



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

# 2022 STUDENT LIVING STANDARDS

STUDENT  
LIVING

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# BEHAVIOURAL EXPECTATIONS

## 1. INTRODUCTION

- a) Welcome to University of Newcastle Student Living ('Student Living'), we hope you will enjoy your time on campus. By choosing to live on campus, you are choosing to be a member of the Student Living Community and to abide by the University of Newcastle Student Living Standards ('Student Living Standards', 'Standards') and the University's [Code of Conduct](#). This document should be read in conjunction with, and these standards of behaviour are enforceable under, the Student Occupancy Licence Agreement.
- b) As a member of the University community and under the University's [Code of Conduct](#) you are committed to the values of honesty, fairness, trust, accountability and respect. At all times community members will behave in a way that upholds these values both as individuals and as representatives of the University.
- c) Student Living reserves the right to make amendments to these standards at any time. Such updates will be communicated with current residents via e-mail.

## 2. YOUR WELFARE

- a) Please disclose to the Student Living team any additional support you may require when living within the University's student community. This may include pre-existing conditions, or the disclosure of developing concerns. This information will be handled with confidentiality and approached within a framework of support. Information will only be shared with your permission, or where concerning behaviours develop where you are a risk to yourself or where the safety and wellbeing of others may be impacted.
- b) Student Living team members may contact you if concerns for your welfare have been reported by staff, peers or others. This contact may result in referral to other University or non-University support services.

## 3. CONDUCT

- a) Where there is a perceived or alleged breach of the University of Newcastle Student Living Standards or Student Occupancy Licence Agreement, the University may assess the matter in accordance with the Student Conduct Rule.

The process is designed to assist Students in accepting responsibility for their actions and for the consequences of those actions. This assessment process in no way limits the actions the University can take under the Student Occupancy Licence Agreement, such as imposing fees or charges.

- b) For further information, please refer to the Appendix - Conduct Points and the University's Student Conduct Rule.

## 4. REPORTING AN INCIDENT

- a) Residents are encouraged to report any incident that may have affected their health and safety while living on campus; any breaches to these Living Standards or any other University policy; or concerns for another resident's safety or wellbeing.
- b) Incidents are reported through to Student Living and will be handled by the Student Living Support team with sensitivity. Further investigation may be required, whereby other parties may be contacted, and potentially

dealt with under the Student Conduct Rule or Student Living processes.

## **5. DIVERSITY AND RESPECT**

### **a) Respecting Others**

- a) Activities and events will be organised with safety and inclusiveness in mind, and where possible, will align with wider University of Newcastle programs and social events.
- b) The University does not tolerate bullying, discrimination, harassment, racism, sexual harassment, hazing and verbal or physical violence. You must abide by all University policies directed at protecting the rights of individuals. These policies can be found on the University's website at [newcastle.edu.au](http://newcastle.edu.au).
- c) You can report any violation or breach of the University's policies to the Student Living team who will provide information, advice and referral to the relevant University staff and support services.
- d) You must comply with any reasonable request by any University staff member or security personnel. It is also expected that you will show respect for staff members and security personnel while they undertake their duties.

### **b) Respecting Property**

- a) You must respect the property of other students, guests, staff, security personnel and property owned by the University.
- b) Stealing is an offence and will not be tolerated by the University. Any allegation of stealing will be investigated and may be referred to the New South Wales Police.

### **c) Behaviour and Noise**

- a) Please ensure your actions, communications (both in person and online) and behaviours are respectful and comply with the University's code of conduct at all times. Your behaviour and interactions with peers, staff, security personnel and external bodies not only reflect on your own personal reputation, but also impact upon the reputation of the University.
- b) Noise restrictions are guided by the NSW Protection of the Environment (Noise Control) Regulation 2008. You must keep noise at a reasonable level at all times within the context of the location, the time of day or night, and the time of year.
- c) Within the Student Living community, music and other amplified sound is restricted between 10:00pm and 10:00am each day (quiet time), exemptions may be given for events approved through the Student Living event application process. Large social gatherings are restricted to the Common Areas and Recreation Rooms that have been designed to cater for these needs and are not allowed in room or hallways.
- d) Overcrowding of units and rooms presents safety and security risks. Units may not have, at any given time, more than two additional people per resident living in the unit. For example, a 5-share unit may not have any more than 15 people present. Gatherings that exceed this ratio are to be undertaken in the Common Areas and Recreation Rooms.
- e) All noise is to be kept to a minimum during exam preparation periods for any University term (StuVac and exams, semester and trimester).
- f) If you have a concern at the level of noise, you may wish to deal with the situation directly yourself or contact Student Living Staff or Security if after hours.
- g) Please note there are approved events where excessive noise levels may be expected and you will be notified in advance.

