumed to have been given. On other occasions the Director, Student Residences and Business, or nominee may give service staff permission to enter a student's bedroom.

13.3.4 Cleaning staff require access to student bedrooms to conduct cleaning as appropriate. For each residential area for full-time students, a cleaning schedule will be created and publicised.

13.4 Room Inspections

Some areas of the Halls of Residence are occupied by students on a self-clean basis. It is necessary to ensure that students are meeting their obligations to carry out self-cleaning in bedrooms. To do this, the University conducts inspections of student bedrooms from time to time. Where an inspection of a student bedroom is to occur, students will be notified in advance of the scheduled time for the cleaning inspection to be carried out. Students are required to make access to their bedroom available as appropriate.

13.5 Unexpected Attendance

Occasionally, it is necessary for staff of the Division of Student Services to enter a student bedroom to pack up student items that have been left during break periods or due to the unexpected absence of the resident. When packing or storing student possessions, two members of the Division staff will be present at all times and all items will be stored appropriately. The University accepts no responsibility for student belongings stored at any time.

14. USE OF DINING HALL

- 14.1 Persons using the University Dining Hall are subject to the same regulations governing behaviour that apply elsewhere in the Halls of Residence.
- 14.2 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.
- 14.3 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.
- 14.4 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)
- 14.5 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.
- 14.6 Sensible, orderly behaviour and reasonable table manners are expected at all times. Dining Hall staff may ask students to leave if they feel a student's behaviour does not meet an acceptable standard.
- 14.7 Persons affected by alcohol will not be permitted to enter the Dining Hall. Alcohol is not permitted to be taken into the Dining Hall.
- 14.8 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.

15. VEHICLES

- 15.1 All vehicles including motorcycles are to be parked in the areas designated for residential parking.
- 15.2 Bicycles are not permitted inside the Halls of Residence buildings.
- 15.3 University cleaning equipment is not permitted to be used for personal motor car cleaning.

- 15.4 Careless, dangerous and/or erratic driving will not be tolerated and offenders will be reported to relevant authorities and sanctioned accordingly.

16. TELEPHONE AND DATA SYSTEM

- 16.1 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.
- 16.2 The acceptance of any Reverse Charge phone calls by any student or staff member at the University is strictly prohibited.
- 16.3 Telephone numbers or student numbers must not be given out to any enquirer.
- 16.4 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 student.

17. 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 visitors 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, Student Residences and Business, or nominee as appropriate.
- 17.4 Visitors are not permitted between 10.00pm and 10.00am.
- 17.5 Visitors are not permitted to stay overnight in the Halls of Residence unless they have obtained the prior authority of the Director, Student Residences and Business, or nominee.

18. GATHERINGS AND PARTIES

- 18.1 Under no circumstances will gatherings that support excessive alcohol consumption be condoned. Any person caught participating in such events will face disciplinary action
- 18.2 A gathering or party is defined as an occasion where five or more persons gather for a common social activity.

- 18.3 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.
- 18.4 Staff of the Division of Student Services, 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.
- 18.5 Anti-social behaviour by persons affected by alcohol or other substances will lead to disciplinary action. Inebriation will not be considered as an excuse for such behaviour.
- 18.6 Gatherings where excessive amounts of alcohol are consumed are prohibited. This includes kegs, punch parties, beer bonging or similar and any event promoting alcohol consumption as the primary activity. Any items used in connection with excessive consumption of alcohol will be confiscated.

19. FIREWORKS, FIREARMS & OFFENSIVE WEAPONS

19.1 The following items are not permitted on-campus:

- (a) Firearms;
- (b) Live ammunition;
- (c) Fireworks; or
- (d) Offensive weapons.

19.2 The Director, Student Residences and Business, or nominee shall determine what is considered an offensive weapon in each case.

20. ELECTRICAL APPLIANCES & FIRE SAFETY

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

- 20.1 Fire Warning Systems, or fire fighting and safety equipment are not to be handled by unauthorised persons except in the case of fire.
- 20.2 Naked flame appliances must not be operated within the Halls of Residence (fitted gas stoves are excluded).
- 20.3 Candles, incense and oil burners are strictly prohibited.
- 20.4 Double adaptors are not permitted. Power boards with a 10 amp cut-out switch may be used.
- 20.5 Personal electric heating appliances may not be used at any time.
- 20.6 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.

- 20.7 All electrical appliances used in the Halls of Residence must be “tested and tagged” within defined timeframes by an approved, compliant authority.
- 20.8 Unauthorised washing machines, clothes dryers and laundry equipment are not permitted.
- 20.9 The Director, Student Residences and Business, or nominee may ban any electrical or other appliance without prior notice to any resident.
- 20.10 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.

21. PETS

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

22. GENERAL

22.1 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](#) 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. Generally, any reported issue of harassment will lead to the involvement of the Police and appropriate action will follow.

22.2 Smoking

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

22.2.2 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.

22.2.3 The preparation of articles/items (e.g. coals, embers, etc) for use within a device as specified in clause 22.2.2, is expressly prohibited within the Halls of Residence and immediate surrounds,

22.3 Drugs

The possession, cultivation, use, distribution or possession of drugs or drug paraphernalia is **prohibited**. The Director, Student Residences and Business, or nominee may, at their discretion, 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. Breach of this regulation may result in the immediate expulsion from the Halls of Residence.

