



GATTON HALLS OF RESIDENCE HOUSE RULES

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1. THE HOUSE RULES FORM PART OF YOUR AGREEMENT

Residents are required to comply with the House Rules during their stay. Failure to comply with the House Rules and any update or variation may lead to disciplinary actions including, but not limited to written warnings, Agreement termination and eviction.

2. ELIGIBILITY

A resident must be enrolled as a student of The University of Queensland to be eligible for a residential place in the Halls of Residence.

3. CHECK IN AND INDUCTIONS

Check in is from 9am – 11am on the first day of your agreement.

Inductions covering fire safety, maintenance, residential life programs, health and safety and support systems will be conducted by the Residential Staff Teams on that day.

4. ALLOCATION OF ACCOMMODATION

- 4.1 Allocation of rooms is undertaken by the Halls Office in accordance with our policies. A resident can be required to move to an alternative room and/or Hall at the request of Hall's management.
- 4.2 Rooms are licensed for single occupancy only.

5. UNDER 18 RESIDENTS

All Residents under the age of 18 years who are registered on UQ's International Student Supervision Program (ISSP) must follow the curfew rules and procedures as agreed with the University of Queensland (UQ). Breaches of curfew will be reported to UQ and disciplinary action may be taken by UQ Res and UQ for repeated breaches which could ultimately affect the visa status for international students. The following guidelines put in place by the ISSP for international students must be followed:

- 17-year-old students have a 10pm curfew. Students must sign in with their Residential Assistant between 9:30pm and 10pm every night to avoid UQ or their parent/legal guardian being contacted.
- 16-year-old students have a 9pm curfew. Students must sign in with their residential assistant between 8:30pm and 9pm every night to avoid UQ or their parent/legal guardian being contacted.
- If students intend on staying away from UQ Res overnight or for a holiday, they must seek approval from the ISSP Team by completing the UQ Activity Permission Request Form.
- Permission to go on holiday or stay outside of UQ Res can only be granted by UQ and must be communicated in writing 7 days prior to departure.
- No overnight guests are permitted.
- All visitors must leave the room by 9pm or 10pm (depending on the age of the resident).
- No alcohol can be consumed anywhere or kept in the room by under 18 residents or on behalf of acquaintances, family or siblings.

6. REQUIREMENT TO PAY RESIDENTIAL FEES AND REFUND OF FEES

- 6.1 Students allocated accommodation are required to pay all residential fees in accordance with the approved schedule of fees.
- 6.2 Any resident who is unable to pay residential fees in full before the due date, or who is experiencing financial hardship, should contact the Halls Office Staff immediately.
- 6.3 The Halls of Residence reserves the right to request that any resident who is more than 21 days late with payment of fees (in full or by instalments) moves out of residence.
- 6.4 Overdue fees will be placed in the hands of an external debt collection agency which may negatively affect your credit rating. Any account sent to the debt collectors will be charged a debt collection fee of 10% of the outstanding amount. Any account not fully paid when a resident has left the Halls will have a hold placed on their Si-net account, until all monies owed are paid in full to the Halls of Residence.
- 6.5 Residents who are suspended from the Halls will be required to pay accommodation fees only during the suspension period. Should a resident choose to terminate accommodation at this time, the normal rules as under section 7 will apply.

7. TERMINATION OF AGREEMENT/ WITHDRAWAL

- 7.1 Accommodation agreement is for a full academic year.
- 7.2 Should a resident wish to break their agreement, they are required to give four weeks notice of their intention to leave, which must be served during semester time. Residents will be required to pay the normal weekly rate in lieu of notice if the required four weeks is not given. All residents will be required to pay a \$375 termination of agreement fee.

8. AUTHORITY WITHIN THE HALLS OF RESIDENCE

- 8.1 UQ Res has overall responsibility for the Halls.
- 8.2 The Head has responsibility for the management of, and conduct within, the Halls.
- 8.3 Resident staff, including the Manager Residential Programs are appointed for the management of, and conduct within, the Halls of Residence and as such should be considered agents of the Head of the Halls.
- 8.4 Residents must comply with a direction given by the Head, Manager Residential Programs and Resident Staff or authorised University Staff such as Security Officers. Failure to do so will be deemed as a breach of the conditions of residency (clause 23).

9. CONDUCT WITHIN THE HALLS OF RESIDENCE

Residents shall not cause nor permit the premises to be used or occupied in any way or for any purpose which might cause annoyance to any persons on the premises, or indulge in any illegal, riotous, noxious, improper, offensive or noisy conduct or practice, or bring the reputation of the Halls into disrepute. Residents shall be bound by the rules of the Halls as set out in the Rules and Conditions Governing Occupancy, Halls Handbook and The University of Queensland Student Charter.