## 6. DRUGS AND ALCOHOL

- a) Student Living seeks to create an environment where the consumption of alcohol and associated drinking behaviour does not negatively impact on your fellow residents or hinder academic success. If you are over 18 years old and choose to consume alcohol on the grounds of the University, you are expected to engage in responsible drinking of alcohol and must comply with these Standards, the Student Conduct Rule and the Alcohol and Other Drugs Policy.
- b) Drinking alcohol is a personal choice, and likewise you may decide not to consume alcohol. The University provides and encourages alcohol-free events. Non-alcoholic drinks, including water, must be made available at all events where alcohol is served.
- c) While alcohol may be present at organised and approved events, kegs are not permitted. Drinking should not be the focus for an activity and organised and designated drinking sessions are not acceptable.
- d) Activities such as, but not limited to 'lock-ins' and 'pub crawls', and the promotion and organisation of drinking games, or use of equipment, posters or flyers that promote excessive consumption are not permitted. Student Living staff and/or Security reserve the right to confiscate items that celebrate or facilitate the excessive consumption of alcohol, including but not limited to, punch bowls, beer bongs etc.
- e) Regular excessive use of alcohol, binge drinking and drinking to be drunk, has serious health and social impacts. If you are identified as having a pattern of alcohol use that is considered excessive or problematic you may be asked to attend a health assessment or counselling.
- f) The following areas of the University are alcohol-free at all times without prior approval:
  - i) Foyers and study rooms;
  - ii) University car parks;
  - iii) Pool, BBQ and grassed areas within the residential precinct;
  - iv) Alcohol-free units or floors;
  - v) Dining Hall and adjoining terrace; and
  - vi) Lifestyle areas within the residential precinct have been designated as low alcohol and low noise areas.
- g) You must:
  - i) not consume alcohol if you are under the age of 18;
  - ii) not supply or promote the supply of alcohol to any person under the age of 18; and
  - iii) not manufacture, possess, use or sell any illegal substances on Campus (including your room and Building).
- h) The University may investigate and refer to the New South Wales Police any allegation of you manufacturing, using or selling:
  - i) illegal drugs;
  - ii) prescription drugs (except when you are using these appropriately);
  - iii) legal substances which if used inappropriately result in similar effects of illegal drugs including but not limited to Amyl Nitrate and Nitrous Oxide; or
  - iv) drug paraphernalia.

- i) Breaches of the Alcohol and other Drugs Policy, Student Conduct Rule or these Standards may result in disciplinary or legal action, including termination of your Student Occupancy Licence Agreement, and the termination of your enrolment.
- j) If you require a controlled substance for medicinal purposes you must submit a Medical Practitioner Report to Student Living before bringing the controlled substance to your residence.
- k) If you have sought medical treatment due to adverse effects of substance use, the incident will not be investigated under the Student Conduct Rule. Further engagement with those involved will be made by Student Living, and support offered in assisting residents make healthy life and behavioural choices.

## 7. GUESTS

- a) Whenever you invite someone who is not a current resident living on campus (including family members) to visit you or stay with you in your room, that person becomes your guest whether they received a direct or implied invitation or not.
- b) For clarity:
  - i) a direct invitation is where you speak to someone, or send them a message or email asking them to visit or to stay; and
  - ii) an implied invitation can be where a friend or someone you know may hear of an event being held in a residence and invites themselves without receiving an invitation from you or any other student and when they arrive, you accept their presence
- c) All guests staying onsite after 8:00pm (whether they are staying the night or not) must be registered via the Student Living portal. A maximum of one (1) guest is permitted to stay past 8:00pm per resident unless prior written approval has been granted by Student Living.
- d) Guests may stay no more than one night during the week or two consecutive nights during the weekend.
- e) If a non-resident is found onsite and not registered, a resident must be identified and responsible for the guest, or the non-resident may be escorted from the premises.
- f) You are responsible for ensuring your guest complies with the Student Living Standards, University rules, policies and guidelines, including what constitutes acceptable behaviour.
- g) If your guest does something which, if done by you, would constitute a breach of these Standards or your Student Occupancy Licence Agreement, you will be deemed to be in breach and will face relevant discipline processes and applicable charges. It is your responsibility to explain to your guest what is acceptable within the University's student community.
- h) You must:
  - i) remain on Campus when your guest uses your room or Common Areas;
  - ii) ensure that your guest complies with any reasonable directions of Student Living Staff, Security Services, the Residential Mentors, the Residential Leadership Team, or any other person authorised by the University to act on the University's behalf;
  - iii) not give your keys, swipe cards or electronic tags to your guest;
  - iv) not move a bed or any other furniture into a Common Area for your guest; and
  - v) ensure your guest participates in organised University of Newcastle Student Living events only where invited to do so by other members of the Student Living community.

- i) You must not allow any overnight guests/invitees in your room or Building, unless your guest;
  - i) is 18 years of age or older;
  - ii) is registered using the guest registration form (available on the Student Living portal) and the guest has not been disapproved by the Student Living team in their discretion;
  - iii) sleeps in your room (and not on couches or improvised beds in any Common Areas);
  - iv) only uses shared facilities in the Building if this does not interfere with the other students' use of these facilities; and
  - v) where living in a shared unit with shared Common Areas, you have sought agreement from the other students in your unit.
- j) Guests are not permitted:
  - i) during exam preparation or examination periods;
  - ii) during orientation periods prior to the start of each semester;
  - iii) during Festival of Autonomy Week; or
  - iv) during any other period as communicated by the Student Living team in their discretion.
- k) Guests are only permitted on the premises if they are able to show proof that they are fully vaccinated against COVID-19 (i.e. two doses of a COVID-19 vaccine recognised by the Therapeutic Goods Administration).
- l) Student Living may request to sight a guest's proof of vaccination, which includes:
  - i) COVID-19 digital certificate via the Service NSW app;
  - ii) COVID-19 digital certificate via the Australian Immunisation Register;
  - iii) online immunisation history statement.

## 8. COMPLAINTS

If residents have a complaint regarding an act or omission of the University under the Student Occupancy Licence Agreement (other than the imposition of a charge or fee), the resident is to contact the Student Living Customer service team on (02) 4913 8888 or at [studentliving@newcastle.edu.au](mailto:studentliving@newcastle.edu.au) in the first instance to address the complaint. If the resident is not reasonably satisfied with the outcome, then the resident can escalate their concerns to [studentliving-appeals@newcastle.edu.au](mailto:studentliving-appeals@newcastle.edu.au).

