Living on campus is unlike any other accommodation option. Choosing College accommodation provides the opportunity to socialise daily with a wide range of students from all over Australia and the world.
The experiences and friendships you take away from your time in College, socialising and living with such a diverse population will equip you for living in a globalised world, it will support you to fulfill your personal and academic potential.
KENSINGTON CAMPUS MAP
Resident Obligations

Please read the following information as it pertains to your residency in UNSW Colleges. This Handbook contains important information about UNSW Colleges. It should be read in conjunction with your Licence Agreement for a full understanding of our expectations and your residency obligations. Please contact your College Dean or UNSW Student Accommodation Office if you have any queries.

As a resident of UNSW Accommodation, you agree to:

- Comply with the terms and conditions of your License Agreement, including the Rules of Occupation (Annexure A)
- Comply with all UNSW policies and procedures including but not limited to the following policies
  
  UNSW Student Code Policy
  Equity, Diversity and Inclusion Policy
  Health and Safety Policy
  Sexual Misconduct Prevention & Response Policy
  UNSW Acceptable Use of IT Resources Policy
  Smoke-Free Environment Policy

- Comply with the Alcohol and Drug Policy detailed in this Handbook
- Be responsible for your own behaviour and that of your guests
- Ensure there is no excessive noise or other disruption (especially between 11pm - 8am)
- Keep your room in good order
- Always restore common areas to a clean state after use
- Ensure that your activity or event does not conflict with the rights of all residents to have access to clean, safe and hygienic common areas and facilities, and to enjoy their living environment
- Treat other residents, staff and visitors with respect at all times
- Respect all property
- Not remove any equipment from the Dining Room
- Respond immediately to all fire alarms and to directions to evacuate the buildings
- Comply with the directions of administration and resident staff
- Apply yourself conscientiously to your studies and maintain good academic standing during your period of residency
- Not allow any unauthorised person to use the accommodation services assigned to you
- Not bring the reputation of the University or the Colleges into disrepute as a result of your actions or activities

*UNSW Hall residents to comply with the directions from UNSW Village staff with regards to UNSW Hall access for safety, security, and maintenance purposes.

**Communication**

**UNSW Student Accommodation Office**

Contact details for the UNSW Accommodation Office are as follow:

Monday – Friday 10:00AM – 4:00PM (hours may vary)
Gate 5, High St, Kensington, NSW, 2052.
T: +61 (2) 9385 4346
E: accommodation@unsw.edu.au

**UNSW Student Accommodation Portal**

Residents of UNSW Colleges can access the UNSW Student Accommodation Portal to view or pay accounts, report maintenance issues and check their room inventory. The Portal can be accessed via the Student Accommodation website by logging on with your active University email address and password.

All official notices and notifications will be sent to your z-email allocated by UNSW. This is the official form of communication from the Dean and Student Accommodation Office.

**Keeping updated**

You are responsible for ensuring your contact details are kept up-to-date on the UNSW Student Accommodation database. All official notices and notifications will be sent to your z-email address allocated by UNSW. It is your responsibility to ensure you regularly check this email address and ensure mail can be received at this address.

You must ensure the office has your UNSW email address (z1234567@student.unsw.edu.au) on file for inclusion on the UNSW Colleges explode email lists.

Residents of UNSW Colleges can access the UNSW Student Accommodation Portal to view, pay accounts, report maintenance issues and check room inventory. The Portal can be accessed via the Student Accommodation website by logging on with your active University email address and password.

**Please note:** This is the official form of communication from the Dean and the Student Accommodation Office and you must check your email daily to receive or send emails.

You may redirect your UNSW email to your personal email address if that would be more convenient for your own use. For more information go to UNSW IT.

**Mail and incoming mail**

Mail or deliveries must be addressed to:
[Resident Full Name]
[College Name]
Gate 5, High Street
Kensington, NSW 2052
Australia

Incoming mail is sorted by the office and places in pigeon holes located in the Colleges. Residents are advised to check the pigeon holes regularly, and clear it often. Mail not collected within 30 days will be returned to the sender. Residents receiving packages or registered mail will be notified via email to collect from the Accommodation Office. When you leave Colleges, you will need to re-direct all mail to your new address.

**Outgoing mail**

UNSW Post Office is behind the Library, located at F22 on the UNSW Map.

**Use of Common Areas**

Each resident is responsible for maintaining the cleanliness of the common environment of the College. You must always restore common areas to a clean state after use and ensure that your activity does not conflict with the rights of all residents to have access to clean, safe and hygienic Common Areas and facilities, and to enjoy their living environment. Common Areas are cleaned every weekday by cleaning staff.

If functions are held at the Common Area of the College, the organisers are responsible for ensuring it is restored to a clean and tidy condition. If additional cleaning is required by cleaning staff after the function, or at any other time, then a service charge will be levied on the responsible party to cover any additional cost.

UNSW is responsible for maintaining anything it has installed. You must not:

- Alter or damage any structure that is part of the Common Area
- Alter or damage any furniture or equipment in the Common Area
- Use any Common Area for any purpose not designated for that area

[UNSW Map]
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- misuse, disable or willfully damage any firefighting, prevention and detection equipment
- damage any lawn, garden, tree, shrub, plant or flower in the Common Area
- use any part of the landscaped Common Area as your own garden.
  (Any use of the garden/landscaped area for organised House activities must be approved in advance by the Dean)
- throw or leave rubbish, dirt, dust or other materials in Common Areas that may interfere with the peaceful enjoyment of another resident in the College
- In particular, you must not litter the College, including outside the College or Common Area with cigarette butts. (UNSW is a smoke free campus and removal of cigarette butts will be at your cost. Any resident found to be smoking in their room will be penalised)
- allow any child under your control to play in Common Areas inside the College unless under the immediate supervision of a responsible adult
- remove any furniture, fixture or fitting without prior written consent from UNSW. (You must tell UNSW if you are going to move large objects or furniture through Common Areas. This allows UNSW representative to attend on the move).

Landscaped grounds
The landscaped areas can be used by all residents during the times specified and approved by the appropriate Dean of College and Head of UNSW Colleges. These times may be subject to change without notice. It is expected that all residents behave in a manner that minimises disruption to those residents whose rooms face onto or are near the internal landscaped areas. The landscaped areas can be used for passive recreation, i.e. no games that interfere with quiet enjoyment and study. You must observe the strict maximum limits on the number of individuals allowed on the roof terrace of each College at any one time.

BBQs
Residents may use the BBQ available at each College (locations vary) in conjunction with an approved event. You are not permitted to use a BBQ or any other cooking equipment on any private balcony in your College.

If you use the BBQ, you are expected to remove all rubbish when you have finished cooking and leave the area in a clean and tidy state, so the BBQ is ready for the next resident to use.

*Colombo House Rooftop BBQ area are open until 10pm and alcohol is permitted between 5pm - 9pm. The same goes for our ground floor external courtyard.

Communal kitchens
There are communal kitchenettes in the recreation rooms of each floor of the College and a full kitchen in the main Common Room. If you use these areas, you must clean and tidy them after use and dispose of any foodstuffs that may cause odours or mess.

Cooking and dining utensils are not provided by UNSW and UNSW does not accept responsibility for any lost or damaged equipment or utensils that are left out in the communal kitchen.

You must clean the area where you have cooked immediately after use. If the kitchen is left unclean or untidy, the resident responsible may be liable for a cleaning fee.

