

Swinburne Student Residences Code of Conduct

How the Community Standards Are Applied

University staff members rely upon Swinburne University of Technology Code of Conduct to help define acceptable behaviour. Residents who violate policies will be held accountable for their behaviour. Once an alleged violation of a policy is reported, the resident(s) alleged to be involved is asked to meet with the Manager Student Housing and Finance, or their delegated representative, to discuss the allegation. During this meeting, the Manager may determine whether an individual sanction, a behavioural contract or referral to higher authorities is warranted. Cases involving serious breaches, which are deemed to warrant possible suspension or dismissal, may be referred to the Director Student Services.

Residents' Rights

As members of the residential community, you have the right to expect the following:

- The ability to sleep, read, and study, free from undue interference, unreasonable noise, and other distractions.
- Personal privacy within the limits of the residences.
- A clean living environment.
- Freedom from harassment, including sexual harassment, as well as threats of intimidation and physical or emotional harm. This includes harassment for reasons of race, religion, gender, gender identity or expression, sexual orientation, age, disability, or veteran status.
- Assistance and support from Swinburne Student Residences staff and the wider University.

Residents' Responsibilities

As members of the residential community, you have the responsibility to:

- Help maintain an environment conducive to academic pursuit.
- Treat fellow residents and staff with respect, consideration, and cooperation.
- Accord every resident personal dignity and report incidents of racial or other discrimination or harassment to staff.
- Understand and comply with all University and Residences policies and regulations; including those that apply to all formally organised events both on and off campus.
- Resolve personal and community issues in a calm and respectful manner.
- Make informed decisions regarding the consumption of alcohol. If you choose to consume alcohol you are expected to do so in a sensible and responsible manner
- Report any situation to staff, that interfere with your rights or the rights of others
- Exercise an individual commitment to personal and community security.
- Exercise an individual commitment to safety by not knowingly placing one self, or others, at risk.
- Comply with reasonable requests from University staff, security and contractors

1. Alcohol

1.1 All residents consuming alcohol must comply with the Victorian Liquor Licensing Laws

1.2 Irresponsible behaviour and excessive consumption of alcohol are not permitted in the Residences. This includes but is not limited to:

- encouraging underage residents to consume alcohol
- public intoxication
- kegs
- organising and participating in drinking games and pub crawls
- using drinking devices such as hoses, funnels, punchbowls to consume and mix alcohol
- manufacturing and distributing alcohol

1.3 Residents under the legal drinking age must not consume or possess alcohol in the Residence precinct or at any Residence sponsored events.

1.4 Disruptive behaviours as a result of consumption of drugs and/or alcohol that infringe on the safety and rights of other residents is prohibited.

1.5 Residents may consume alcohol in the Residential College Dining Hall and rear courtyard until 11pm and are responsible for disposing of all bottles, cans and other rubbish

1.6 Residents are not permitted to consume alcohol in the Common Rooms 217, 317, 417 and 517, and congregate in their rooms or the corridors in the Residential College

2. Cleanliness, Cooking and Food Storage

2.1 Residents who prepare food and drink in their kitchens or main college kitchen are responsible for cleaning up afterwards and for maintaining their kitchens in a hygienic condition at all times. The cost of any additional professional cleaning will be attributed to any and all residents unless individual responsibility is determined where the shared kitchen is concerned.

2.2 Monthly inspections will be conducted in the common areas in the apartments. Failure to maintain a clean and hygienic apartment may result in disciplinary action. All bedrooms will be inspected once per semester.

2.3 College residents may store food in the lockers provided in the main college kitchen, refrigerator and freezers. All food stored must be kept in sealed containers. Food, which in the opinion of staff constitutes a hazard to health, may be disposed of appropriately with no compensation payable to the resident concerned.

2.4 On vacating the residences, all food must be disposed of appropriately or residents may be liable for costs if cleaning contractors are required to dispose of food items.

2.5 In Residential College rooms where contract cleaning is provided residents may not request their rooms to miss more than one cleaning cycle. Additional requests to miss the cleaning cycle made by the resident will be passed on to the Manager or delegated representative by the cleaning staff.

2.6 Residents are not to 'collect' and store bottles/cans in their apartments or on their balconies or courtyards

2.7 The fridge that is on each level is for the storage of drinks only and not food items.

3. General Conduct

3.1 Residents shall respond, cooperate and adhere to the reasonable request of any university staff member or contractors.

3.2 No resident shall engage in conduct which is likely to bring the Swinburne Student Residences or the University into disrepute.

3.3 Residents must not enter and /or make use of uninhabited bedrooms, or use the items contained in uninhabited bedrooms.