# HEALTH AND HYGIENE

## 9. CLEANING

### a) Common Areas

- a) You have a shared responsibility to keep tidy any Common Area in your unit or floor. Amongst other things, this includes minimum obstruction of floor space and no food scraps, dishes, glasses, drink containers or cutlery left in the Common Area.
- b) If you have access to a kitchen and prepare food, you are responsible for cleaning up afterwards and maintaining the kitchen/kitchenette in a hygienic condition at all times.
- c) If you are living in a unit, you will be expected to participate in a cleaning roster for your unit.
- d) All spaces are subject to Student Living Standards inspections, including studios, one bedroom, two bedroom, five and six, and ten share units. Other shared facilities are also inspected. These inspections are in place to help ensure that facilities are being well maintained and in line with Student Living Standards.
- e) All spaces and rooms are required to allow housekeeping services to enter and undertake cleaning of the kitchen and bathroom.
- f) If yourself or your guest are found to be responsible for damage to or cleaning of University property in a shared common space, as the resident you will be responsible for repair or cleaning costs. Additionally, all students involved may also be subject to disciplinary action.

### b) Your Room or Unit

- a) You must keep your room tidy and clean, and in the condition to which you first moved in. This means all personal items must be kept in an orderly manner; vacuumed regularly, and windows opened often to keep the room fresh and hygienic.
- b) All rooms and facilities are subject to inspections with at least 24 hours' notice provided to the relevant resident. Elements Student Living will look at during inspections include but are not limited to:
  - i) your bedroom and any other living / shared spaces are clean, tidy and hygienic
  - ii) rubbish bins have been emptied
  - iii) kitchen appliances (including fridge/freezers, ovens etc.) are clean and tidy
  - iv) fire blankets / extinguishers are in place
  - v) front doors and fire doors are closed and secure and free from obstruction
  - vi) smoke alarms are in working order and unhindered
  - vii) no prohibited items are found
  - viii) floors are vacuumed

- ix) no damage to walls, floors, fixtures or fittings
- x) all furniture in bedrooms and any other living / shared spaces is as per standard provisions.
- c) Where Student Living determines there is a need to engage cleaning contractors to provide extra cleaning for a shared space, the cost of the cleaning will be divided by the number of the students in the unit/room and each student will be required to pay the cost of their share of the cleaning to the University. This may also involve disciplinary action.
- d) Furthermore, as a contract period ends, all students within a shared apartment are responsible for the cleanliness of the shared spaces regardless of when they may have departed.

**c) Recreation Rooms**

- a) Each residential community has a shared responsibility to keep all Communal recreation rooms (CAT Room, GreenRoom, Forsyth Cellar, Ground floor Common Rooms, etc.) tidy.
- b) As a community member we expect that you respect the property of your residence and understand that poor behaviour or lack of respect of these spaces may result in these spaces being locked and not available at all for a period of time.
- c) Where a space has been left unclean or damaged following an event or activity, the person or group who have organised the event/activity will be held responsible.

**d) Housekeeping Services**

- a) Housekeeping services are provided as follows:
  - i) all units and studios including 1 bedroom, 2 bedroom, 5/6 and 10-share: housekeeping will be provided on a weekly basis. This will only be undertaken if these areas are sufficiently tidy to facilitate cleaning.
  - ii) Recreation and study rooms are checked daily and cleaned as required.
  - iii) BBQ areas are cleaned weekly or as required.
- b) You are responsible for:
  - i) maintaining cleanliness within your allocated living areas including your bedroom, kitchen and bathroom;
  - ii) cleaning appliances - toaster/microwave/oven, fridge and freezer shelves, washing up, packing away of clean items, vacuuming of the carpet areas; and
  - iii) removing rubbish and recycling from the unit and disposing into the appropriate bins.
- c) It is a condition of your stay that you allow reasonable access to the housekeeping staff to facilitate cleaning.

**10. FOOD SAFETY**

- a) All food items must be stored in the cupboards and refrigerators provided.
- b) Your food must be kept in sealed containers and any food, which in the opinion of the Student Living team may constitute a health hazard, could be removed and disposed of with no compensation payable to you.
- c) If, in the opinion of Student Living, there is concern for your ability to safely cook, store and keep food you may be required to undertake training or be offered the option of a meal plan.
- d) At the end of the Term, you must dispose of all remaining food items by throwing them in the bin provided in your residence.

## 11. PERSONAL HYGIENE

- a) It is expected that you will maintain a healthy standard of personal hygiene.
- b) While people vary in their personal needs, a minimum healthy standard of personal hygiene will be considered to consist of regular showering, cleaning teeth, regularly washing towels and bed linen and wearing reasonably clean clothing.
- c) Lapses in maintaining a minimum standard of personal hygiene can constitute a health issue and where such lapses are noted you may be approached by staff or security personnel to undertake a review of your current hygiene practices. It is your responsibility to advise Student Living if you contract any serious communicable (contagious) disease or infection. You are also responsible for following the directions for treatment or any possible quarantine if advised by Health Services. This information will be treated confidentially.

## 12. PETS

- a) You are not allowed to keep a pet or pets in your room or Common Areas.
- b) If you require an assistance animal (such as a guide dog for people with a visual disability) or emotional support animal, a Medical Practitioner Report must be submitted to Student Living before the animal arrives on site. Formal evidence must be produced to confirm:
  - i) the animal is required on the basis of providing assistance or emotional support (as noted in the Medical Practitioner Report); and
  - ii) the animal is trained and/or equipped to meet standards of hygiene and behaviour that are appropriate for an animal in a public place and that it is in good health and free from disease (vet report required).
- c) Once Student Living has assessed your application you will be notified of the outcome. Should approval be granted in Student Living's discretion for your animal to come on site you are permitted to keep the animal in your room, Common Areas and public places as recognised by the *Disability Discrimination Act 1992* (Cth). Student Living may request you to move to another residence to ensure the provision of an appropriate rooming option to accommodate an assistance or emotional support animal.