Garbage disposal
It is your responsibility to ensure all rubbish that you have created in the Common Area is removed and put in the bins. There are waste rooms on each floor for recycling and depositing any rubbish from your room. The bins in these rooms will be emptied daily by UNSW cleaning staff.

Please make sure when you are transporting any waste materials to the appropriate disposal bins no liquids are tracked through the Colleges.

Residents who intentionally misuse the garbage facilities will be subject to penalties. Residents must not under any circumstances leave garbage outside the door to their room or in the stairwells, halls or walkways of the building or in Common Areas.

Laundry
Cashless operated washers and dryers are provided in the laundry located on each floor of the College.

Because the laundries are nestled between the student rooms, they are only accessible outside the quiet hours, for the comfort of the residents living nearby. Clothing not collected from the laundry will be donated to charity. Washing lines or clothes hangers may not be erected on balconies or balustrades.

You must not hang washing, towelling, bedding, clothing or other articles on any part of the Premises (e.g. on the balcony), so that it may be seen from outside the College.

Vending Machines
There are vending machines located on the ground floor. If there is a problem with one of the vending machines, please call the phone number on the machine to report the fault. Residents misusing or damaging the vending machines will be subject to penalty and repeated or frequent misuse of the vending machine in any College will result in its removal.

Vehicles and parking
UNSW Colleges do not offer parking to residents, however, parking on and around campus is available. Parking on campus is managed by Estate Management. Further details including how to get a permit is available via their website or contact Estate Management, located on Level 2, Mathews Building. There is limited free motorbike parking in the car park accessible via Gate 5.

*Residents of Fig Tree Hall, Colombo House and UNSW Hall can access Bicycle racks accessed on the ground floor of the College.

Residents must not bring bicycles into the foyer or into their rooms. Residents are responsible for securing their bike to the racks in the storage room and UNSW takes no responsibility for any bikes that are stolen from this or any other area in the UNSW Colleges precinct.

Caution: High Street, Kensington is targeted by car thieves. If you park in High Street please ensure you secure your vehicle with a steering lock etc. Do not leave valuables in your car.

Accommodation
Maintaining your room
Residents are responsible for keeping their rooms in good order.
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If situations arise in which you modify your room furniture or its position resulting in an increased risk of injury to any maintenance or cleaning staff that may need to access your room, you could be liable for a penalty. Regular room inspections may take place throughout the year and residents will be given notice in advance of the timing for these inspections.

Heating
Fan heaters, bar radiators, or any open flame devices are prohibited in UNSW Colleges. Bar and fan heaters will be confiscated if found. Personal air conditioning units are also not permitted. Low wattage radiators are ambient space heaters are preferred as they can be left on for long periods with minimal risk. Please contact the UNSW Student Accommodation Office for advice on which heaters are suitable to use.

Internet usage and network devices
All residents of Colleges have access to the internet UniWide fair usage system. As such, there is no volume-based charging for internet. All residents are bound by the acceptable use of IT Resources Policy. Both wired and wireless connections are available and require authentication to provide accountability of user actions while utilising the service. The University provides each student with a UNSW email account. Each resident is able to access his/her account in the House study rooms or in their room if they have a computer connected to the University network.

To ensure the monitoring of appropriate content, and the absence of content that could lead to harassment, bullying or the potential damage resulting in an increased risk of injury to any maintenance or cleaning staff that may need to access your room, you could be liable for a penalty. Regular room inspections may take place throughout the year and residents will be given notice in advance of the timing for these inspections.

Residents need to realise the personal information they share remains online and can be accessed by anyone. No inappropriate should be published or shared by residents.

Examples of inappropriate content include anything that could be constituted as cyber-bullying, harassment, discrimination, content of a sexual nature and/or against UNSW Policies, State or National Laws.

If you come across any content on UNSW Colleges related or affiliated sites that you believe may be prohibited, please inform a resident staff member or Dean of College immediately.

Residents should familiarise themselves with the UNSW Social Media guidelines.

You must not connect or make use of any networking devices on the data ports provided (eg. networking routers, hubs, switches).

Noise
You must not make any noise at any time within your room or in the common areas that is likely to disturb the peaceful enjoyment of another resident of UNSW Colleges, anyone using the common areas of UNSW Colleges or the neighboring properties. There is to be no excessive noise or disruption between 11pm and 8am. Disturbances will be attended to by a UNSW staff member and/or UNSW Security. A 24 hour noise curfew will be in place in certain areas of the College as deemed necessary and appropriate by the Dean of College during STUVAC and exam times.

You are encouraged to contact Resident Staff about any undue noise or other disturbance, especially if it is between 11pm and 8am so they can attend to it. Noise and disturbances from outside UNSW Colleges will be attended to by UNSW Security.

Behaviour and conduct
All conduct within UNSW Colleges must be consistent with the relevant policies and procedures of the University and the UNSW Colleges and is subject to the relevant Commonwealth and State laws.

Serious misconduct to be referred to Director of Integrity, UNSW
Any serious or complex complaint or incident will be referred to the Director of Integrity. The UNSW Student Misconduct Procedure will guide the investigation process. Upon determining that a matter is serious, it is the responsibility of the person receiving an allegation concerning a serious matter to refer it to the Director of Integrity. Advice on what may constitute a complaint of a serious nature can be sought from the Student Integrity Unit. Upon receipt of a serious matter the Director of Integrity may refer the matter to be investigated as serious misconduct or refer the matter to an external body (e.g. the Police).

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A matter is considered serious where:

- Be adequately clothed when in common areas and balconies.
- Not use language or behave in a way which might reasonably offend or embarrass others using the common areas and balconies
- Behave lawfully at all times and in accordance with all University rules, procedures and codes including the UNSW Student Code Policy
- Co-operate fully with any investigation conducted locally within the College or at the UNSW Integrity office.

Living by mutual consideration and respect
UNSW Colleges supports a collegiate environment that treats all residents, staff and visitors with respect. You are expected to:

- Be adequately clothed when in common areas and balconies.
- Not use language or behave in a way which might reasonably offend or embarrass others using the common areas and balconies
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a. There is reason to believe that there is a significant risk to the University and its staff or students;

b. A serious criminal offence may have been committed;

c. There are a number of allegations of a similar nature received against a respondent; or

d. The possible penalty for the conduct, if proven, is suspension or exclusion.

Examples of serious misconduct include sexual harassment, sexual misconduct, assaults, bullying, harassment and vilification. Further explanation of these terms is set out below.

Harassment
Harassment is behaviour that:

- Another person does not want and does not return,
- Offends, humiliates or intimidates the other person/s and that, in the circumstances, a reasonable person should have expected would offend, humiliate or intimidate them, and
- Targets them for less favourable treatment because of their (or their friends’ or relatives’)
- Sex, race, disability, homosexuality, age, pregnancy, etc.
- Harassment may occur even when there was no intention of causing offence.

Sexual harassment can include such behaviour as physical contact (patting, touching), ‘leering’, repeatedly asking for dates (especially after prior refusal) and asking for sexual favours. However, it may also include sexually related behaviour that makes the college or study environment uncomfortable such as displays of sexual or sexist materials, emails or pictures, sexist or sexual jokes or comments that stereotype people on the basis of their sex or sexual preference.