3.4 Residents will be liable for monetary fines for missing or damaged University property in their allotted bedroom. Residents living in group share arrangements will be jointly fined for losses of, or damages to, University property including furniture and other items provided in the common areas within their apartment or building.

3.5 Residents must not change rooms without approval from Staff. Residents involved in an unauthorised room change will need to return to their original allocated room.

3.6 Residents must keep their key cards with them at all times. Residents who are locked out will be charged a lockout fee as detailed in the Residence Handbook.

4. Guests and Visitors

3.1 A guest is any person visiting the Swinburne Student Residences at the expressed or implied invitation of a resident. No uninvited guests are allowed within the Residential Precinct.

3.2 It is the responsibility of the resident to explain the code of conduct to their guests. Residents will be accountable for the actions and behaviour of their guest(s). This includes being financially responsible for any costs related to damages caused by their guests.

3.3 Residents are not permitted to give their keys cards to non residents to provide use of their bedroom. Use of a room by a non resident without the presence of the licensed resident is strictly not permitted.

3.4 Resident's guests wanting to stay in the Residential College must be registered and must pay the guest fee (refer to the Residences Handbook) for the use of a mattress, bed

linen and breakfast. Residents who have unauthorised overnight guests will be fined \$200.

- 3.5 Apartment residents may have guests in their apartment up to a maximum of two nights. All guests must be registered.
- 3.6 Guests are not permitted to stay in the Residences during STUVAC and examination period without the written permission of the Manager.
- 3.7 A guest must be accommodated in the host resident's room, and not the lounge room or other common area.
- 3.8 Guests shall not make use of equipment and facilities within the Residences except in the company and at the express invitation of a resident and only if no resident is inconvenienced by such use. Facilities and equipment such as washers and dryers etc may not be used by guests and visitors. Only registered guests who are staying overnight may use these facilities. Guests and visitors should not participate in events organised for residents without invitation from the Residences
- 3.9 The Manager Student Housing and Finance or staff of the University may refuse entry to any guest into the Residences or evict such person from the Residence.
- 3.10 Guests are not permitted to bring pets into the Residences
- 3.11 Any University student who is not a resident and who breaches the Code of Conduct or the University policies while in the Residences precinct will be reported to the Manager. Appropriate actions in accordance with University policies and procedures will then be taken.

4. Harassment and Discrimination

- 4.1 All residents must abide by the University policy addressing Discrimination and Harassment, which can be found at the following web address:
<http://ppd.swinburne.edu.au/humres/SexualHarassment.htm>
- 4.2 No residents are permitted to initiate, participate in or encourage pranks that are malicious and/or offensive to residents and/or staff.
- 4.3 No resident shall display or send inappropriate material (this includes but is not limited to: Blackboard, text messages, video, email messages, t-shirt designs, posters etc) that would be deemed offensive by a reasonable person.
- 4.4 No resident shall, within the Residence or their environs or at Residence functions, engage in racist, discriminatory or sexist conduct or other behaviour likely to cause offence, or in conduct which is prohibited by law of the State of Victoria or the Commonwealth of Australia.
- 4.5 No resident shall, within the Residence or their environs or at Residence functions, engage in conduct which:

- is likely to harass, intimidate, threaten, bully or assault or cause harm to any person or place other residents at risk,
- interferes with the quiet or comfort of any person,
- damages or defaces the property of any person or of the Residences,
- is dishonest or misrepresents, including knowingly or recklessly providing false written or oral information.

4.6 Residents have the right to live and study in a harassment-free environment and have the right to make personal choices. Residents are not permitted to pressure others to drink or participate in events if they choose not to do so.

5. Noise

5.1 Swinburne Student Residences are intended primarily for study, sleep and quiet relaxation. Residents shall keep noise in and around the residence, at all times, to a level which is consistent with those purposes.

5.2 Residents are also expected to assume a degree of responsibility for addressing those residents who infringe upon their right to sleep and study. While Resident Advisors have direct responsibility for addressing noise violations, all residents should contribute to these efforts.

5.3 The following activities are prohibited (unless permission has been granted by the Manager):

- use of amplified sound sources such as electronic devices, live music/bands, and the like at a level which is likely to interfere with the ability of other persons to study or sleep; and
- playing of any amplified musical instrument within the Halls of Residence, except in places specifically set aside for that purpose. These devices are to be used with moderation, and consideration.
- Parties and private functions are generally not permitted within the residential college

6. Noise Curfews and Alcohol Free Zone during StuVac/Exam Periods

6.1 The Residence utilise a system of Noise Curfews in order to encourage consideration of all residents and the need for quiet time to study and to rest. The following curfews on noise apply during the University Semesters:

- Curfew hours during teaching weeks are: 11pm to 9am
- Weekend curfew hours at all colleges Friday and Saturday nights are Midnight to 9am

6.2 Noise outside these established hours are to be kept to a minimum.

6.3 Curfew hours during StuVac (or 1 week prior to the examination period) and examination periods are in effect from: 8pm to 9am

6.4 Noise outside these established hours are to be kept to a minimum.

6.5 No parties or events are permitted during StuVac and examination period unless permission is granted by the Manager or their representative. Any requests for on campus celebrations or parties are to be made on the appropriate forms and given to the Manager.

