

STUDENT LIVING STANDARDS



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

STUDENT
LIVING

CONTENTS

CONTENTS	01	SECTION 4: SAFETY AND SECURITY	11
SECTION 1: BEHAVIOURAL EXPECTATIONS	02	21. Doors	11
1. Introduction	02	22. Electrical Equipment	11
2. Your Welfare	02	23. Emergencies	11
3. Discipline and Conduct	02	24. Fire Hazards	12
4. Reporting an Incident	02	25. Insurance	12
5. Diversity and Respect	03	26. Keys	12
5.1 Respecting Others	03	27. Restricted Areas	12
5.2 Respecting Property	03	28. Security	13
5.3 Behaviour and Noise	03	29. Swimming Pools	13
6. Drugs and Alcohol	03	30. Weapons	13
7. Guests	04		
8. Complaints	05	APPENDIX: DISCIPLINE AND MISCONDUCT	14
SECTION 2: HEALTH AND HYGIENE	06	1. Discipline and Misconduct	14
9. Cleaning	06	2. Student Rights	14
9.1 Common Areas	06	3. Student Responsibilities	14
9.2 Your Room or Unit	06	4. Investigations and Appeals	14
9.3 Recreation Rooms	06	5. Disciplinary Actions	15
9.4 Housekeeping Services	06	5.1 Written Warnings	15
10. Food Safety	07	5.2 Sanctions	15
11. Personal Hygiene	07	5.3 Training	15
12. Pets	07	5.4 Counselling	15
13. Rubbish Removal and Recycling	08	5.5 Community Work	15
14. Smoking	08	5.6 Fines and Compensation	16
SECTION 3: ROOMING AND CATERING	09	5.7 Loss of Privileges	16
15. Catering	09	5.8 Disciplinary Transfer	16
16. Your Room and Common Areas	09	5.9 Misconduct Points	16
16.1 Your Responsibilities	09	5.10 Referrals	19
17. Balconies	10	6. Failure to Comply	19
18. Room Change	10		
19. Bikes and Other Wheeled Vehicles	10		
20. Parking	10		

BEHAVIOURAL EXPECTATIONS

1. INTRODUCTION

a) Welcome to UON Student Living. We hope you will enjoy your time on campus. In choosing to live on-campus, you are choosing to be a member of the UON Student Living Community and to abide by our community 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 and the rules, policies, procedures and guidelines located in the University Policy Library.

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.

2. YOUR WELFARE

a) Please disclose to the UON 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) The UON Student Living team 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. DISCIPLINE AND CONDUCT

a) Where there is a perceived or alleged violation of the UON Student Living Standards or Student Occupancy Licence Agreement, or any University Rule, Policy or Procedure, then the University will investigate the matter in accordance with the Student Conduct Rule. The disciplinary process is designed to assist Students in accepting responsibility for their actions and for the consequences of those actions. This investigation in no way limits the fees or charges which can be levied under the Student Occupancy Licence Agreement.

b) Disciplinary processes may result in disciplinary action being taken in accordance with the Student Conduct Rule and can range from counselling to the termination of your contract, eviction from your residence, and the termination of your enrolment.

c) For further information, please refer to the UON Student Living discipline and misconduct process (Appendix) and the [UON 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 other University policy; or concerns for another resident's safety or wellbeing.

b) Incidents are reported through the UON Student Living website 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 pending the nature of the incident.

5. DIVERSITY AND RESPECT

5.1 Respecting others

- a) Activities and events will be organised using the [ResWise](#) framework and will encourage inclusiveness within UON 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
- c) You can report any violation or breach of the University's policies to the UON Student Living team or via the Student Living website 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.

5.2 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.

5.3 Behaviour and noise

- a) Please consider your actions, communications 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 UON 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 UON 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 seek 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 and choose to drink 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. UON 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 allegations of you using or selling:
- i) illegal drugs;
 - ii) prescription drugs inappropriately; or
 - iii) legal substances inappropriately which results in the effects of illegal drugs.
- 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 have sought medical treatment due to adverse affects 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 including family members who is not a student on Campus 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 without question
- c) All guests staying onsite after 8:00pm must be registered via the Student Living website. Guests may stay no more than one night during the week or two consecutive nights during the weekend.

- d) 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.
- e) You are responsible for ensuring your guest complies with the Student Living Standards, University rules, policies and guidelines, including what constitutes acceptable behaviour.
- f) 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.
- g) 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 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 UON Student Living events only where invited to do so by other members of the Student Living community.
- h) 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 website) and approved by the UON Student Living team;
 - 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.
- i) Guests are not permitted:
- i) during exam preparation or examination periods;
 - ii) during orientation periods prior to the start of each semester; or
 - iii) during Autonomy Festival Week.

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 uonstudentliving@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 uonstudentliving-appeals@newcastle.edu.au.

HEALTH AND HYGIENE

9. CLEANING

9.1 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 with a separate living area are subject to cleaning inspections, including 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 common areas in units and on floors are being well maintained and can be utilised by all Students.
- e) Studios are required to allow housekeeping services to enter and undertake cleaning of the kitchen and bathroom.