Other common types of harassment are racial or homosexual harassment, which typically include such behaviour as: verbal racist or homophobic comments, derogatory name calling, offensive labelling of all people who belong to the same group, offensive graffiti or written comments, distributing offensive material, making threats against particular people or groups because of their race, colour or sexuality.

Vilification is generally any act that happens publicly as opposed to privately, and that could incite (encourage, urge or stir up) others to hate, have serious contempt for, or have severe ridicule of you or a group of people, because of race, colour, nationality, descent, ethnic, religious or national origin, homosexuality (lesbian or gay), HIV or AIDS status, intersex or transgender status. This includes vilification because you are thought to be lesbian, gay, intersex or transgender, or to have HIV or AIDS.

Bullying is actual hurtful behaviour directed by more powerful individuals or groups against those who are less powerful. It is not the same thing as fighting or quarrelling between people of about the same strength. This behavior often provides the bully or bullies with a sense of enjoyment and is typically repeated. Such conduct may be perceived as oppressive and is never justified.

Victimisation includes any unfavourable treatment of a person as a consequence of their involvement in a grievance under these Procedures. Unfavourable treatment could include such things as adverse changes to the living or study environment, denial of access to resources, learning or research opportunities or ostracism.

Complaints to the Police
If you believe you are the victim of a crime you may prefer to directly inform the Police.

The procedures apply to residents and staff of all UNSW Colleges. These procedures apply to events and activities associated with UNSW Colleges. Where a complaint involves an event outside of the UNSW Colleges, but is associated with the University, the appropriate UNSW Policy will apply.

Less serious matters to be handled locally
Each College has an internal procedure that should be followed for less serious complaints and matters. Less serious matters include infringements of the Alcohol Policy, noise, laundry, cleaning or common area infringements. The purpose of these procedures is to provide a clear and transparent process that is:

- Fair to all parties involved
- Consistent and timely
- Ensures procedural fairness
- To the extent possible or necessary, confidential
- Prevent victimisation of any parties involved with the complaint.

The Dean of College may:

- Refer a minor breach to the College Disciplinary Committee
- Examine the evidence and interview interested parties
- Impose a range of penalties, including written warning/ reprimand, community service, fine, ‘show cause’ notification, suspension, compulsory relocation to other accommodation, expulsion or non-re-admission to UNSW Colleges. (Any advance payments will be forfeited if a resident is expelled from UNSW Colleges at the discretion of the administration of the House.)
- Particularly in the case of suspension or expulsion, seek appropriate advice on the matter
- Require the immediate exclusion of a resident from UNSW Colleges, during which time appropriate advice may be sought

Appeals
You may at any time within 20 days of being notified of the decision, appeal in writing to the Director of UNSW Residential Colleges.

The Director (or her nominate) will:

- Review the evidence and if appropriate, consider any new material or conduct interviews;
- Decide whether to accept or reject your appeal (giving reasons)
- Refer the matter back to the decision maker (or if necessary another decision maker) for further or fresh consideration
- Following deliberations, inform you and other parties involved of their decision.

Following the conclusion of the appeal there are no further internal or University avenues of appeal. You may however, wish to contact external bodies such as:

- Independent Commission against Corruption
- NSW Ombudsman
- NSW Police
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Academic Requirements of Residence
- Each resident is expected to place a priority on their academic performance.
- In recognition of the pursuit of academic excellence within the colleges community residents are must maintain a minimum standard of academic results.
- Residents must achieve a minimum pass mark in three-quarters (75%) of their subjects, each semester.
- If a resident fails to achieve a pass mark in at least three-quarters (75%) of their subjects in a single semester, they will be required to meet with the Dean or Deputy Dean to discuss their academic results.
- Unless there have been marked extenuating circumstances that have contributed to the resident’s less than satisfactory academic results, the resident will be placed on Academic Show Cause.
- Being placed on Academic Show Cause requires that the resident demonstrates cause as to their failure to meet the minimum academic requirement and that they are working proactively to improve their academic outcomes in the following semester.
- As a minimum expectation, the resident will be required to be proactive in informing the Dean if their academic performance does not improve.
- Attend academic tutorials as co-ordinated by UNSW Colleges relevant to their subjects if available.
- Meet at least fortnightly with a designated Resident Fellow to act as mentor and provide assistance with study planning etc. During this meeting the resident should provide an overview of and discuss any upcoming exam/assignments and preparation work to date; results achieved throughout the semester and strategies for prioritising study and managing workloads and college engagement.
- The Resident Fellow responsible for academic tutorials and mentor meetings will report back to the Dean to confirm attendance from residents on Academic Show Cause.
- If a resident on Academic Show Cause does not pass at least three-quarters (75%) of their subjects in the subsequent semester, their position in college will be terminated unless extenuating circumstances can be demonstrated.

Smoking, Drugs and Alcohol Policy

Smoking
UNSW is a campus wide smoke-free campus and as such, smoking or use of vapourisers is not allowed within UNSW Colleges – this includes rooms, balconies, the roof terrace, other indoor and outdoor common areas, the front steps and adjoining roadways and the grounds of the Colleges.

You must never cover smoke detectors in rooms or tamper with smoke detectors, interfere with or obstruct any smoke alarm or any other fire protection equipment within your room, or any of the common areas in UNSW Colleges or anywhere on UNSW campus.

Drugs
If you are found to be in possession of or manufacturing, selling or distributing illicit drugs in any UNSW College your License Agreement will be terminated and the relevant UNSW and legal authorities will be informed. If you are found to be misusing legal substances including stimulants, prescription medications and inhalants you may also be subject to penalty. You also may not be permitted to reside in any other UNSW owned or operated student accommodation.

Alcohol Policy
All members of UNSW Colleges have a responsibility for ensuring that residents are aware of their obligation to be considerate, to live in harmony with one another and to meet their responsibilities under this Alcohol Policy.

*Fig Tree Hall is an alcohol-free zone, meaning that alcohol cannot be stored or consumed in the College at any time. This includes the student rooms, roof terraces, balconies, off rooms and common areas and all corridors, foyers, lifts, study rooms and shared spaces. Penalties will apply to residents breaching this condition.

Appropriate penalties will apply to any resident who breaches any regulation of the College while under the influence of alcohol that has been consumed off the premises.

a. Visitors, including ex-residents are subject to the Policy.
b. Residents are responsible for ensuring that visitors comply with the Policy.
c. Residents who fail to ensure their guests adhere to the policy will be subject to penalties.

*There are designated Alcohol Free Zones within The Kensington Colleges (TKC) Colleges, Colombo House, International House and UNSW Hall.

Alcohol storage or consumption is not permitted in the hall ways, foyers, staircases or landings, lifts and lift lobbies the computer. House Committee Room or the study rooms on each floor.

Additional Alcohol Free Zones may temporarily be appointed by the Dean of the College or the Head of Colleges. Alcohol consumption is not permitted on the roof terrace after 11pm. Penalties will apply to residents breaching this provision in their Licence Agreement.

