Welcome to UNSW Colleges

This handbook contains important information about The Kensington 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 Dean of College or the UNSW Student Accommodation office if you have any queries.

UNSW Colleges Organisational Chart
Resident Obligations

As a resident of The Kensington Colleges 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 the UNSW Student Code Policy
- comply with the Alcohol Policy 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
- comply with the UNSW Acceptable Use of ICT 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
- 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

Office Hours: Monday – Friday 8:30AM – 4:30PM
Office Location: Lower Ground Floor, UNSW Gate 5, High St, Kensington, NSW, 2052.
Telephone: +61 (2) 9385 4346
Fax: +61 (2) 9385 4557
Email: unswrc@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 including your UNSW email address 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 monitor this email address and ensure that mail can be received at this address.

You may redirect your UNSW email to your personal email address if convenient– the following link provides more information on how to do so: https://www.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]
[Your College]
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 mailboxes located within the College. Residents are advised to check and clear their mail boxes regularly. Mail not collected within 14 days will be returned to the sender (if available). Residents receiving packages or registered mail will be notified.
via email to collect it from the main office. When you leave The Kensington Colleges, you must 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 of The Kensington Colleges. 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 enjoy access to clean, safe and hygienic Common Areas and facilities. The Common Areas are cleaned every week day by cleaning staff.

If functions are held in a Common Area of your House, organisers are responsible for ensuring that it is restored to a clean and tidy condition. If additional cleaning is required after a function, or at any other time, a service charge will be levied upon the responsible resident/s 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 landscaped area for organised 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 any other resident in The Kensington Colleges. In particular, you must not litter the Colleges, including outside the Colleges or Common Areas with cigarette butts. UNSW is a smoke free campus and removal of your cigarette butts will be undertaken at your cost.

You must not allow any unsupervised child under your control to play on Common Areas inside or outside The Kensington Colleges. 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 notice 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 each College at any one time.

2.2. **BBQs**

Residents may use the BBQ available on the roof terraces of each College 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.
2.3. Communal Kitchens

There are communal kitchenettes located in the recreation rooms on 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 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 the ground floor, adjacent to the Common Room. 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, toweling, 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 Kensington Colleges.

2.6. Vending Machines

There are vending machines located on the ground floor for use by the residents. If there is a problem with one of the vending machines please call the phone number on the machine to report the fault.

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 the website http://www.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 5. Bicycle racks can be accessed on the ground floor of your College. Residents must use the entrance off Gate 5 directly to the bike store room to store their bike and 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 lost or stolen from this or any other area in The Kensington Colleges.

Caution: High Street, Kensington is targeted by car thieves. If you park on 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 maintaining 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 or cleaning staff accessing your room, you could be liable for a penalty. Regular room inspections will 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 The Kensington Colleges. 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. Please contact the UNSW Student Accommodation Office for advice on which heaters are suitable to use.

3.3. Internet Usage and Network Devices

All residents of The Kensington Colleges have access to the internet via UniWide fair usage system. As such, there is no volume based charging for internet access. All residents are bound by the acceptable use of ICT resources policy https://www.it.unsw.edu.au/students/policies

Both wired and wireless connections are available and require authentication to ensure the accountability of all 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 House 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 The Kensington Colleges must be linked with the House or staff member responsible for 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.

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 The Kensington Colleges 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 in the first instance be referred to the UNSW Student Integrity Unit for investigation. Any criminal or suspected criminal conduct may be referred to the Police.

4.1. **Living by Mutual Consideration and Respect**

The Kensington 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
- 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.

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. 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:

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, 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, expulsion or non-re-admission to The Kensington Colleges. (Any advance payments will be forfeited if a resident is expelled from The Kensington 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 The Kensington 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 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

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 The Kensington Colleges – 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 House.

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 The Kensington Colleges 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 The Kensington Colleges or any UNSW College your License Agreement will be terminated and the relevant UNSW and legal authorities will be informed.

5.3. Alcohol Policy

All members of The Kensington 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.