9.2 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 are subject to cleaning inspections with at least 24 hours' notice provided to the resident.
- c) Where Student Living determine that additional cleaning of your room or unit is required, the cost will be charged to you. Where there is a need to engage cleaning contractors to provide extra cleaning in a shared unit, all students of the unit will be charged accordingly and may be subject to disciplinary action.

9.3 Recreation rooms

- a) Each residential community has a shared responsibility to keep tidy all Communal recreation rooms (CAT Room, Green Room, Forsyth Cellar, Ground floor Common Rooms, etc.).
- 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.

9.4 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 them into the appropriate bins.

10. FOOD SAFETY

a) All foods 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 UON Student Living Team can constitute a health hazard, may be removed and disposed of with no compensation payable to you.

c) If, in the opinion of UON 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 UON 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 approved assistance animal (such as a guide dog for people with a visual disability), you are allowed to keep them in your room, Common Area, and public places as recognised by the Disability Discrimination Act. 1992. The UON Student living team must be consulted in order to provide an appropriate rooming option to accommodate an assistance animal.

13. RUBBISH REMOVAL AND RECYCLING

a) The accumulation or collection of glass bottles, other glass containers, aluminium, plastic containers or other packaging in bedrooms or common areas is an occupational health and safety hazard.

b) All students are required to remove their own bedroom and common area bins to the waste stations provided, or allocated bin area in other residences. It is required that all bins 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, you must:
 - i) comply with the University's Smoke Free Environment Policy; and
 - ii) only smoke in designated smoking areas on Campus between the hours of 7:00pm to 7:00am.
- d) The Campus has designated smoking areas equipped with facilities for the responsible disposal of smoking by-products. You must dispose of your smoking by-products in these facilities.
- e) If you smoke in non-designated smoking areas or outside of designated times, you may be subject to disciplinary action.

ROOMING AND CATERING

15. CATERING

- a) If you are paying to have meals catered, 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 UON 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.

16. YOUR ROOM AND COMMON AREAS

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

16.1 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, this includes attaching objects to the walls. Posters are permitted in your room but only using products that leave no trace when removed; and
 - iii) accept sole responsibility for any damage to your room or room furnishings.
- b) You must report all:
 - i) matters requiring emergency repairs immediately to the UON Student Living team through the Student Living Portal during business hours; or by phone on (02) 4913 8888 after hours; and
 - ii) other damage or loss to furnishings and property to the UON Student Living by 12 noon the next business day after the damage or loss occurs.
- c) You must :
 - i) not, without the UON Student Living Team's prior written consent remove or move any room furnishings, fittings, equipment, or other articles provided, from or into your Room, Building, or Common Areas.

- ii) 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;
- iii) lock your doors when you are not in your room;
- iv) not under any circumstances enter another student's room without their permission; and
- v) 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.

17. 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) ensure hammocks are not affixed to Student Living fixtures or fittings
 - iii) leave items on your balcony where they may be knocked or blown over and fall;
 - iv) smoke or cook on the balcony (including the use of personal BBQs) or use naked flames (including candles or citronella lights);
 - v) throw or allow any item to be thrown or fall from your balcony; or
 - 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).

18. ROOM CHANGE

- a) To apply for a room change, you must follow the room change request process available from the UON Student Living Office or website.
- b) The University does not guarantee that all applications for room changes will be approved. Room changes are subject to room availability and will only be offered at the discretion of the UON Student Living team.
- c) If your room change 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 where costs are incurred by the University. You may also be required to move back to your assigned room and/or be subject to disciplinary action.

19. BIKES AND OTHER WHEELED VEHICLES

Bicycles and other wheeled vehicles must be kept only in the provided secure bicycle sheds and bicycle racks.

20. PARKING

- a) If you own a vehicle and wish to park on Campus, you must apply for a parking permit. The 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) Please refer to [UON Rules governing traffic and parking](#) for further information.

SAFETY AND SECURITY

21. DOORS

- a) You must not prop open the main entrance 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) Disciplinary action may be brought against students who risk the safety of themselves and their fellow students through door breaches.

22. 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) Portable air conditioners are prohibited for use on campus.
- 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 and Common Areas any of your electrical equipment the University considers to be unsafe.

23. 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, the UON Student Living team 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 a catastrophe or emergency.

24. FIRE HAZARDS

a) You must:

- i) abide by the fire safety regulations;
- ii) keep the Common Areas, stair wells, 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, incense and torches;
- 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.

25. INSURANCE

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

26. 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 UON 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.

27. RESTRICTED AREAS

a) Entering restricted areas on Campus without authorisation is prohibited.

b) Climbing to or from balconies or windows is also prohibited, as is climbing onto roofs and covered walkways.

28. 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 29 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.

29. SWIMMING POOL

a) Pools are open to all residents of UON Student Living and may be used between 9:00am and 10:00pm with the exception of the Winter Months 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 prohibited for use within the Student Living Precinct.

30. 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.