Principles

a. Responsible consumption of alcohol is permitted in The Kensington Colleges, Colombo House, International House and UNSW Hall. ‘Responsible consumption’ means drinking in moderation within the limits prescribed in clause 3 below. Subject to this requirement

i. Individual residents are permitted to have and consume alcohol in their rooms.
ii. Individual and casual group drinking is permitted in the common rooms and floor recreation rooms. This does not include corridors, hallways, thoroughfares and walkways. Group drinking must not exceed six people.
iii. Other than in residents’ rooms, alcohol may only be consumed after 11pm in designated Common Areas determined by the Dean of College and which meet the approval of the Head of College.

b. Each College, House or Hall may determine more particular requirements in relation to the responsible consumption of alcohol in designated common areas not inconsistent with this Policy.
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c. Residents who prefer not to drink will be supported and the organisation of College, House and Hall events will reflect this.
d. Licensed events must comply with this policy.
e. BYO events are permitted, but should be considered as exceptions and must generally reflect the requirements of licensed events including the responsible service of alcohol. Resident BYO events that contravene these guidelines will be shut down immediately.
f. Drinking must not interfere with the interests and welfare of others, damage property or bring the reputation of UNSW Colleges or the University into disrepute.
g. Any behaviour that causes discomfort or harm to individuals, property or the reputation of the College or University is unacceptable. This includes any form of harassment and behaviour that interferes with the reasonable expectation of an environment conducive to study and to sleep or that disregards the appropriate responsibilities and strategies for conducting events and functions.
h. No events or gatherings involving alcohol will be held in the Colleges during STUVAC or examination periods.

Limits

a. Residents under the age of 18 must not consume alcohol.
b. Residents will not drink with the aim of becoming intoxicated.
c. Residents who are intoxicated will not continue drinking.
d. Residents and staff must not provide or serve alcohol to anyone who is intoxicated.
e. Residents must not be cajoled or subjected to any unreasonable pressure to drink.
f. Drinking games/competitions are banned for all UNSW Colleges events and within UNSW Colleges

g. All forms of "bastardisation" are unacceptable and may be illegal. Perpetrators may be referred to the police for appropriate action as well as dealt with in accordance with University policies and procedures.
h. Residents who repeatedly cause disturbances while under the influence of alcohol will be removed from the Colleges.
i. All UNSW Colleges Residents who attend off campus functions and events organized and promoted by the House Committee breach this limits outlined in this policy may face penalties, including non-admission to other Hall events, community service or fine or, if a serious breach has taken place, exclusion from the College.

Visitors to the Colleges

a. Visitors, including ex-residents are subject to the Policy.
b. Residents are responsible for ensuring that visitors comply with the Policy.
c. Residents who fail to ensure their guests adhere to the policy will be subject to penalties.

Advertising and Promotion

a. No event is to advertise or promote the provision of an unlimited amount of alcohol (e.g. “all you can drink”) or promote alcohol consumption in any way that contravenes this policy. Drinking is not to be promoted as the primary function of the event or activity.
b. Sponsorship of events must be in accord with the policies and rules of the University and approved by the Dean of College and the Head of Colleges.

Licensed Events

a. All events involving the supply and/or service of alcohol within UNSW Colleges are to be licensed in accordance with the liquor licensing laws.
b. Caterers for UNSW Colleges hold a liquor licence for the purposes of complying with the law in regard to the management of UNSW College functions involving the service of alcohol.
c. Requests for licensed events must be prepared and submitted using the Management of (Licensed) Events Form and in a timely way that allows for the final approval to be given no later than 3 weeks prior to the scheduled event.

The Management of Events Form must contain the following information:

- Approval of the Dean of College and the Licensee (i.e. Catering Company). Approval by the Dean will include confirmation that the appropriate administrative arrangements in accordance with this Policy are in place.
- Variation to the timing of submission for approval may be revised from time to time
- Names of at least two (2) people involved in the organisation of the function who are to abstain from drinking alcohol and assist the licensee in the management of the event

d. Management will provide organisers with a copy of the approved ‘Management of Events Form’, the receipt of which is the final authority for the organisers to proceed with the event.

BYO Events

a. BYO events are gatherings within the College where residents bring alcohol for their own consumption.
b. BYO events do not include informal gatherings at which residents consume their own alcohol. Such gatherings will be private (i.e. not in any way promoted or advertised), normally relatively small (such that it causes no disturbances to the College and does not exceed six persons) and will comply with standards of conduct specified in this Policy.
c. Residents will not supply privately produced and/or mixed alcoholic drinks to other residents at BYO events.
Residents Obligations

Please read the following information as it pertains to your residency in UNSW Colleges. This Handbook contains important information about UNSW Colleges. It should be read in conjunction with your Licence Agreement for a full understanding of our expectations and your residency obligations. Please contact your College Dean or UNSW Student Accommodation Office if you have any queries.

d. Requests for BYO events must be prepared and submitted in the form of a 'Management of (BYO) Events Form' and in a timely way that allows for the final approval to be given no later than 2 weeks prior to the event.

*The Management of Events Form must contain the following information (applicable to all UNSW Colleges):

- Approval by the Dean of College
- Designated Function Officer who is responsible for the conduct of the event and who liaises with the Resident Staff on Duty and/or security if necessary.
- Details of notice to Security and/or confirmation of security employed.
- Names of at least 2 responsible members of the College who will be present at the event and will not drink alcohol and are able to assist in supervision
- Start and finishing times which must be advertised and adhered to.
- Arrangements for the closing of the event.
- Arrangements for adequate amounts and variety of food and non-alcoholic drink (including water).
- Arrangements for cleaning-up immediately at the conclusion of the event.
- BYO Inter-College events are not permitted.

Breaches to the Alcohol Policy

a. In the event of a breach of this Policy, the Dean of College will normally consult the Head of Colleges.

b. Breaches of this Alcohol Policy will be considered a breach of the Rules of Occupation found in the Licence Agreement. The range of responses includes:

- A reprimand to the House or individuals within specifically involved in the breach
- A fine to be paid by the House for every breach
- Cancellation of a House function or functions
- Costs paid by the House for damage/cleaning/repairs.
- Disciplinary action against individual members of the College

- There will be no more than one internal alcohol event each week in every College.
- Those responsible for organising and managing events must ensure that this Policy and the Management Events Plan are adhered to.
- The Resident Staff in each College are authorised to secure compliance with the requirements of this Alcohol Policy and, if necessary, discontinue any event involving the consumption of alcohol.
- The Resident Staff in each College are authorised to secure compliance with the requirements of this Alcohol Policy and, if necessary, discontinue any event involving the consumption of alcohol.
- Costs of cleaning and repairs or replacement of damaged property will be borne by those who are directly responsible for the mess or damage. If these people cannot be identified the House will be charged.
- All due care must be taken in the organisation of events/functions that are held off campus. If organised by/in the name of UNSW Colleges, then the event is the responsibility of the organisers, and must comply with RSA requirements. A UNSW Risk Management Form must be completed for any event held off campus and approval given by the Dean.
- The Head will report on the operation of the UNSW Colleges Alcohol Policy to the appropriate University Officer.
- The Alcohol Policy will be revised on an annual basis.

i. The Alcohol Policy will be revised on an annual basis.

GUESTS

You are responsible for your guests and they must comply with the policies and procedures of UNSW Colleges.

You must accompany your guests at all times whilst they are in UNSW Colleges.

You must not allow any unauthorised person to use the accommodation services assigned to you. Accommodation charges will apply if an unauthorised guest is found to have occupied or shared a room assigned to you.

Overnight Guests

Residents may, in exceptional circumstances, seek authority for a guest to share their room overnight. Such requests must be submitted with sufficient notice for approval to the Dean of College by using the Guest Request Form.

The Dean of College reserves the right to withhold authority for a guest to stay. Maximum stay for a guest is two nights. Approved forms must be submitted to the Dean of College at least two working days in advance.