There are designated Alcohol Free Zones within The Kensington Colleges. Alcohol consumption is not permitted in the hall ways, foyers, lifts and lift lobbies 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.
5.3.1. Principles

a. Responsible consumption of alcohol is permitted in The Kensington Colleges. ‘Responsible consumption’ means drinking in moderation within the limits prescribed 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 result in excessive noise or disturbance. Other than in residents’ rooms, alcohol may only be consumed after 11pm in designated Common Areas as determined by the Dean of College and which meet the approval of the Head of Colleges.

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.

c. Residents who prefer not to consume alcohol will be supported and the organisation of College, House and Hall events will reflect this choice.

d. Licensed events must comply with this Policy.

e. BYO events are permitted, but should reflect the requirements of licensed events including the responsible service of alcohol. Resident BYO events that contravene these principles will be shut down immediately.

f. Drinking must not interfere with the interests and welfare of others, damage property or bring the reputation of The Kensington Colleges, UNSW Colleges or the University into disrepute.

g. Any behaviour that causes harm to individuals, property or the reputation of the college or the 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 Kensington Colleges during ‘StuVac’ or examination periods.

5.3.2. Limits

a. Residents under the age of 18 must not consume alcohol.

b. Residents who are intoxicated will not continue drinking.

c. Residents and staff must not provide or serve alcohol to anyone who is intoxicated.

d. Residents must not be subjected to any cajoling or pressure to drink.

e. Drinking games/competitions are banned for all UNSW Colleges events and within The Kensington Colleges

f. 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.

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

5.3.3. 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.

5.3.4. Advertising and Promotion

No event is to advertise or promote the provision of an unlimited or excessive amount of alcohol (e.g. “all you can drink”) or promote alcohol consumption in any way that contravenes this Policy.

a. 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.

5.3.5. Licensed Events

a. All events involving the supply and/or service of alcohol within The Kensington Colleges and 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. 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.

5.3.6. BYO Events

a. BYO events are advertised or organized 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 will comply with standards of conduct specified in this Policy and the Rules of Occupation.

c. Residents will not supply privately produced and/or mixed alcoholic drinks to other residents at BYO events.

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:

- 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 Kensington Colleges 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.

5.3.7. 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. 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
   • A fine 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

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

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

d. 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.

e. 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 The Kensington Colleges, or any individual college, 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.

f. The Head will report on the operation of the UNSW Colleges Alcohol Policy to the appropriate University Officer.

g. The Alcohol Policy will be revised at least annually.

6. Guests

Guests are welcome to visit you subject to 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 in anywhere in The Kensington Colleges, grounds or the surrounding UNSW Colleges.
• You must accompany your guests at all times whilst they are in The Kensington 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 a Room for one night or longer.
6.1. 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 an approved guest is two nights. Requests must be submitted to the Dean of College in writing at least two working days in advance.

7. 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. You must 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)**

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

7.1. 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 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 of a false fire alarm levied by the Fire Brigade is currently $1760 and will be charged directly to the resident.**

7.2. Personal Emergencies and Crisis

If you are feeling unwell, distressed or upset, you may seek assistance from:

- Resident Staff and the Dean/Head of your College
- CAPS - UNSW Student Counselling Unit (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

Resident Staff may refer you to CAPS or the University Health Service for professional support.
7.3. 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.

8. Security and Access

8.1. 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 card as 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’.

8.2. Breaching Perimeter Security

Disciplinary action will be imposed for residents responsible for deliberately 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 The Kensington Colleges community.

8.3. Lost, Stolen or Damaged Identity/Access Cards

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. 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.
8.4. Accessing Your Room

The Kensington Colleges 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.

8.5. 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 The Kensington Colleges if you want to store any flammable materials in your room or the Common Areas.

9. 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, The Kensington 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.

10. Management Structure and Administration

The Kensington Colleges are a group of residential colleges – Basser College, Goldstein College & Philip Baxter College – within the UNSW Colleges unit and managed by the University (UNSW).

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
The Head/Director of UNSW Colleges is responsible to the Vice President, Campus Life and Community Engagement, and 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/Director 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.