- 9.1 Residents must at all times conduct themselves within the Halls in a manner which is conducive to study and sensitive to the privacy and needs of other residents.
- 9.2 Residents will be required by the Head, a Resident Staff member, or authorized University staff to discontinue any behaviour which is detrimental to the welfare, comfort or convenience of other residents.
- 9.3 The University of Queensland is committed to ensuring that the University environment is safe, respectful and free from all forms of Sexual Misconduct, this includes the Halls of Residence. The Sexual Misconduct policy outlines the overarching principles governing the University's approach to preventing, addressing and responding to Sexual Misconduct, which is behaviour inconsistent with the University's values. This policy is to be read in conjunction with the Sexual Misconduct – Procedures.

10. DRUGS AND ALCOHOL

- 10.1 Residents must not bring onto, or use or consume within or in the precincts of, a Hall of Residence any substance or article, the possession of which is illegal.
- 10.2 Alcohol consumption in moderation is permitted in bed/study rooms only. Consumption of alcohol is not permitted in the common rooms, common areas or within the external precincts unless specific prior permission is granted by the Head or Manager Residential Programs. All alcohol consumption must cease on campus at 11.30pm in accordance with The University of Queensland Policies.
- 10.3 In accordance with state policies, persons under the age of eighteen (18) years are not permitted to consume alcohol within the Halls or at Halls functions. Persons under the age of 18 found consuming alcohol or intoxicated will be suspended from the Halls immediately.
- 10.4 The use of home brewing kits or stills within the Halls is prohibited.
- 10.5 Smoking is prohibited on all University of Queensland campuses including the Halls of Residence. The total smoking ban includes the use of electronic cigarettes, vapour pens or other devices. The University smoking policy is recognized as an Occupational Health and Safety responsibility.

11. FIREARMS AND DANGEROUS OR UNLAWFUL GOODS

Residents must not bring onto, or use within or in the precincts of, a Hall of Residence any firearm (or facsimile), gel blasters, weapons, explosives, fireworks, or flammable liquids.

12. FIRE FIGHTING EQUIPMENT

- 12.1 Residents should familiarize themselves with the location and instruction for use of fire fighting equipment.
- 12.2 Residents must not use such equipment unless a fire emergency occurs; unauthorized or indiscriminate use of fire fighting equipment is prohibited, and may result in immediate dismissal.
- 12.3 Tampering with or in any way preventing a smoke detector from performing its function will result in a fine.
- 12.4 Where the Fire Brigade responds to a fire alarm, residents found negligent will be charged the Fire Brigade call-out fee.

13. DINING HALL

- 13.1 Residents are required to produce an ID card to take meals in the Dining Hall.
- 13.2 Additional meals can be purchased through the Dining Hall.
- 13.3 Neat casual dress and footwear should be worn at all meal times, and hats removed. Scrubs and gumboots are not permitted.
- 13.4 A resident must leave the Dining Hall when requested to do so by the Catering Manager of the Dining Hall or nominee, the Head or Nominee, or a Resident Staff member.

14. ROOMS

14.1 Damage

The Resident will be held financially responsible for any damages to UQ Res property. This may involve paying for all costs associated with the repair and/or maintenance to those damaged items or, where required, replacement.

In the event where accidental damage has occurred as a result of unacceptable behaviours or were found to be the result of intentional destruction, formal written reprimands and/or eviction of the Resident responsible may occur.

14.2 Cleaning

- Residents are responsible for cleaning their rooms and keeping the common areas tidy.
- All kitchen appliances and work surfaces and benches in common rooms should be cleaned after use.
- Residents must leave common areas neat, clean and tidy after using them.
- Common areas in these properties include corridors, kitchens, breakout courtyards, all grounds.
- Cleaners will clean the common areas only on a daily basis.
- Any foodstuff left on benches and unattended will be disposed of.
- Residents are responsible for maintaining the property's cleanliness after their direct use.

14.3 Rubbish

Each Resident is responsible for taking out the rubbish from their bedroom to larger bins provided.

14.4 Maintenance

- Maintenance requests can be logged through the UQ Res portal.

14.5 Fixtures and fittings

Residents or guests are not permitted to attach any fixtures, fittings or other material to the walls or other surfaces in the room (desk noticeboards excepted) without the express written permission of UQ Res.

14.6 Storage

No items are to be stored outside of the resident's room. Items left outside of rooms will be removed, stored for 48 hours and then disposed of.

Limited storage is available during semester breaks.

15. LIABILITY

UQ Res shall not be liable for any failure, delay or interruption in performing its obligations and duties herein stated due to causes or conditions beyond its control or which could not have been prevented or remedied by reasonable effort at reasonable expense.

Neither UQ Res or its officials, agents and employees are liable for the loss, theft, disappearance, damage or destruction at any time or in any place of any property belonging to, used by, or in custody of any resident no matter where such property may be normally used, kept or stored.

Contents Insurance is provided to cover the contents in your private room in the Halls of Residence and where the loss or damage is caused directly by an insured event (see ContentsInsurance booklet).