Emergency Procedures

Rehearsal of emergency fire and evacuation procedures will be carried out at the beginning of each semester. Residents must participate and vacate the building during fire drills.

Penalties will apply to any resident who fails to vacate. Report all accidents and major incidents to UNSW Security and/or a Resident Staff member or to the UNSW Student Accommodation office during office hours. Emergency Numbers

(residents – please program into your mobile phone)

- Duty Tutor – number as advised in local area (upper campus or lower campus)
- UNSW Student Accommodation Office
  Monday to Friday 8:30am – 4:30pm (hours may vary) 9385 4346
- UNSW Security – (24 hours) 9385 6666
- Immediate emergency – 000

In the Event of a Fire Alarm

The safety of all residents depends on people behaving responsibly and with care. In the event of a fire alarm sounding you are to:

- Recompute emergency – 000
- UNSW Security – (24 hours) 9385 6666
- UNSW Student Accommodation Office
  Campus (residents – please program into your mobile phone)
Resident Obligations

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- Report all fire incidents immediately to UNSW Security
- Outside of office hours report the fire to the Residential Staff member on duty.
- Evacuate the building.
- Go to the marshaling area which is on the Quad Lawn – E15 on the UNSW map.
- Do not take risks trying to put out a fire that may be out of control
- Fire extinguishers and hoses are available to use where a small fire can be extinguished without risk.
- *Egress routes for evacuation are posted in the lift lobbies, please familiarise yourself with the routes out of the building. Please evacuate promptly should an alarm sound.

You are responsible and liable to pay for the cost of any false fire alarm attendances triggered by you or your guest. The cost for a false fire alarm levied by the Fire Brigade is currently $1760 and will be charged directly to the resident.

Personal Emergencies and Crisis
If you are feeling unwell, distressed or upset, you may seek assistance from:

- Resident Staff and the Dean of College
- CAPS – UNSW Counselling and Psychological Services (Level Two of the East Wing in the Quadrangle Building)
- University Health Service (Ground level of the Quadrangle Building) depending on the nature of the emergency

The above represents a help network within which your concerns will be treated in confidence. Resident Staff may refer you to CAPS or the University Health Service for professional support.

Reporting a Hazardous Situation or Accidents
The University has a Hazard and Incident reporting and investigation procedure, which is designed to identify potential hazards to health, safety and the environment and to encourage early reporting and corrective action.

The Hazard/Incident Report Form should be completed as soon as possible after the hazard has been identified or the incident has occurred.

The Form is online and can be accessed by students via myUNSW and upon submission will be managed by Facilities Management who will then take the appropriate action.

Security and Access

Lockouts
If you lock yourself out of College outside of office hours 8.00am – 4.30pm (hours may vary), you should contact the Resident Staff member on duty to let you in. If you lock yourself out during office hours, approach UNSW Student Accommodation front desk.

If a Resident Staff member has let you in outside of hours, you need to demonstrate that you have your identity/access card with you once they have admitted you to your room otherwise they are required to report your key being lost.

When a card is misplaced, a resident may request a temporary access card. You will be given two days to return and sign back the temporary card. In the event that this does not occur they are assumed lost and a replacement card will be charged to you.

Repeated lockouts or misplaced keys may result in disciplinary action such as a fines or community service or being placed on ‘Behavioural Show Cause’.

Breaching Perimeter Security
Disciplinary action will be imposed for residents or their guests responsible for creating breaches in the perimeter security. This includes letting in a stranger/unaccompanied guest, leaving a door ajar or propped open or giving your identity/access card to someone else.

You must keep your identity/access card on you at all times and ensure that your door is locked when you are not in your room. Complying with these basic measures is paramount for safety and security – of each resident, your belongings and for the general UNSW Colleges community.

Lost, Stolen or Damaged Keys
When a card is lost the system is reprogrammed to deny access when the card is presented at any of the electronic access points within The Kensington Colleges.

This is why it is very important that all lost or misplaced cards are reported immediately.

If your card is lost or stolen contact FM Assist on 9385 5111 and the Library on 9385 2650 to void your card.

Please note:

- there is a $25.00 replacement fee for keys
- there is a $150.00-$125.00 for replacement locks
- replacement cards take approximately one hour to activate after issue.

Do not give or loan your ID card to others to use. If security staff identifies or suspects the misuse of a student ID card, the card will be confiscated, and a report will be sent to the Student Conduct Officer. A fine of $25 will be payable for the return of the card to the student.

Accessing Your Room
UNSW Colleges management strive to respect your privacy and provide you with quiet possession of your room. Staff will make every effort to give you forewarning if entry to your room is required for maintenance, repairs or some other matter. Staff hold a master access card for use in case of emergencies.

Residents are responsible for securing their room and possessions and must organise any insurance in that regard. UNSW is not responsible for lost, stolen or damaged property.

Storage
The shared and individual balconies of room and common areas in each college are highly visible from outside the premises and must be kept clear of unsightly rubbish and personal items. Personal items, including furniture, bicycles, clotheslines and suitcases must not be stored temporarily or permanently on any balconies, the roof terraces or Common Areas in the College.

You must obtain written permission from the Dean of College if you want to store any flammable materials in your room or the Common Areas. Cleaning materials for personal use are exempted.
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Academic Robes Policy

Residents will be issued with academic robes at the start of each semester for use at formal occasions. The cost of the gown will be itemised on your invoice.

The use of academic robes carries with it significant tradition and honour, and as such:

- Academic gowns are only to be worn at formal occasions as directed by the Head of College. Advanced notice will be given to all residents of events where robes are required.
- Wearing the robes outside of these times or in any way likely to bring discredit to the reputation of the individual concerned, UNSW Colleges or the University and is strictly prohibited.
- Entrance to events where robes are required may be refused for those not wearing robes or if your robes are not in a satisfactory condition.
- Residents are required to take personal responsibility for the care and maintenance of their robes.

Formal Dinners

Residents are invited to attend formal dinners at regular intervals throughout the year. It is expected that all residents will attend unless they have scheduled classes, work or sporting commitments. If unable to attend, a resident is to notify the Dean a week in advance.

Gowns must be worn by all residents. The overall effect must be smart and respectful of the atmosphere of the formal dinner. The following attire is acceptable –

- Suits with shirt or blouse
- Long trousers with shirt or blouse
- Dresses
- Skirts with shirt or blouse
- Neckties and cravats are acceptable paired with appropriate shirt; open necked attire is not
- No jeans, shorts, trainers or thongs are permitted to be worn

Any residents who presents at a formal dinner in incorrect or inappropriate attire can expect to be refused entry to the venue.

Residents will attend dinners with staff of the colleges and invited guests. Alcohol is served to compliment the meal and is to be enjoyed in moderation. Residents who drink excessively either before or during a formal dinner will be asked to leave and may be banned from future dinners or events.

The Alcohol Policy is also in effect at these events. Once dinner has commenced residents are to behave sensibly and respectfully during speeches and presentations.

Mobile phones or other devices are not to be used and residents carrying out private conversations between themselves will be reprimanded and may be asked to leave the dinner.

Residents are to comply with all requests made by colleges staff and catering staff throughout the course of the dinner and are to remain seated during meal service and all speeches and to limit their movements around the College throughout the night so that the service staff can access the tables safely. Communal singing and raising of toasts is not permitted during dinners.