6.6 All residents wishing to celebrate the end of their examination or assignments are asked to do so off campus and minimise noise on their return to the Residences.

6.7 The Residential College will be designated an alcohol free zone during the Exam Period

7. Safety

7.1 Fire alarms, hoses, smoke alarms, fire blankets and extinguishers are to be used only for their intended purpose. Misuse is a criminal offence. Any resident found involved in the misuse of fire safety equipment may have their license agreement terminated. Fines may be passed onto Residents responsible for setting off a fire alarm.

7.2 Use of the following is prohibited within the Residences:

- room heating appliances other than those provided by the Residences,
- any appliance with an exposed heating element,
- candles, incense burners or any appliance or other item which produces flame or smoke.

7.3 No resident shall light any fires in buildings or on the grounds including fires in bins or receptacles.

7.4 No resident shall carry or keep a fire arm or other weapon within the Halls of Residence.

7.5 No resident shall possess or use a knife, firearm or explosive device of any description which can be used to threaten or harm another person.

7.6 Residence Staff reserve the right to enter residents' rooms in the event of an emergency or if there is cause for concern over the safety/well being of residents or the integrity of the Residence. It is preferred that entry be made by two staff on any occasion.

7.7 Residents are required to leave the building immediately in the event of a fire alarm, or official instruction to vacate the building.

7.8 No resident shall knowingly cause or make or circulate false reports or false warnings of a catastrophe or emergency.

7.9 To ensure safety, and to facilitate emergency exit from the buildings, all corridors, exit areas, foyers and stairwells must be clear of all personal items and furniture.

7.10 Throwing objects or allowing them to fall from any building is dangerous, and indeed potentially lethal, and is strictly prohibited.

7.11 Residents shall not make any mechanical, electrical or physical changes to a room or building.

- 7.12 Residents will not without permission remove, take possession of or use University property or services and personal property of other residents.
- 7.13 Residents will not remove, alter or damage any signs in the Residential Precinct.
- 7.14 Residents will not possess stolen property or property that may be identified as belonging to the University or another person or entity such as road signs or building signs etcetera.
- 7.15 No resident shall enter another resident's room unless by the express invitation of that other resident.

8. Substance Use

- 8.1 No resident shall sell, possess or use any illegal substance within or in the environs of The Residences.
- 8.2 Any offences committed under the influence of alcohol will be subject to the full consequences.

9. Additional Rules

- 9.1 No external soliciting is permitted in the Residences. External individuals or organisations are not permitted to promote or sell products or services within the residences.
- 9.2 Residents shall not keep any pets, feed or otherwise encourage native or stray birds and/or animals.
- 9.3 Only 'Blu-Tak' or similar may be used to mount posters, decorations etc onto walls, doors or other surfaces in the room or common area. When such items are removed, all traces of adhesive must be removed. The use of tape of any kind or of any fixing (including glue, sticky tape etc) which penetrates the mounting surface is prohibited.
- 9.4 Residents are not permitted to mount posters in common areas without the prior consent from the Manager or staff.
- 9.5 Residents will not erect or cause to be erected outdoor television or radio aerial of any kind or local area computer network
- 9.6 Unauthorised use of the University and College logos and names are strictly prohibited.
- 9.7 Residents are not to undertake or organise any fundraising, sponsorship or advertising activities within the Residences without prior written permission from the Manager
- 9.8 Residents are not permitted to enter into any formal or implied agreement with another organisation, business or divisions of the University on behalf of the Residences.
- 9.9 Residents are not permitted to represent the Residences or the University without the

written permission of the Manager Student Housing and Finance.

9.10 Bicycles, and other personal items must not be left in the apartment entries or residential college corridors. Furniture belonging to the residences must not be left in the courtyards or on apartment balconies.

9.11 Residential College furniture must not be removed from the Dining Hall or other common areas.

9.12 Residents in the Residential College are not permitted to play ball games along the corridors.

9.13 Residents are not permitted to tamper with any of the wireless access points at the Residences

9.14 Residents using their own bed must store the Residences' bed in their own room and not in the common areas of the Residences