## 13. RUBBISH REMOVAL AND RECYCLING

- a) The accumulation or collection of glass bottles, other glass containers, aluminum, plastic containers or other packaging in bedrooms or common areas is an occupational health and safety hazard.
- b) All students are required to empty their own bedroom and common area bins to the waste stations provided, or allocated bin area in other residences as required. Bins must contain a bin liner at all times. Recycling bins are provided for Students' use and you are expected to sort your waste packaging into the bins provided.

## 14. SMOKING

- a) If you are under 18, you are prohibited by law from smoking.
- b) If you are 18 and over, it is your choice if you wish to smoke tobacco or other legal non-tobacco products subject to clause 14(c).
- c) If you smoke within the grounds of the University, the following applies:
  - i) you must comply with the University's Smoke Free Environment Policy;
  - ii) you must only smoke in designated smoking areas on Campus;
  - iii) for the avoidance of any doubt, the use of electronic cigarette devices, vaporisers, shisha/hookah or any

other form of legal smoking is only permitted within the designated smoking areas on Campus;

- iv) the Campus has designated smoking areas equipped with facilities for the responsible disposal of smoking by-products;
- v) You must dispose of your smoking by-products in these facilities; and
- vi) if you smoke in non-designated smoking areas you may be subject to disciplinary action.

## 15. COVID-19 VACCINATION

- a) You will be required to show proof that you are fully vaccinated against COVID-19 (i.e. two doses of a COVID-19 vaccine recognised by the Therapeutic Goods Administration) to Student Living on or before the commencement date of your contract period:
  - i) for new or returning residents, this information will be requested at the time you collect the keys for your room;
  - ii) for residents that have extended their contract period to the Summer Vacation Period (as defined in the Student Licence Agreement), this information will be requested on or prior to the commencement date of the Summer Vacation Period.
- b) Proof of your vaccination includes your:
  - i) COVID-19 digital certificate via the Service NSW app;
  - ii) COVID-19 digital certificate via the Australian Immunisation Register;
  - iii) online immunisation history statement;
  - iv) international COVID-19 vaccination certificate.
- c) Students that hold a valid medical exemption from the COVID-19 vaccination may be eligible for exemption from the vaccination requirement. To request an exemption, you will be required to contact Student Living to discuss your individual circumstances within the following timeframes:
  - i) for residents that have extended the term of their contract period to the Summer Vacation Period, at least 2 weeks before the commencement date of your Summer Vacation Period;
  - ii) for all other new or returning residents, at least 4 weeks before the commencement date of your contract period.
- d) To be considered for an exemption, you will be required to do the following:
  - i) provide proof of your medical exemption by way of contraindication certificate from a medical practitioner that specifies the medical contraindication; and
  - ii) agree and sign a written Personal COVID Plan (PCP) which may include reasonable adjustments to your living situation to manage the health and safety risks to yourself and others of living in high density housing, such as moving to a studio apartment or wearing a mask in common areas. These adjustments will be in accordance with the terms of the Student Licence Agreement.
- e) Proof of your vaccination status or medical exemption will be sighted by Student Living and noted in your Student Living account. The collection of your personal and health information is required to maintain a safe environment for all on-campus residents. This information will be collected and stored in accordance with the terms of the Student Licence Agreement and the [University's Privacy Management Plan](#), and will only be accessed by authorised University staff who need it to carry out their duties.

- f) If you do not provide Student Living with proof that you are fully vaccinated against COVID-19 on or before the commencement date of your contract period or are not granted an exemption, you will not be authorised to collect your keys and may result in the termination of your Student Occupancy Licence Agreement by the University.

# ROOMING AND CATERING

## 16. CATERING

- a) If you are paying to have meals catered by way of a meal plan then you will use the Dining Hall.
- b) Catering may not be provided outside of the normal contract period unless specifically arranged and approved by Student Living staff.
- c) Your Student Identification card must be used when collecting all meals or service can be refused.
- d) When in the Dining Hall you must:
  - i) wear appropriate clothing and footwear;
  - ii) behave in a civil manner and not disturb others eating their meals;
  - iii) not deliberately waste food;
  - iv) not remove cutlery, crockery or furniture from the Dining Hall; and
  - v) assist the catering staff with any reasonable request.
- e) You cannot transfer your catering rights to anyone else, whether a fellow student or a guest.
- f) If you have food allergies or specific dietary requirements, it is your responsibility to notify and discuss with the catering provider.
- g) The Dining Hall is an alcohol-free area.

## 17. YOUR ROOM AND COMMON AREAS

The University does not provide storage space in addition to your room. If you are vacating your room and wish to store your possessions for a defined period, you will need to make alternate arrangements.

The University reserves the right to update or replace fixtures and fittings within rooms and common areas as required; including but not limited to paint, tiles, window fittings, carpet and benches. Images depicting rooms and common spaces are for illustration purposes only and may not be an actual representation of an individual space.

Rooms within International House A Block, B Block, C Block, Edwards Hall Self Catered, Edwards Hall Cutler and Burnet Main Halls and Cutler North have fixed single beds. All other residences have king-single beds or larger depending on room type and capacity.

### a) Your Responsibilities:

- a) You must:
  - i) take proper care of all furniture, furnishings (including room furnishings) and appliances within your room and building;