16. ENTERING RESIDENTS ROOMS

A resident's room may be entered by person's authorized by UQ Res:

- (i) for inspections, cleaning, inventory, maintenance, safety alterations and repair.
- (ii) in an emergency as determined by the Manager Residential Programs or delegate without advance notice and whether or not the resident is present.
- (iii) between semesters when at the discretion of the Manager Residential Programs, rooms in the Halls may be entered without written or verbal notice.

17. ROOM CHANGE

Residents who wish to change rooms should first discuss the matter with the Manager Residential Programs and then lodge an application for Residential Room Change. An administrative fee of \$22 may be charged. No change of room may be made except with the approval of the Manager Residential Programs.

18. RESPONSIBILITY FOR CONDUCT OF OTHER PERSONS

Residents are responsible for the conduct of any person(s) they invite into, or entertain within, the Halls. All non-residents are expected to leave the Halls by 10.30pm. Residents shall not allow another person to stay in their rooms overnight or for an extended period unless they have been given permission according to the provisions of the Guest Policy.

Current Halls Residents are NOT considered to be 'guests' during vacation periods. If a current resident requires accommodation during vacation periods, they MUST complete a 'vacation residence' form on their StarRez portal.

19. KEEPING OF PETS

Residents must not bring to, or keep any animal or pet within a Hall of Residence, except fish in a small tank.

20. IMMUNISATIONS

Students living in residential colleges are particularly vulnerable to transmission of certain vaccine preventable diseases if they remain unvaccinated.

- Residential students are strongly advised to review and update their vaccination status as per the recommendations provided in the Australian Immunisation Handbook (10th edition) and in section 3.2.1 of the associated Guidelines 2.60.08 Vaccinations and Immunisation.
- It is strongly encouraged all residents be vaccinated against the COVID-19 virus prior to check in.
- For Australian students or students already in the country, COVID-19 vaccines are free, even if you are not an Australian citizen. This includes people without a Medicare card and international students.
- Vaccination against meningococcal disease is particularly recommended for adolescents and young adults. A government funded vaccination program against meningococcal disease caused by A, C, W and Y serotypes is currently available for all 15 - 19 year olds.
- Vaccination against meningococcal disease caused by type B serotype is particularly recommended for those living in close quarters such as student residential accommodation. This vaccination is currently not funded by the National Immunisation Program - see section 5.6 of the associated Guidelines 2.60.08 Vaccinations and Immunisation for further detail.

- Annual Influenza vaccination is also highly recommended for students living in residential accommodation.

21. FILMING & SOCIAL MEDIA

Residents and their guests must not make an audio or video recording of private/non-public conversations or meetings without the knowledge and consent of all participants being recorded.

Use of social media is acceptable, however Residents must be aware of the impact on others. The following uses for social media are prohibited:

- Making comments or posting material that might be considered racial, defamatory, bullying, threatening or harassing.
- Use or disclosure of any confidential information regards UQ and UQ Res.
- Sharing specific personal information regarding UQ Res staff on any social media platforms.
- Making any comment or posting material that might cause damage to the UQ Res brand and reputation.
- The posted material may be removed from social media and disciplinary actions apply for noncompliance.

22. PRIVACY

The Information Privacy Act 2009 (Qld) sets out 11 Information Privacy Principles which regulate how the University collects, stores, provides access to, uses and discloses personal information. The Act enforces the IPPs with a statutory based complaints scheme which includes the award of compensation for privacy breaches.

The University is committed to the objectives of the Information Privacy Act 2009. This policy is based on the following principles:

- the University supports responsible and transparent handling of personal information.
- the University respects an individual's right to know how his or her personal information will be collected, used, disclosed, stored and disposed of.
- adequate privacy protection is a necessary condition for the University to participate in e-communications and e-transactions.
- Personal information will be collected, stored, used and disclosed in accordance with the procedures.

23. BREACH OF CONDITIONS

23.1 Should a breach of the conditions outlined above occur, the Head or nominee may impose the following penalties

- (i) requirement to apologize to the wronged party; reimbursement of the full price of meals misappropriated from the Dining Hall; payment of casual accommodation rates for any unauthorized overnight guests; restitution for the full amount of repairs or replacement resulting from any wilful vandalism, damage or theft;
- (ii) Good behaviour bond and/or a community service order;
- (iii) immediate suspension or expulsion from the Halls.

23.2 An application for reinstatement to the Halls following suspension, may be lodged with the Head within seven days of the imposition of the penalty.

23.3 Where a resident has been suspended or excluded from the Halls, they may not re-enter any of the Halls for any purpose, without the written permission of the Head.

23.4 In the interest of best possible outcomes for residents and their families, discipline issues or patterns which may lead to suspension or expulsion, may be discussed with a resident's Parent or nominated Guardian, at the discretion of the Head of the Halls.