Management Structure and Administration

UNSW Colleges are a group of residential colleges – Basser College, Goldstein College & Philip Baxter College, Colombo House, Fig Tree Hall, International House, UNSW Hall – within the UNSW Colleges unit and managed by the University (UNSW). The University’s codes, rules and by-laws apply to life in all UNSW Colleges.

The ethos of the Colleges requires that residents act responsibly in their participation in all aspects of college life, and with sensitivity, tolerance, co-operation and civility towards each other. This expectation is consistent with a community that seeks to work collaboratively in the management of its affairs.

House Committees are elected by each College at the beginning of the year, with elections at the end of the year for the following positions –

- House President
- Secretary
- Treasurer

- Social Director(s)
- Cultural Director
- Operations and Communications Director
- Arc@UNSW and Communities Director
- Other directorships as created by mutual agreement with the Dean and Head of Colleges

Each College is represented at the Colleges’ Team Meetings, which also includes the Head of Colleges, Deputy Head of Colleges, Resident Fellows and Administration of the Colleges.

The Administration of UNSW Colleges is carried out in the UNSW Student Accommodation unit.

The office for this unit is located on the lower ground floor of Goldstein College at Gate 5. Office staff are available during office hours to provide services to residents. These services include:

- management of facilities
- cleaning
- college property
- parcel pickups
- room lock-outs

And any other questions that residents may have. Outside office hours, there are Resident Fellows who are rostered each day to act as a duty tutor (including day/night weekends). The duty phone number is posted in the Colleges and the residential staff member on duty should be contacted if any problems arise.

Basic house rules

It’s important you remember that UNSW Colleges is a shared a home. To ensure everyone enjoys their time at Colleges, please follow the following rules so all residents will have a peaceful and fun community!

Quiet time

Quiet time is a noise curfew that runs from 11pm to 8am daily. During these hours there should be no noise. Students that break this curfew could face financial penalties or community service.
Resident Obligations

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Please be respectful of this to make sure that anyone who wants to sleep or study is able to. This ensures that the College is a nice place for everyone to live.

If you hear noise after 11pm, please try and discuss the issue directly with the resident(s) involved in a calm respectful way. If the issue persists, please call the duty tutor and ask for their help.

No smoking
UNSW is a smoke free campus which means that all parts of UNSW Colleges are strictly no smoking zones. This includes shared and private balconies, the fire stairwells and toilets.

If you wish to smoke, you may do so across the road on High Street or in smoking areas off campus. Penalties will apply if you're caught smoking in UNSW Colleges or on campus at UNSW.

Shared space
There are a number of communal places and facilities that you share with all the residents in Colleges. Make sure you clean up after yourself in the kitchens, common rooms and study areas.

Residents need to ensure that they do not leave old food out in any areas. Food left out in the kitchens and common rooms will be removed by RA's, cleaners or the Dean.

*Colombo House residents will have one pantry and one draw in the fridge and freezer - this is where food should be stored. This space is for you to store your kitchen boxes, labelled with your room number, so please keep any extra items you need in this area.

Student ID
Make sure you keep your student ID on you at all times. It's how you access your College and you will not be able to use the elevator, re-enter the building or your room if you don't have your student ID. If you lose your ID during office hours, please contact Student Accommodation office. If you lose it after hours, call the duty tutor.

Can my friend stay over?
Guests are welcome in Colleges, however, it's your responsibility to look after your guests. If you want your guest to stay overnight you'll need to request in writing to the Dean of College with the names, dates and contact details for your guest along with written confirmation you will be responsible for them during their stay.

Responsible alcohol policy
If you are causing a disturbance for fellow residents by drinking, you will be asked to move on by College staff, if not by fellow students. If so, please be compliant with that request and be considerate to the whole community.

This is your home and it is expected that residents drink responsibly at all times and do not drink to excess or with the sole purpose of becoming inebriated. We are not a pub or venue for large drinking and non-approved gatherings. There are many pubs and venues available for that are near or on campus. Residents who display anti-social behaviour or frequently disturb or disrupt other residents will be subject to penalties.

Falling ill
If you are feeling ill, the Medical Health & Services is located on the Ground Floor, East Quadrangle Building. There are both male and female doctors as well as a dentist and appointments can be made by phone or email. Emergency appointments are also available and all visits are bulk billed for domestic UNSW students with a Medicare card. International students with OSHC Worldcare or Medibank OSHC insurance are also bulk billed.

In the unfortunate circumstance that you fall sick and vomit, it’s your responsibility to clean up your own mess. If you don’t, then you’ll be charged for a biohazard crew to come in and clean it up. If you have become sick as a result of excessive alcohol consumption, you may also be liable for penalty.

If no one confesses they are responsible, payment will come out of the House Committee budget, which means less events and activities for everyone.

Kitchen cleanliness
One of the biggest issues at college is ensuring the kitchens stay as clean as possible for everyone throughout the day.Whilst cleaning of surfaces are done on a daily basis in the mornings, the kitchens should be cleaned by all of you after every use.

- Be responsible and clean up after
- Label your storage
- Be mindful of others

Kitchen Hazard and Safety Tips
- If you get a burn please call the Duty tutor ASAP
- If you find yourself in a bad situation, follow NSW: Fire and Rescue
- You must switch off the gas hobs after every use, ensure gas is completely off
- Do not wear baggy clothes when cooking (to prevent catching on fire).
- Use protective gloves, or a kitchen cloth to protect your hands when handling any hot items
- ensure you have enough space to place the item on the benchtop
- Ovens must be switched off after every use.

Help
There are people willing to help you with anything at any time. Whether it’s a friend next door or if you’re feeling a little bit home sick, there are professionals at CAPS or an RA or the Deans at Colleges to assist. The best thing about living on campus is having a constant support network.

Even if it’s something you’re embarrassed about or think it’s beyond an RA’s skills, come and see us and we will do everything we can to be kind and non-judgmental whilst we help you out, or find someone who can. Don’t ever feel like you have to deal with stuff alone.

- Health and wellbeing
- Student Support Advisors
- international Students Support
- Bullying, discrimination, harassment
- UNSW Arc Clubs & Societies
- UNSW Fitness & Aquatic Centre
- Jobs & Careers
College

LIFE
Why live on campus?

TAKE A VIRTUAL TOUR
**THE KENSINGTON COLLEGES (TKC)**

TKC is made up of 3 collegiate communities, Basser, Goldstein & Philip Baxter. Being part of TKC means being part of the rich history of UNSW. TKC offer students a place to live and grow as they embark on the next chapter of their lives. Each college fosters a close-knit student community centred on academic excellence.
Philip Baxter is an allrounders College – our residents perform well academically, engage competitively in all sports, contribute to the community, donate time and money to charity, and know how to cap it all off with some great social events. Underpinning this are our three core values: respect, inclusivity, and service. Baxter is a diverse, engaging, and rewarding community to be a part of!

There is always something happening, whether that be college sport, community events or nights out. Whenever I feel like a break from study, there is something to do. I have met lots of people from all the colleges and got involved in what interests me.
Life at Basser allows me to be involved in a diverse range of cultural, social, academic, and sporting activities. These opportunities have allowed me to develop personally through engaging with new perspectives and experiences.

Basser is a place where each individual can come and find like-minded people; it’s a place for each and everyone to flourish in their own way. It is a place where you will make friends for life. Basser College prides itself in its engaging community from supporting local communities and charities to playing sports with our inter-college community.