- ii) not make any alteration to any building including attaching objects to the walls. Posters are permitted in your room but only using products that leave no trace when removed;
  - iii) accept sole responsibility for any damage to your room or room furnishings;
  - iv) not tamper with any safety or security devices;
  - v) not, without Student Living's prior written consent, remove or move any room furnishings, fittings, equipment or other articles provided, from or into your Room, Building or Common Area including but not limited to mattresses and furniture;
  - vi) keep your room, room furnishings, the common areas and the furnishings in your building in the same condition as at the Commencement Date of your contract and leave them in that condition when you vacate your room at end of contract;
  - vii) lock your room when you are not in your room;
  - viii) ensure external access doors (ie front doors) are locked at all times;
  - ix) not, under any circumstances, enter another student's room without their permission; and
  - x) not enter or make use of any vacant rooms or use or remove any items from a vacant room.
- b) You must report all:
- i) matters requiring emergency repairs immediately to the Student Living team through the Student Living Portal during business hours; or by phone on (02) 4913 8888 after hours; and
  - ii) damage or loss to furnishings and property to the Student Living team by 12 noon the next business day after the damage or loss occurs.
- c) You must:
- i) keep your room, room furnishings, the common areas and the furnishings in your building in the same condition as at the Commencement Date and leave them in that condition when you vacate your room. The University may require you to pay for any cleaning or repair costs associated with the removal of damaging adhesives, for writing or for drawing on surfaces;
  - ii) lock your doors when you are not in your room;
  - iii) not under any circumstances enter another student's room without their permission; and
  - iv) not enter or make use of any vacant rooms in the building or use or remove any items from a vacant room in the building.
- d) The University may require you to pay for:
- i) any cleaning / rectification costs including but not limited to the removal of damaging adhesives and removal of writing or drawings on surfaces in your room or the common areas;
  - ii) the replacement cost of any items included on the inventory of items at commencement date of your contract that do not match the inventory of items at end of contract; and
  - iii) any damages caused to your room, common areas or shared spaces.

Abovementioned costs and charges will be applied to your Student Living account by Student Living. Student Living will provide a breakdown of all charges however cannot disclose or share supplier documentation deemed to be commercial in confidence.

## 18. BALCONIES

- a) Your balcony must be kept in a clean and tidy condition at all times. Housekeeping services do not service the balcony areas, it is the responsibility of the residents to ensure this is undertaken.
- b) As a matter of safety and security, you must not:
  - i) leave your balcony door unlocked when not in use;
  - ii) leave items on your balcony where they may be knocked or blown over and fall;
  - iii) smoke or cook on the balcony (including the use of personal BBQs) or use naked flames (including candles or citronella lights);
  - iv) install or add any furniture to your balcony (including but not limited to chairs or hammocks);
  - v) throw or allow any item to be thrown or fall from your balcony;
  - vi) create excessive noise whilst on the balcony, particularly beyond 10:00pm at night (be aware that 'private' conversations on balconies may carry a considerable distance in the quiet early morning hours); or
  - vii) install any non-University fittings on the balcony areas.

## 19. ROOM MOVE

- a) To apply for a room move, you must follow the room move request process which is available by contacting the Student Living office or website.
- b) The University does not guarantee that all applications for room moves will be approved. Room moves are subject to room availability and will only be offered at the discretion of the Student Living team.
- c) If your room move application is approved, a standard room change fee will apply.
- d) If you change rooms without the University's express consent the University may issue you with a charge. You may also be required to move back to your assigned room and/or be subject to disciplinary action.

## 20. BIKES AND OTHER WHEELED VEHICLES

Bicycles and other wheeled vehicles must be kept only in the provided secure bicycle sheds and bicycle racks. They cannot be kept in areas such as balconies, stairwells, common living spaces or bedrooms.

## 21. PARKING

- a) If you own a vehicle and wish to park within the Residential car parks on campus, you must apply for a Residential parking permit. This permit will allow you to park only in designated student accommodation car parking spaces on campus and must be clearly displayed when in these areas.
- b) The University provides residential parking spaces close to buildings for people with disabilities. These car parks are clearly marked. You may only park the vehicle in accessible car parking spaces if you possess a current Australian Disability Parking (ADP) permit and prominently display the ADP permit on the vehicle.
- c) If the vehicle is unregistered, you must not park or store it on the grounds of the University.
- d) If you wish to park within Student car parks (different to Residential car parks) on campus please refer to Student Central to purchase the appropriate permit. Student car parking permits do not allow parking within Residential car parks and the same applies in reverse.

- e) If at any time you cease to be a Student Living resident you are required to return your parking pass upon check out and a pro-rata refund will be issued.
- f) You may receive a parking infringement if you continue to display a residential parking permit when you are no longer a current resident, if you park in unauthorised locations, or where another type of parking permit is required and the parking space is therefore not available for Residential parking permit holders.
- g) Please refer to [University of Newcastle Rules governing traffic and parking](#) for further information.

# SAFETY AND SECURITY

## 22. DOORS

- a) You must not prop open the main entrance doors and / or fire exit doors at any time as this is a security risk and a potential safety hazard.
- b) You must not obstruct doorways or corridors with rubbish, personal items or furniture.
- c) If you obstruct a doorway or corridor that prevents egress in the event of any emergency, the University may issue you with a charge where costs are incurred by the University.
- d) Charges, fines or other disciplinary action may be brought against students who risk the safety of themselves and their fellow students through door breaches.
- e) You must ensure that doors are closed securely at all times.

## 23. ELECTRICAL EQUIPMENT

- a) It is your responsibility to ensure that all your electrical equipment in your room, Building and Common Areas is safe and meets the Australian standards.
- b) The use of electrical equipment not complying with Australian standards, use of unsafe electrical equipment, use of double adaptors and overloading of circuits may cause fire and is deemed as a serious risk.
- c) The following are prohibited pieces of electrical equipment:
  - i) Portable air conditioners
  - ii) Portable heaters (fan/ceramic/radiator or other)
  - iii) Humidifiers or dehumidifiers
  - iv) Portable dishwashers
  - v) Oil diffusers

The University may prohibit additional electrical equipment and provide notice of new prohibited items at any time.

- d) You must not overload the circuit and cause an outage in your room, Building or Common Areas. If you do overload the circuit, the University may charge you the cost of rectifying the outage.
- e) The University reserves the right to immediately remove from your allocated room, Building or Common Areas any electrical equipment that the University considers to be prohibited or unsafe even if notice has not been given. The electrical equipment will be returned upon occupancy termination or contract end.

