find your place
LIVING AND STUDYING AT UNSW AUSTRALIA MIGHT JUST BE THE BEST DECISION YOU'VE EVER MADE!
Welcome to UNSW Colleges

This handbook contains important information about Fig Tree Hall. It should be read in conjunction with your Licence Agreement for a full understanding of our expectations and your residency obligations.
Please contact your Dean of College or the UNSW Student Accommodation office if you have any queries.

UNSW Colleges Organisational Chart

Resident Obligations

As a resident of Fig Tree Hall you agree to:

- comply with the terms and conditions of your Licence 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  
- comply with the Alcohol and Drug Policy as detailed in this Handbook
- be responsible for your own behaviour and that of your guests
- ensure that there is no excessive noise or other disruption (especially between 11pm and 8 am)
- 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 right 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 Hall
- comply with the UNSW Acceptable Use of IT resources policy  
- comply with the smoke free policy across the campus, including the Colleges
- respond immediately to all fire alarms and to directions to evacuate the buildings
- be the single occupant of your room
- comply with the directions of administration and resident staff
- apply themselves conscientiously to their studies and maintain good academic standing during their 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.
1. Communication

1.1. UNSW Student Accommodation Office

Contact Details for the UNSW Student Accommodation Office are as follows:

Monday – Friday 8:30AM – 4:30PM
Lower Ground Floor, UNSW Gate 5, High St,
Kensington, NSW, 2052.

T: +61 (2) 9385 4346
F: +61 (2) 9385 4557
E: accommodation@unsw.edu.au

1.2. 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.

1.3. Keeping Updated

You are responsible for ensuring that 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 may redirect your UNSW email to your personal email address if convenient for your own use – the following link provides more information on how to do so:

it.unsw.edu.au/students/zmail/redirect_external.html

1.4. Mail

Incoming postal mail should be addressed to:
[Your Name]
[Your College]
Gate 5, High St
University of New South Wales
Sydney NSW 2052
AUSTRALIA

Any deliveries should be directed to:
[Your Name]
Fig Tree Hall

UNSW Student Accommodation Office
Gate 5 High St
University of New South Wales
Kensington NSW 2052

Incoming Mail

Incoming mail is sorted by the office and placed in pigeon holes located in the College. Residents are advised to check the pigeon holes regularly and clear it often. Mail not collected within 14 days will be returned to sender (if available). Residents receiving packages or registered mail will be notified via email to collect it from the main office. When you leave Fig Tree Hall, 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.

2. Use of Common Areas

Each resident is responsible for maintaining the cleanliness of the common environment. You must always restore common areas to a clean state after use and ensure that your activity does not conflict with the right of all residents to have access to clean, safe and hygienic Common Areas and facilities, and to enjoy their living environment. The Common Areas are cleaned every week day by cleaning staff. If functions are held in a Common Area of the Hall, the organisers are responsible for ensuring it is restored to a clean and tidy condition. If additional cleaning is required by cleaning staff after a function, or at any other time, then a service charge will be levied on the responsible party to cover any additional cost.

You must not alter or damage any structure that is part of the Common Area. You must not misuse, disable or willfully damage any fire-fighting, prevention and detection equipment. You must not damage any lawn, garden, tree, shrub, plant or flower in the common areas. You must not use any part of the landscaped common areas as your own garden. Any use of the garden or common areas for organised Hall activities must be approved in advance by the Dean.

You must not throw or leave rubbish, dirt, dust or other materials in Common Areas that may interfere with the peaceful enjoyment of another resident in Fig.
Tree Hall. In particular, you must not litter the Hall, including outside the Hall or common areas 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.

You must not allow any unsupervised child under your control to play on Common Areas inside or outside Fig Tree Hall. You must not 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 a UNSW representative to attend the move.

2.1. 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 the Hall at any one time.

2.2. BBQs

A BBQ is available on the roof terraces of the Hall for use by residents in conjunction with an approved event. You are not permitted to use a BBQ or any other cooking equipment on any private balcony in the Hall. 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.