Read more on Basser College
Goldstein is a wonderful, vibrant and welcoming community here at UNSW. Our community is led by a strong group of passionate student leaders, who work tirelessly to organise events and activities that will cater to your interests - whether that be music, the arts, sport, or even sunrise walks to Coogee beach! Best of all, Goldstein is one big family - being the smallest of the Kensington Colleges, is the perfect home away from home!

Goldstein offers an inclusive and accepting environment to thrive as a young adult. I've seen myself and so many others grow through the supportive network of connections this community has to offer. At Goldie, we're a family that helps one another reach our best potential.
My favourite part is the people living in Colombo. I have made some amazing friends and have made some very memorable experiences. Don’t overthink it, it is a great way to meet new people and take part of fun events throughout the year.

Colombo House is my home along with my family. It gives me great pleasure to welcome students from all over Australia and the world through our doors. We are a young, thriving college community and are continually working hard to build our respectful and diverse culture. I hope we get the chance to meet you soon!

Colombo House has such a family spirit; everyone is friends with everyone. You can have a chat with anyone you bump into. Do it! Its super convenient and you get to make amazing friends and lifelong memories.

My favourite part is the people living in Colombo. I have made some amazing friends and have made some very memorable experiences. Don’t overthink it, it is a great way to meet new people and take part of fun events throughout the year.

At Colombo, you get the the perfect balance between being independent and dependent. Colombo is also such an inclusive environment, and you can really feel the love and respect that we hold for one another. I have felt it time and time again and you will always know that there is someone around to help you through any situation.

College is a great experience. It’s really good for meeting people. Advice I would give to anyone considering college or moving into colleges is don’t be afraid to ask questions. Everyone is really friendly and is happy to answer questions because we’re all clueless and didn’t know at one point either. So feel free to ask questions we’re really happy to answer them. Colombo is fun, welcoming and supportive!

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There are so many things I love about Fig Tree Hall! But if I had to summarise it, I would say I love that Fig Tree Hall has such a tight-knit community of kind and respectful residents who are always willing to help each other out! As we often say - you’re never alone at Fig Tree Hall!

“During my many years of involvement in these communities, I’ve witnessed students start their journey as uncertain first years and left as confident leaders, who will no doubt excel in their areas of study. Supporting them through this journey and watching them grow is what makes this job so rewarding.”

It is nice to have a family here at Fig when I am away from home. Fig is Fun, welcoming, and inclusive.

The community is so friendly, wholesome and inclusive, and we always have a lot of fun together.

The close community we maintain; you make family here.

WHY FIG TREE?

- Catered meals (Breakfast, lunch, dinner)
- Culturally progressive
- Alcohol free College

Read more on Fig Tree Hall
Living on campus is the best way to ease into university, make new friends and also meet people from your degree. The best part about living in UNSW Hall is its cultural diversity and welcoming community feeling. You get to meet students from different degrees and different parts of the world. It’s like an extended family where everyone’s got your back.

If I were to condense what UNSW Hall offers to our residents - it’s community, connection and care. Committing to our residents 24/7, 365 days a year to advise, advocate for and support our residents through anything and everything. I know relationships that have extended well beyond graduation because we create and maintain lifelong bonds across the country and around the world. At UNSW Hall we strive to do this authentically.

The warm and welcoming atmosphere at Hall makes it a home away from home for so many of our residents. Within our walls, Hallers forge strong bonds and create lasting memories through the shared experiences of events and activities. There are also heaps of leadership opportunities, so keep an eye out for those!

WHY HALL?

- International group clusters
- Culturally diverse with a range of events to choose from
- Great international presentation

Read more on UNSW Hall >>
IH presents an alternative perspective to college life, providing a healthy balance between work and play. The diverse personalities and cultures you can find in college ensure that everyone feels included, and most importantly, feels at home.

IH is more than just a student accommodation—it is home. The friends I’ve made here are lifelong and there’s comfort knowing that I can crash at any of their places when I visit their home countries later in the future. Over the years, the college has integrated numerous meaningful traditions like study breaks, which give us the chance to embrace new cultures and customs.

There is absolutely no other residential experience quite like living in an IH. If you believe that each individual can play a role in making the world a better place by embracing, respecting, and understanding our differences, and want to live in a supportive community of like-minded students, then IH at is absolutely the right place for you.

WHY IH?

- Catered meals (Breakfast, lunch, dinner)
- Big international and cultural community
- Living in an original building as first built in 1960

Read more on International House
College Residential Life

Support

Wellbeing

Community
FACILITIES

WiFi is provided on Campus uniwide.

LAUNDRY

QR operated, cashless laundry machines and dryers are conveniently located within each College premise along with ironing boards, dryers and ironing boards. First in New South Wales.

CLEANING

Rooms at Fig Tree Hall and UNSW Hall, Basser, Goldstein, Philip Baxter College are cleaned fortnightly. Only the common areas are cleaned at Colombo House on a regular basis.

CATERING

3 meals a day, Monday-Friday. Brunch and dinner on weekends. Colombo House is the only College that is self-catered.

Menu change from week to week with themed food nights. Food allergies or special medical/dietary needs are also catered for.
Study rooms can be found on each floor of the colleges. Residents are free to utilise this space to conduct study groups and meetings. During exam periods, this is a hotspot area for students.

Alternatively, students can visit UNSW Library.

BBQ

BBQ facilities are available at Basser, Goldstein, Philip Baxter, Colombo House, Fig Tree Hall, UNSW Hall.

THE NUCLEUS

The Nucleus is your first point of contact for all things UNSW including information, advice, forms, and referrals to other services.

COMMON ROOM

When you need a break from studying the common room is a great space for a break. Available at every ground floor of college for all residences entertainment. This includes games, pool tables and lounge sofas.

PARKING

PhD Students and UNSW Accommodation residents are able to purchase parking permits via vPermit.

2P, 4P and all-day paid parking is available for visitors. More information for students can be found here.

FOOD & SHOPS

UNSW has a large variety of food and retail services, including bars, cafes and convenience stores.

The UNSW Health Service
UNSW Food & Retail Shops
Sport, Gym & Fitness
UNSW Bookshops
CHECK IN

Confirmation email with detailed steps will be emailed to you to ensure smooth check in process.

UNSW Accommodation Office is located at Gate 4, High Street, Kensington
Opening Hours:
Monday - Friday (8:30am - 4:30pm)

Settle in

On the day, Staff and Resident Assistants or Fellows (RA/RF) will be available to assist and guide you to your room.

On the day, you will be:

- Welcomed by your College Dean
- Get a tour around College premise and around Campus
- Meet your College House Committee (HC), make new friends and neighbours.

More information can be found in our FAQ page.

Once you settle in and drop your things in your room, get ready for Orientation day or as we call O-Week.

What happens in O-Week?

- Range of different information sessions
- Fun activities and games
- Get to know all the different clubs and societies UNSW Community offers

Make sure you tick all the boxes for our O-Week Checklist.
Rules of Occupancy 2022

Please read the following information in conjunction with your Your Licence Agreement for a full understanding of the Rules of Occupation at UNSW Student Accommodation. In these rules, reference to “You” means the Resident. Please read the following information in conjunction with your Your Licence Agreement for a full understanding of the Rules of Occupation at UNSW Student Accommodation. In these rules, reference to “You” means the Resident.