## 24. EMERGENCIES

- a) In the event of any emergency you must leave an area if directed by any staff or member of security or a member of the emergency services, police, fire brigade etc.
- b) If indoors when an alarm sounds or given an instruction to leave, you must immediately leave the building. Failure to leave the building when an alarm sounds may result in a charge where costs are incurred by the University.
- c) During an emergency Student Living staff or Security Services may enter your room.
- d) Security Services have the overall responsibility for disaster action plans and you must comply with any directions to meet at an assembly point for the duration of the declared emergency or until you are given permission to leave the assembly area by the Security Services.
- e) It is expected that a person with a disability will complete a Personal Emergency Evacuation Plan upon arrival. A copy of this plan will be retained by the University and will be followed in the case of an emergency.
- f) It is against the law to make false reports to emergency services or police about an incident or emergency.

## 25. FIRE HAZARDS

- a) You must:
  - i) abide by the fire safety regulations;
  - ii) keep the Common Areas, stair wells, corridors, fire exits and pathways free of your personal belongings for fire safety reasons and cleaning purposes;
  - iii) not interfere with any fire-fighting appliances, notices, alarms or safety devices installed in your room or the Building;
  - iv) not in any circumstances use any open flame devices including candles and incense;
  - v) not use any means of heating in your room other than heating apparatus supplied by the University and you must not use such apparatus to dry clothes; and
  - vi) only cook in designated areas (e.g. kitchens);
- b) If you do, or contribute to, anything that activates any crisis/fire system(s) on Campus, then:
  - i) the University may issue you with a charge where costs are incurred by the University; and/or
  - ii) you may be subject to disciplinary action imposed by the University.
- c) If during the Term or during the University's inspection of your room at the end of the Term, the crisis/fire system(s) in your room is found to have been modified or tampered with, the University will issue you with a charge where costs are incurred by the University and you may be subject to disciplinary action.

## 26. INSURANCE

University insurance policies will not provide you with coverage for personal effects or ambulance cover whilst living on campus. It is strongly recommended you obtain appropriate insurance cover.

## 27. KEYS

- a) You must:
  - i) keep safe and secure the key(s) provided by the University for the room and Building; and not give your room or Building keys to any other person;
  - ii) not change any of the locks to the Building or your room; and
  - iii) immediately report any missing or stolen key(s) and pay for the costs of replacement. This may also include multiple keys for each resident of a unit if the main door to the unit needs replacement keys for a new lock.
- b) If you lock yourself out of the room you must register the lock-out with the Student Living team so the University can provide you with access to your room.
- c) The first time you lock yourself out of the room the University will not issue a charge. The second and subsequent times you lock yourself out of the room, the University may seek to recover the costs of attending to the lockout from you.

## 28. RESTRICTED AREAS

- a) Entering restricted areas on Campus without authorisation is prohibited.
- b) Climbing on or from balconies or windows is prohibited, as is climbing onto roofs and covered walkways.

## 29. SECURITY

- a) You must:
  - i) carry your Student Card with you at all times when present on Campus;
  - ii) not conduct any business activity or illegal activities in the Building or your room; and
  - iii) not store or use any dangerous goods and/or weapons including but not limited to combustible materials or liquids, firearms or knives in the Building, your room or anywhere on the grounds of the University, (except in accordance with Item 30 b) regarding sports weapons).
- b) Security Services staff are empowered to ensure you are compliant with all University policies relevant to the comfort and safety of all members of the University community. You must comply with any reasonable request by Security Services staff.

## 30. SWIMMING POOL

- a) Pools are open to all residents of University of Newcastle Student Living and may be used between 9:00am and 10:00pm with the exception of the Winter Months (May to July) or when closed for repairs or cleaning.
- b) You must comply with pool rules as posted in pool areas, including:
  - i) no alcohol or glassware within the fenced pool areas;
  - ii) if you have been drinking alcohol and are intoxicated, or under the influence of other substances, you must not use the pools;
  - iii) no dangerous behaviour such as trying to jump into the pool from a fence, balcony or a shade sail;
  - iv) not throwing items into the pool or the fenced area surrounding the pool;

- v) not interfering with the cleaning equipment and filtration systems; and
  - vi) wearing appropriate swimwear (nude bathing and nude sunbathing are not permitted).
- c) Portable pools are not permitted for use within the Student Living precinct.

### **31. WEAPONS**

- a) Weapons are not permitted on campus.
- b) If you are a member of a sporting team whose equipment may be deemed as a weapon (e.g. crossbow for archery) you are required to contact Student Living for information on your options.
- c) If you are found by the University possessing a weapon the University may take appropriate legal or disciplinary action.

### **32. INTERNET ACCESS**

- a) Wired and wireless networks are available throughout the University's student living precinct and are part of the wider University corporate network. As such, your access to this network is subject to the University's Information Technology Conditions of Use Policy and you must comply with that policy at all times.
- b) You acknowledge and agree that the University has security protocols and policies in place regarding access to the internet on campus and that those protocols and policies apply to your use of the internet at the student living precinct.
- c) Assistance regarding internet access is available from the University's Information Technology Service Desk/Portal. Please see the University's website for information on how to contact the Service Desk/Portal.

### **33. INTERPRETATION**

- a) In these University of Newcastle Student Living Standards, the following rules of interpretation apply unless the contrary intention appears:
  - i) Headings and bold type are for convenience only and do not affect the interpretation of these standards.
  - ii) The singular includes the plural and the plural includes the singular.
  - iii) A reference to 'including' (in any form) or 'such as' when introducing a list of items does not limit the meaning of the words to which the list relates to those items or to items of a similar kind and are not words of limitation.
  - iv) Other parts of speech and grammatical forms of a word or phrase defined in these standards have a corresponding meaning.
  - v) A reference to "\$" means Australian Dollars.