APPENDIX: DISCIPLINE AND MISCONDUCT

1. DISCIPLINE AND MISCONDUCT

Where there is a perceived or alleged violation of the UON Student Living Standards or Student Occupancy Licence Agreement, or any University Rule, Policy or Procedure, then the University will investigate the matter in accordance with the Student Conduct Rule. The disciplinary process is designed to assist Students in accepting responsibility for their actions and for the consequences of those actions. This investigation in no way limits the fees or charges which can be levied under the Student Occupancy Licence Agreement.

2. STUDENT RIGHTS

Students may expect:

- a) to be advised of the allegations in writing;
- b) to have an opportunity to provide their side of the story and respond to the allegations; and
- c) to be advised of the appropriate appeal process.

3. STUDENT RESPONSIBILITIES

Students are expected to take responsibility for:

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

4. INVESTIGATIONS AND APPEALS

- 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 representative and be confidential in nature.
- d) Other procedures of investigation, including, but not limited to, photography and other methods of recording evidence, may be instigated depending on the nature of alleged violation under investigation. Any documentation created or provided in any investigation will be confidential and stored in an appropriate secure location on campus at all times.

e) 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.

f) The University may, at any time, refer an investigation to the police, any other law enforcement agency or other external agency.

g) A Student can be asked to not contact another Student or Staff member during an investigation, or if it is deemed necessary and reasonable.

h) Appeal Process: You have the right to appeal any disciplinary decision made by the University where there is evidence of a breach of these Standards, the Student Conduct Rule, or general principles of procedural fairness. To make an appeal you must write to the Deputy Vice-Chancellor (Academic) within five working days of receipt of the written decision and state the nature of the decision you wish to appeal and the grounds for your appeal. The appeal process is described in the Student Conduct Rule. The Dean of Students Office can provide assistance and support.

i) If, after investigation, you have been found to have violated the Student Living Standards, the Student Conduct Rule or other related policy, the University will determine whether the matter is 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.

5. DISCIPLINARY ACTIONS

The severity of the violation will determine the type of possible action. Action can include, but are not limited to:

5.1 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 UON Student Living Standards and the Student Occupancy Licence Agreement. Additionally, it will alert the Student(s) that further violations may result in sanctions.

5.2 Sanctions

When a Student is found responsible for violating a rule, they may be given 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:

5.3 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.

5.4 Counselling

The Student will be required to undertake counselling.

5.5 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), assisting with or organising a Student event.

5.6 Fines and compensation

a) 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.

b) 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.

5.7 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 attending student accommodation events and activities.

5.8 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.

5.9 Misconduct points

If you breach the Student Occupancy Licence Agreement or the UON Student Living Standards, or a finding is made against you under the Student Conduct Rule, misconduct points may be allocated per violation and recorded to you in accordance with the table below. The recording of misconduct points may be in addition to any penalties given under the Student Occupancy Licence Agreement or the Student Conduct Rule.

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.

Without limiting the circumstances in which you may be investigated under the Student Conduct Rule, if ten (10) points is accrued within the period of your Agreement then you may be referred to the office of the Deputy Vice-Chancellor (Academic) for investigation. Readmission to UON Student Living may not be considered if more than six (6) points have been accrued. Any resident with five (5) or more accrued points may be required to meet with the Manager Student Living Support.

While specific violations may be listed in the following table, it is not exhaustive of all incident types, and are meant as examples to 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

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.

Failure to Cooperate

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

LEVEL OF SEVERITY

EXAMPLE OF VIOLATION

LEVEL 1

1-3 Points

Anti-Social/Inappropriate Behaviour

- Behaviour that is against the UON 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 institution.
-

Noise

- Failure to maintain noise at a reasonable level.
-

Misuse of Alcohol

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

Smoking

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

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.
-

Unapproved Event

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

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.
-

Property Damage – Accidental

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

Guests –Unregistered

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

Vehicle Misuse

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

Damage to Flora

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

LEVEL OF SEVERITY**EXAMPLE OF VIOLATION**

LEVEL 2

4-6 Points

Assault

- Direct verbal or written attack, including but not limited to in-person, social media, email, or vandalism.
 - Low-level physical assault/misdemeanor 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.
-

Alcohol Misuse

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

Smoking

- Smoking in an undesignated Building area (including balconies, Rooms, Common Rooms) or outside of designated hours.
-

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 totaling less than \$500 in repairs.
-

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.
-

Risk to Reputation

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

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

Property Damage – vandalism or malicious

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.

Weapons

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

Theft

- Theft of personal or University property.

Break and Enter

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

Property Damage – Vandalism or Malicious

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

Safety and Fire Hazards

- Set off a fire alarm with purpose.

Manufacturing or Supply of Illicit Substances

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

5.10 Referrals

a) Serious breaches of the Student Conduct Rule will be referred to the Deputy Vice-Chancellor (Academic). The DVC(A) can impose penalties such as:

- i) Suspension, exclusion and expulsion from the University of Newcastle; and/or
- ii) Termination of your Student Occupancy Licence Agreement.

6. FAILURE TO COMPLY

Failure to comply with any sanction applied under the UON Student Living Standards will be treated as a separate breach of these Standards and will be referred to the DVC(A) for action that may include further disciplinary consequences.



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