22.4 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. Student accommodation is provided for the purpose of academic study and associated University commitments. The University reserves the right to refuse entry and remove any student living on-campus found to be conducting a business or commercial activity from the Halls of Residence.

22.5 Home Brew

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

22.6 Building Security

22.6.1 Students who lose or do not return their keys allocated to them will be charged a fee of \$100. Students who lose or do not return their key tags will be charged \$10. Students are not permitted to have any key copied.

22.6.2 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 Administration and are governed by relevant student administration regulations.

22.6.3 Students who lock themselves out of the room after-hours (thus are unable to obtain a lockout key from Support Central) will be allowed two free-of-charge lockouts per calendar year. Each additional lockout will be charged \$25.

22.6.4 Students who do not return a lockout key or lockout card within the time limit set will be charged a fee of \$10.

22.6.5 Students are to ensure all bedroom and external doors are locked at all times.

22.6.6 Students are not to interfere with any building security or locking device. Refer to 20.10.

22.7 Pools

No wading or temporary pools are permitted.

22.8 Students must not allow any area of the Halls of Residence to be utilised for illegal or anti-social behaviour or activities.

23. NOTICES

Notices of changes to the Residential Regulations, payments and other relevant information may be distributed in an appropriate paper, digital, electronic or telephone format.

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

24.1 The Director, Student Residences and Business or nominee may levy a fine not exceeding \$500 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.

24.2 In addition to the fine in Section 24.1, the Director, Student Residences and Business or nominee, may impose a service order for work in the Halls of Residence, laundry or catering facilities.

25. 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:

25.1 Level I

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

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

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

25.1.3 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 Operations 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 Operations.

25.2 Level II

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

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

25.2.2 Student(s) breach the regulations as identified in Section 26.

25.2.3 When any of the breaches outlined in Section 26 occur, the matter should be referred to the Manager, Residential Operations who will implement Level II.

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

25.2.3.2 A fine may be imposed not exceeding the maximum amount stipulated by the Manager, Residential Operations as set out in the Schedule of Fines.

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

25.3 Level III

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

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

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

25.3.3 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.

25.4 Schedule of Disciplinary Fines

25.4.1 The maximum fine which may be imposed by:

25.4.1.1 Manager, Residential Operations or nominee; \$500 and/or 80 hours community service

25.4.1.2 Residential Operations staff or Head Resident; \$50

25.5 Exclusions

The Manager, Residential Operations 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.

25.6 Appeals

- 25.6.1 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.
- 25.6.2 An appeal for a Level I or decision of a Head Resident will be made to the Manager, Residential Operations.
- 25.6.3 An appeal for a Level II or decision of the Manager, Residential Operations will be made to the Director, Student Residences and Business.
- 25.6.4 An appeal for a Level III or decision of the Director, Student Residences and Business, will be made to the Executive Director, Division of Student Services.

26. INDICATIVE PENALTIES AND LEVELS APPLIED FOR BREACHES OF THE GENERAL REGULATIONS FOR THE HALLS OF RESIDENCE

- 26.1 The following offences and penalties are indicative only and the following content should not be construed to be all-inclusive. The intent of a student's action or inaction will be a significant factor in determining whether a breach has occurred.
- 26.2 Residents should note that pursuant to clause 5.5 "The University reserves the right to change the allocation of rooms to best serve the University's interests at any time." Imposition of penalties for breach of regulations may include the invocation of this clause.
- 26.3 Where the Manager, Residential Operations considers that a student(s) have wilfully committed an offence which; contravenes regulations or standards of behaviour, causes physical harm or property damage; or compromises the safety and welfare of themselves or others:
 - 26.3.1 Level II
- 26.4 Smoking in Residences
 - 26.4.1 Level II with a minimum of \$100 and a maximum of \$500 and/or 50 hours community service.
- 26.5 Illegal Parties
 - 26.5.1 First offence \$25 and/or 5 hours community service and Level I
 - 26.5.2 Further offence - maximum \$125 and/or 25 hours community service and Level II or III
- 26.6 Discharging of Fire Extinguisher
 - 26.6.1 Level II with a minimum of \$150 and up to a maximum of \$500 plus costs and/or 50 hours community service.

26.6.2 When offenders cannot be identified, the dorm area where discharge occurred may be levied the cost of recharging extinguisher and cleaning costs divided among members.

26.7 Activating/Tampering with Fire Detection/Safety/Alarm Equipment

26.7.1 Level II/Level III with a minimum of \$100 and up to a maximum of \$500 plus costs (including Emergency Services call-out fee) and/or 50 hours community service.

26.7.2 When offenders cannot be identified, dorm members or all residents may be liable to cover costs.

26.8 Damage to Property

26.8.1 In situations where the damage to University property is deemed deliberate, offenders will be liable for a fine from \$25 up to a maximum of \$500 plus costs and/or 50 hours community service.

26.8.2 Non-deliberate damage will result in the offender(s) being liable for replacement costs.

26.9 Subletting

26.9.1 Level II and a fine as described at clause 8.3

26.10 Drinking on Dry Campus

26.10.1 Minimum Level I and a fine of \$50.

Table of amendments

Version number	Date	Short description of amendment