### **34. MAIL**

- a) Current residents are permitted to have mail addressed to them delivered to the Student Living offices.
- b) Once received by Student Living a notification will be sent to the student.
- c) All mail must be collected within seven (7) days of the date of delivery to Student Living or it may be returned to the sender.

### **35. STUDENT RESPONSIBILITIES**

Students are expected to take responsibility for:

- a) understanding and complying with the Student Living Standards, Student Occupancy Licence Agreement, the Student Conduct Rule and other relevant University rules, policies, procedures and guidelines; and
- b) compliance with the University Code of Conduct and acting in a manner that demonstrates integrity and respect for the Student and University community as well as the broader community.

# APPENDIX: BREACH, DISCIPLINE AND CONDUCT POINTS

## 1. BREACH AND DISCIPLINE

- a) Where there is a perceived or alleged violation of the University of Newcastle Student Living Standards or Student Occupancy Licence Agreement, or any University rule, code, policy or procedure, then the University may investigate the matter in accordance with the Student Conduct Rule. Any investigation under the Student Conduct Rule in no way limits the fees, charges or other penalties which can be levied under the Student Occupancy Licence Agreement or vice versa.
- b) The recording of misconduct points against you may be in addition to any other fees, charges or other penalties which may be imposed against you under the Student Occupancy Licence Agreement or the Student Conduct Rule.
- c) The University will determine whether the matter should be handled directly by the Student Living Support Team, or should be referred to the Office of the Deputy Vice-Chancellor (Academic) to be assessed under the Student Conduct Rule.

## 2. INVESTIGATIONS

- a) The University will investigate an incident and if deemed necessary, will instigate the appropriate action.
- b) The University may determine that the alleged violation(s) did not occur and dismiss the case.
- c) An investigation may include an interview of the people involved and/or affected by an incident perceived as a violation. Such interviews will be conducted by the University or a representative and be confidential in nature. Other procedures of investigation, including, but not limited to, photography, CCTV footage and other methods of obtaining evidence, may be used depending on the nature of the alleged violation under investigation. Any documentation created or provided in any investigation will be confidential.
- d) The University may, at any time, refer an investigation to be acted upon by other units within the University, including but not limited to, the Deputy Vice Chancellor (Academic) under the Student Conduct Rule.
- e) The University may, at any time, refer an investigation to the police, any other law enforcement agency or other external agency.
- f) A Student can be asked to not contact another Student or Staff member during an investigation, or if it is deemed necessary and reasonable.

## 3. DISCIPLINARY ACTIONS

The severity of the violation will determine the type of possible action. Failure to comply with any disciplinary action imposed on you may lead to further disciplinary consequences. Disciplinary action can include, but are not limited to:

- a) Written Warnings

The University may determine that the violation(s) did occur and assign the Student(s) involved a warning. The

warning will be rendered in writing and will serve to remind the Student(s) of the Student Living Standards and the Student Occupancy Licence Agreement. Additionally, it will alert the Student(s) that further violations may result in sanctions.

b) Sanctions

The University may determine that the violation(s) did occur and assign the Student(s) involved a penalty. The goal of a penalty is to restore damaged community or individual relationships, educate the Student as to the impact their behaviour has had on the community, and/or address addictions or other behavioural needs. Penalties assigned by the University may be one or more of the following listed below:

c) Training

The Student is assigned a specific project or program (depending on the violation) to be completed by a set deadline. Examples include, but are not limited to, attendance or assistance in educational programs, completion of an alcohol education and/or awareness program, a reflection paper, creation of an educational/rule based poster or presentation, meeting with a University Staff Member, or a letter of apology.

d) Counselling

The Student will be required to undertake counselling.

e) Community Work

The Student will be required to participate in Student Services for a specific number of hours in a project. Under a direct supervisor, the Student performs their community restitution hours without compensation. Examples include, but are not limited to, shadowing Student Leaders (when performing various duties) and assisting with or organising a Student event.

f) Fines and Compensation

(i) The Student will be asked to compensate for the damages in the event that any Student is found responsible for damage to University or personal property. The Student can also be required to pay a fine.

(ii) Any damages, fine or penalty imposed under the Student Conduct Rule does not preclude the University from also charging a Charge under the Student Occupancy Licence Agreement.

g) Loss of Privileges

This may include removal of privileges such as, but not limited to, the ability to host guest(s), an on-site alcohol ban of a specified duration, and/or a ban on attending student accommodation events and activities.

h) Disciplinary Transfer

This is the permanent relocation of a Student from one community to another (depending on the availability of a suitable space).

A Student who is transferred may be prohibited from entering the floor, wing or building that they were transferred from for a specified period of time. Students who are transferred will be allocated a room at the discretion of Student Living Support staff.

#### 4. CONDUCT POINTS

If you breach the Student Occupancy Licence Agreement or the University of Newcastle Student Living Standards, Conduct Points may be allocated per violation and recorded to you in accordance with the table below. The recording of Conduct Points may be in addition to any other fee, charge or other penalty imposed by the University under the Student Occupancy Licence Agreement.

The University will send you an email requesting that you contact the University to arrange a meeting or phone call to give you the opportunity to provide your side of the story and respond to the allegations. If you fail to contact the University as requested or fail to participate in the arranged meeting or phone call, then the University may proceed to record Conduct Points against you and inform you of the recording in writing.

The recording of any Conduct Points against you (during the period of your current Student Occupancy Licence Agreement or any previous Student Occupancy Licence Agreement) and the circumstances regarding those Conduct Points:

- a) may result in you being referred to the office of the Deputy Vice-Chancellor (Academic) for assessment under the Student Conduct Rule; and/or
- b) may be considered by the office of the Deputy Vice-Chancellor (Academic) in relation to any assessment regarding you under the Student Conduct Rule; and/or
- c) may be considered by the University in relation to whether you have breached your obligations under your Student Occupancy Licence Agreement; and/or
- d) may result in you not being considered or accepted for re-admission to University of Newcastle Student Living; and/or
- e) may result in you being required to meet with the Manager Student Living Support (or similar) or other member of the Student Living team.