2.3. Communal Kitchens

There are communal kitchenettes located in the recreation rooms on each floor of the Hall and a full kitchen in the main common room. If you use these areas you must clean and tidy them afterwards and dispose of any foodstuffs that may cause odors 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.

2.4. Garbage Disposal

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

Please ensure that when you are transporting any waste materials to the appropriate disposal bins no liquids are tracked through the halls. 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.

2.5. Laundry

Coin operated washers and dryers are provided in the laundry located on each floor of the Hall. 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, towelimg, bedding, clothing or other articles on any part of the Premises (e.g. on the balcony), so that it may be seen from outside Fig Tree Hall.

2.6. Vending Machines

Coin operated washers and dryers are provided in the laundries located on each floor. Clothing not collected from the laundry will be given to charity. Washing lines or clothes hangers may not be erected on balconies or balustrades. You must not hang washing, towelimg, bedding, clothing or other articles on any part of the Premises (e.g. on the balcony) so that it may be seen from outside Fig Tree Hall. Please do not use the laundries late at night as the noise can disturb other residents. If the washing machine/dryer is not working, the resident will need to contact the Student
2.7. 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 FM Assist. Further details including how to obtain a permit is available via their website facilities.unsw.edu.au/fm-assist or contact FM Assist, Level 2, Mathews Building.

There is limited free motorbike parking in the car park accessible via High Street, Gate 7. Residents are not permitted to store bicycles in 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 lost or 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 that you secure your vehicle with a steering lock etc. Do not leave valuables in your car.

3. The Accommodation

3.1. Maintaining Your Room

Residents are responsible for keeping their rooms in good order. If situations arise in which you modify your room furniture or its position resulting in an increased risk of injury to any maintenance staff accessing 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.

3.2. Heating

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

3.3. Internet Usage and Network Devices

All residents of Fig Tree Hall have access to the internet via UniWide fair usage system. As such, there is no volume based charging for internet. All residents are bound by the acceptable use of ICT resources https://www.it.unsw.edu.au/students/policies. Both wired and wireless connections are available and require authentication to provide accountability of users’ actions while utilising the service.

The University provides each student with an UNSW email account. Each resident is able to access his/her account in the Hall study rooms or in their room if they have a computer connected to the University Network.

To ensure the monitoring of appropriate content, all social networking sites, pages and groups that are affiliated with Fig Tree Hall must be linked with the Hall or staff member responsible for monitoring social media.

Residents are encouraged to consider the information they publish using social media. This might include photos and videos which you upload onto a social networking profile, a video-sharing site or send via a mobile phone. It may include the comments you post on other’s profiles or messages sent over instant messaging applications or mobile phones. Obtain residents’ permission before posting a photo or tagging them online. You would like them to respect your wishes so do the same for them.

No inappropriate content 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 in breach of university policies and state and national laws.
If you discover any content on UNSW Colleges related or affiliated sites that you believe may be prohibited, please inform a Resident Staff member or the Dean of College immediately.

Residents should familiarize themselves with the UNSW Social Media guidelines

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

4. Behaviour and Conduct
All conduct within Fig Tree Hall must be consistent with the relevant policies and procedures of the University and is also subject to the relevant Commonwealth and State laws. Residents must at all times comply with all UNSW policies and procedures including but not limited to those contained in your Licence Agreement, this Handbook and the UNSW Student Code Policy. Any serious misconduct will be referred to the UNSW Student Integrity Unit for investigation. Any criminal or suspected criminal conduct may also be referred to the Police.

4.1. Living by Mutual Consideration and Respect
Fig Tree Hall 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
• 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.
• Male residents of the college and any male guests are not allowed to stay at or visit Floor 5 between the hours 11pm and 8 am. This policy is relaxed during the O-week to allow family members to help move the residents in

4.2. 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).

A matter is considered serious where:
• There is reason to believe that there is a significant risk to the University and its staff or students;
• A serious criminal offence may have been committed;
• There are a number of allegations of a similar nature received against a respondent; or
• 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, ethno-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.