1. Photo ID
Upon checking-in or within 72 hours of checking-in, You must present to the UNSW Student Accommodation Office an original photo identification (such as a passport, driver’s licence or student ID) along with a copy of such photo ID for Our records. You must provide Us with any updates to Your personal details following any change to the information previously submitted, by contacting the UNSW Student Accommodation Office.

2. Induction
You must complete, when advised, the accommodation induction process. This includes completing online modules prior to checking-in and attending at least one orientation session within one month of checking-in (or at the earliest available session during the term of Your Licence Agreement). The orientation sessions are designed to ensure the safety, security and well-being of all residents and staff.

3. Noise
(a) You must not make any noise or cause any disruption within the Room, Building or on Common Property:
   (i) at any time, if it is likely to disturb the peaceful enjoyment of another resident;
   (ii) between the hours of 11pm and 8am (or such earlier time as per Rule 3(c)).
(b) If You create a noise or disturbance, UNSW Security will attend the disturbance.
(c) We may impose quiet hours during periods of study vacation and exams as outlined in the Resident Handbook.

4. Common Property
You must not
(a) cause or allow any damage to any lawn, garden, tree, shrub, plant or flower on Common Property;
(b) use any part of Common Property as Your own garden;
(c) cause or allow any damage to (or make any additions or improvements to) any structure that is part of Common Property without Our written permission. If any Common Property is damaged,
(d) You must notify Us and We will be responsible for maintaining anything We have installed; and
(e) throw or leave any rubbish, dirt, dust or other materials on Common Property that may interfere with the peaceful enjoyment of another resident in the Building. In particular, You must not litter the Building and its surrounds and the Common Areas with cigarette butts. If You do, they will be removed by Us at Your cost.

5. Your behaviour
(a) You must not engage in any behaviour or any conduct that threatens, abuses, intimidates or harasses another resident, guest or Our staff or participate in any behaviour that is illegal whilst in the Room, Building or Common Property.
(b) You must be adequately clothed when on Common Property and balconies. You must not use language or behave in a way which might offend or embarrass others using the Building or Common Property.

6. Behaviour of guests
(a) You must make sure Your guests do not behave in any way which might disturb the peaceful enjoyment of another resident. This applies to behaviour of Your guests in a Room, Building or on Common Property.
(b) You are responsible for Your guests and will be held accountable for any act, omission or misconduct by Your guests including breach of these Rules of Occupation.

7. Overnight Guests
Residents may, in exceptional circumstances, seek authority for a guest to stay overnight. Such requests must be submitted with sufficient notice for approval to the respective Dean of the College or the Operations Supervisor (for the Apartments and University Terraces only).

8. Smoking
UNSW is a smoke free Campus and this includes all the accommodation buildings owned and operated by UNSW. Smoking of any substance is prohibited in the Room and/or Apartment and all Buildings and Common Property.

9. Drugs
We have a zero tolerance of illicit drug use in the Room, Building or Common Property. If You:
(a) are found in possession of illicit drugs or implements associated with their use in the Room,
(b) Building or Common Property; or
(c) distribute, sell or manufacture illicit drugs or other substances from the Room, Building or Common Property, We will immediately terminate this agreement and inform the relevant UNSW and legal authorities.

10. Alcohol
There are designated alcohol free zones in the Rooms, Building and Common Areas. These zones encompass apartments and part of the Common Areas within designated and signed areas of the Building. You must not consume or store alcohol in these designated areas. If You do not comply with the alcohol-free zones conditions, We may impose a penalty on You as set out in the agreement.
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11. Weapons

We have a zero tolerance of the possession of weapons (sword, knives etc) or firearms (guns etc) in the Room, Building or Common Property. If You are found in possession of weapons, firearms or implements associated with their use in the Room, Building or Common Property We will immediately terminate this agreement and inform the relevant UNSW and legal authorities.

12. Candles/Incense and Oil Burners

The burning of candles, incense or oil burners – or any object that has either a naked or contained flame – is prohibited within the Rooms, Building and Common Areas as this is deemed an extreme fire hazard.

13. Removing or Moving furniture, fixtures and fittings

(a) You must not remove any furniture, fixture or fitting from the Room, Building of Common Property without Our prior written consent.

(b) You must not move large objects or furniture through Common Property unless You have notified Us, and given Us an opportunity to have Our representative attend the move.

14. Garbage disposal

You are responsible for ensuring Your and Your guests’ rubbish is removed from the Room, Building and Common Property in a timely manner and properly deposited in the communal rubbish areas allocated by Us for collection. You must use all garbage chutes according to pasted instructions near chutes.

15. Keeping of animals

You must not allow any animals in the Room or the Building. This Rule does not apply to the extent that it restricts the keeping of a guide or hearing dog.

16. Appearance of Room

Unless You have Our written approval, You must not keep anything within the Room (either on a permanent or temporary basis) that affects the appearance of the Room or the rest of the Building.

17. Communication

You are responsible for ensuring Your contact details are kept up to date on the Student Accommodation Office database. All official notices and notifications will be sent to Your email address allocated by UNSW. You are responsible for ensuring You regularly check this email address and ensure mail can be received at this address. If you are requested to attend a meeting with administration staff you should make every endeavor to attend that meeting or agree on an alternative time that is suitable to both parties.

18. Networking Devices

You must not connect or make use of any networking devices on the data ports provided (for example: networking routers, hubs, switches). You must not interfere with any of the UNSW networking devices installed in Your Room or in the Building.

19. Storage

Personal items, including furniture, bicycles, clotheslines and suitcases must not be stored (temporarily or permanently) in Common Areas or the balcony of the Room. This does not include outdoor furniture.

20. Children playing on common property in building

You must not allow any child under Your control to play on Common Property areas inside the Building unless under the immediate supervision of a responsible adult. This does not stop children from playing unsupervised on Common Property areas outside the Building that are not dangerous (e.g. a lawn).

21. Drying of laundry items

Unless You have Our written permission You must not hang washing, towelling, bedding, clothing or other articles on any part of the Room (e.g. on the balcony) so that it may be seen from outside the Building.

22. Storage of flammable liquids

You must get Our written permission if You want to store any flammable materials in the Room, the Building or Common Property, except for common items for the Room or washing Your clothes.

23. BBQs

You must not use (or allow to another person to use) a BBQ or any other cooking equipment on the balcony of the Room.

24. COVID-19

COVID-19 is likely to be with us in 2022. Throughout the pandemic UNSW has taken guidance from NSW Health and the Department of Health. It will continue to do so moving forward and on occasion this can lead to rules and guidelines being issued that you will need to adhere. In some instances guidelines introduced by UNSW can be stricter than those from NSW Health or the Department of Health. These would be introduced with the safety and wellbeing of our residents and staff foremost in our mind and you are instructed to follow these when they’re issued.

Further information

The IT Services Fair Use Policy Document
The University Code of Conduct Document
Leaving us?

MOVING OUT
On the day of check out, you must:

- Vacate room by 10am
- Return keys to staff in charge/reception
- Clear of possessions
- Clean your room prior to leaving as there may incur costs for cleaning
- Arrange redirection of postage or post will be returned to sender.

Although we hate goodbyes, but here are some of the things you can look forward to leaving UNSW Colleges.

Returning residents, welcome home!

CHECK IN
Reapply via Student Accommodation Portal by scanning the QR code below and click 'Returning resident'

We can't wait to welcome you back to Colleges.