Violations are classified with a Level One to Level Three severity, with Level One being the lowest, and Level Three being considered more serious violations.

A Level One violation may accrue 1- 3 points depending on the violation and circumstances. A Level Two violation may accrue 4 - 6 points depending on the violation and circumstances.

A Level Three violation may accrue 7 - 10 points depending on the violation and circumstances.

While specific violations may be listed in the following table, it is not exhaustive of all incident types, and are meant as examples of a class of incident or behaviour; or class of effect that an incident may create.

**LEVEL OF SEVERITY****EXAMPLE OF VIOLATION**

---

**LEVEL 1**

1-3 Points

## Anti-Social/Inappropriate Behaviour

- Behaviour that is against the University of Newcastle Code of Conduct; and/or outside the bounds of what is considered appropriate or socially acceptable; and/or harms or has potential to harm others; and/or is damaging to the reputation of the individual or University of Newcastle.
- 

## Cleanliness

- Failure to maintain a reasonable standard of cleanliness in rooms and communal areas.
  - Refusal to allow cleaning staff members to access studios on a scheduled basis for cleaning duties.
  - Poor level of personal hygiene.
- 

## Damage to Flora

- Damage to garden and outdoor spaces within the Student Living precinct.
- 

## Failure to Cooperate

- Failure to co-operate with, or follow a reasonable request of any University or security personnel.
- 

## Fire and Safety Hazard

- The accidental activation of a Fire Alarm.
  - The use of open flames within a building e.g. Candles, incense.
  - Cooking undertaken in any Room outside of the designated kitchen areas.
- 

## Guests –Unregistered

- Failure to register a guest, or hosting a guest for a greater period of time than stipulated in the Standards.
- 

## Mismanagement of Events

- An approved Event not managed or run as agreed upon.
  - Space not used as intended; space is not cleaned/maintained to expected standard by 10:00am the following day.
- 

## Misuse of Alcohol

- The consumption of alcohol leading to irresponsible or socially unacceptable behaviour.
- 

## Noise

- Failure to maintain noise at a reasonable level.
- 

## Property Damage – Accidental

- Non-malicious or accidental minor damage to property outside of usual wear and tear.
- 

## Smoking

- Smoking in an undesignated outdoor area (not including balconies).
- 

## Unapproved Event

- Gathering of more than 30 people where an event form has not been submitted or approved.
- 

## Vehicle Misuse

- Parking motorbike/car/motorised transport in corridor or non-parking areas.
-

**LEVEL OF SEVERITY****EXAMPLE OF VIOLATION****LEVEL 2**

4-6 Points

## Alcohol Misuse

- Repeated occasions for concern regarding alcohol misuse and the impact on others.

## Assault

- Direct verbal or written attack, including but not limited to in-person, social media, email, or vandalism.
- Low-level physical assault/misdemeanour where no injury is evident.

## Enter a Room without permission

- Enter a Room without permission or invitation, regardless of whether permission has previously been provided.

## Illicit Substance Use

- Use of illegal substances, misuse of own prescribed medication, or use of others prescribed medication.

## Property Damage – Vandalism or Malicious

- Intentional damage or vandalism totalling less than \$500 in repairs.

## Risk to Reputation

- Poor behaviour or actions resulting in, or poses risk of damage to, the reputation of the University of Newcastle or University of Newcastle Student Living

## Safety and Fire Hazards

- Tampering with fire equipment such as, but not limited to, disabled or covered fire detector or use of fire extinguisher without cause.
- Obstructing fire or emergency exits and pathways with personal items.
- Accessing restricted areas such as, but not limited to, rooftops; shade sails; climbing the outside of buildings; climbing fencing or scaffolding.
- Putting other's health and safety at risk, such as, but not limited to, throwing missiles or objects.

## Smoking

- Smoking in an undesignated Building area (including balconies, Rooms, Common Rooms)

**LEVEL 3**

7-10 Points

## Assault

- Moderate physical assault where injury is received, no hospitalization required.
- Serious physical assault requiring medical attention; or risk of serious injury.

## Sexual Misconduct

- Sexually based harassment including behaviour that is not consensual, is threatening, intimidating or coercive, and is of a sexual nature.
- Sexually based assault including any unwanted behaviour of a sexual nature to which you have not received agreement or consent to undertake.

**LEVEL OF SEVERITY**

**EXAMPLE OF VIOLATION**

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Break and Enter

- Forcible entry into a residents' Room or restricted area.
- 

Harassment

- Vilification - Abusively disparaging speech or writing; identifying or tagging an individual in social media.
  - Bullying - Intimidating, malicious or insulting behaviour; abuse of power; identifying or tagging an individual in social media; purposefully excluding an individual within on-line groups.
  - Victimization - Bad treatment of a person who has made or is believed to have made a complaint; identifying or tagging an individual in social media because of this.
  - Discrimination - Unjust or prejudicial treatment based on race, age, gender or sexual orientation; purposefully excluding an individual within on-line groups because of this.
- 

Manufacturing or Supply of Illicit Substances

- Manufacturing or distribution of illegal substances or legal substances for misintended use.
- 

Property Damage – Vandalism or Malicious

- Intentional damage or vandalism totalling more than \$500 in repairs
- 

Safety and Fire Hazards

- Set off a fire alarm with purpose.
- 

Theft

- Theft of personal or University property.
- 

Weapons

- Bringing a weapon onto campus, or threat of others with a weapon.
-



THE UNIVERSITY OF  
**NEWCASTLE**  
AUSTRALIA