4.3. Complaint to the Police

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

4.4. 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 includes 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 Fig Tree Hall. (Any advance payments will be forfeited if a resident is expelled from Fig Tree Hall at the discretion of the administration of the Hall.)
- Particularly in the case of suspension or expulsion, seek appropriate advice on the matter
- Require the immediate exclusion of a resident from Fig Tree Hall, 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 nominee) 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

4.5. 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 the Hall, anyone using the common areas of the Hall 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 Hall 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 the Hall and UNSW Colleges will be attended to by UNSW Security.

5. Drugs and Alcohol Policy

5.1. Smoking

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

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 Fig Tree Hall or anywhere on UNSW campus.

5.2. Drugs

If you are found to be in possession of or manufacturing, selling or distributing illicit drugs in Fig Tree Hall or 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.

5.3. Alcohol Policy

All members of Fig Tree Hall 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 Hall 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 Hall while under the influence of alcohol that has been consumed off the premises.

Residents who attend off campus functions and events organized and promoted by the House Committee and breach these limits outlined in this policy may face penalties, including non-admission to other events, community service or fine or, if a serious breach has taken place, exclusion from the colleges.

Residents who repeatedly cause disturbances while under the influence of alcohol will be removed from the Hall.

5.3.1. 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.

5.3.2. Licensed Events

a. All events involving the supply and/or service of alcohol that Fig Tree Hall residents attend within the UNSW Colleges complex 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.

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.

The Management of Events Form must contain the following information:

- 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 Fig Tree Hall 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

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

c. There will be no more than one internal alcohol event each week in every College.

d. Those responsible for organising and managing events must ensure that this Policy and the Management Events Plan are adhered to.

e. 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.

f. 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 Fig Tree Hall, 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.  
g. The Head will report on the operation of the UNSW Colleges Alcohol Policy to the appropriate University Officer.

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

6. 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 exams/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.

7. **Guests**

Guests are welcome to visit you provided the following:

- 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 anywhere in Fig Tree Hall, its grounds or the surrounding UNSW Colleges.
- 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 Fig Tree Hall.
- 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.

7.1. **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. Floor 5 is a female-only floor and floor 5 residents cannot have male overnight guests.

8. **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 – 9385 9786
- UNSW Student Accommodation Office – (Monday to Friday 8:30am – 4:30pm) 9385 4346
- UNSW Security – (24 hours) 9385 6666

8.1. **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:

- 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 marshalling area which is on the Quad Lawn – E15 on the UNSW map.
8.3. 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.

9. Security and Access

9.1. Lockouts

If you lock yourself out of College outside of office hours (8.30am – 4.30pm), 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’.

9.2. 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 Fig Tree Hall community.

9.3. 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 in Fig Tree Hall and the Goldstein Dining Hall. 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. A replacement card will be available from FM Assist after completing a Replacement Student Card form.

Please note:
- there is a $25.00 replacement fee
- 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.

9.4. Accessing Your Room

Fig Tree Hall and 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.

9.5. 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. Furniture, bicycles, clotheslines and suitcases must not be stored temporarily or permanently on any balconies, the roof terraces or Common Areas in College.

You must obtain written permission from the Dean of Fig Tree Hall if you want to store any flammable materials in your room or the Common Areas.

10. 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, Fig Tree Hall 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.

11. Management Structure and Administration

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

The ethos of the UNSW Colleges requires that residents act responsibly in their participation in all aspects of residential 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.

The Head of UNSW Colleges is responsible for the following:

- Overall leadership of UNSW Colleges
- Oversight of college programs and activities
- Welfare of the residents in the UNSW Colleges
- Supervision and management of the residential team that co-ordinate the pastoral and academic programs.
- The maintenance of good order in UNSW Colleges
- Alumni relations

The Head is assisted in these responsibilities by the administrators of the Colleges, the Dean and the resident staff and by the student leadership team within each facility.

The general 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 Hall and the residential staff member on duty should be contacted if any problems arise.