The University of Waikato
Halls of Residence Rules and Regulations for 2017

The Halls of Residence Rules are a significant part of your Contractual Agreement with The University of Waikato. In signing this agreement with us you have committed to agreeing to follow the rules we have and abiding by them.

The rules we have are based on us providing a safe communal environment, based on respect for yourself also courtesy and consideration towards others and towards the Halls environment and property.

At all times you will be held responsible for your own conduct and for those of your guests and visitors whom are approved by the Residential Life Manager.

General Discipline

As a resident in the Halls we expect you to:

- Uphold the Rules and Regulations at all times
- Advise us of any overnight absences from the Halls
- Ensure that any visitor you have are over the age of 16 years, leave by 10.00pm and comply with the Rules and Regulations
- Ensure that any visitor you have staying overnight is registered with the Halls office or Duty Residential Assistant and that any required fee is paid
- Be responsible for keeping your room tidy, personally removing any excess of rubbish or glass waste and for ensuring that cellotape, drawing pins or adhesives are not used on the walls or woodwork. Any deliberate or negligent damage to your room’s contents will be at your cost.
- You are responsible for ensuring that your room door is locked, access to the building is secured and that you report anyone or anything suspicious to the Duty staff. Please note that you must provide your own insurance for your belongings
- You may have a television, video, stereo (with ear plugs), radio, alarm clock, computer or hair dryer in your room. You may also have an electric blanket with a current safety certificate issued within the previous 6 months by a qualified electrician. You may not have heaters, irons, toasters, grills, microwaves, fridges, rice cookers or other cooking or electrical appliances in your room
- No candles, incense or aromatic oils are permitted in your room
- Be responsible for the security of your key and/or card that will be issued to you. You must not lend your key/card to any other person and if you lose your key/card you will be charged a replacement fee

The following behaviours, actions or conduct is deemed unacceptable in the Halls of Residence. Please note being under the influence of alcohol or any other substance will not constitute an explanation or justification for any breach of the following:

- Any form of harassment, bullying or discrimination towards others
- Any threat to harm self or others
- Any damage, or threat of damage of the property of the Halls or resident/s
- Any noise that disrupts others
- Any tampering of health and safety equipment
- Any breach of the alcohol regulations
- Any failure to comply with the reasonable requests of staff
- Any breach of the alcohol and noise bans as imposed from time to time
- Having any explosives,weapons, illegal drugs, pets, or unauthorised furniture on the premises
- Being in the dining room whilst intoxicated, not wearing appropriate footwear, wearing hats, taking food from the dining room, throwing food or other unacceptable behaviour including the sharing of meal cards
- Having guests/visitors on site after 10.00pm . Guests are always at the Residential Life Managers discretion
- Any smoking in or on the University premises

Disciplinary Processes

The Director of Student Services has instructed the Residential Life Managers to maintain discipline in the Halls and to manage breaches of the Rules and Regulations on a day to day basis. More serious or repeated breaches will be referred to the Associate Director Student Accommodation or the Director of Student Services.

Summary jurisdiction is the process we use for dealing with breaches of the Rules and Regulations where either the Associate Director Student Accommodation or the Residential Life Manager will individually obtain and hear evidence, arrive at a judgement and impose any penalties if that is the determination. You will be informed of any alleged breach and be given the opportunity to explain.
Penalties may include suspension of residency, termination of residency, fines, behavioural contracts, transfer between Halls, community service or any other penalty appropriate to the breach.

For serious breaches of the Rules and Regulations The Director of Student Services may suspend a resident from the Hall or terminate a resident’s contract under the following conditions:

- Where the safety or security of the Hall or any resident is compromised
- For disciplinary reasons
- A serious breach of the rules and regulations, or (in the opinion of the Associate Director Student Accommodation) a risk to herself/himself or others
- Is found with illegal or dangerous substances in the Hall
- Commits an illegal offence, Resident’s contract terminated on the above grounds will remain liable for the accommodation fees for the remainder of the Academic year
- Has an infectious disease and (in the opinion of a doctor) is a risk to others
- Fails to pay their accommodation fees by the due date, or fails to make alternative arrangements to pay their fees
- Is not able to demonstrate a commitment to their programme of study

If residency is terminated, a trespass order may be issued.

The Associate Director Student Accommodation may suspend a resident from the Hall for up to 72 hours under the following conditions:

- Where the safety or security of the Hall or any residents is compromised
- If (in the Residential Life Manager’s opinion) the resident is a risk to him/herself or to others

If a resident is suspended, alternative accommodation may be provided (if appropriate). If alternative accommodation is not appropriate, accommodation fees will be refunded for the period of the suspension.

**Termination of Contract**

Once you have signed your Halls of Residence contract with us, you are committed to staying in the Halls for the agreed period of time. There are three grounds on which your contract can be terminated in agreement with the Associate Director Student Accommodation.

Your contract can be terminated by agreement if you have:

- Withdrawn from University
- If you have found a suitable replacement to take your place
- On compassionate/discretionary grounds which are situations that have arisen beyond your control

In all instances you must first meet with the Residential Life Manager. If a termination of contract is approved 4 weeks notice is required and you will forfeit your contingency deposit.

**Access to Personal Information**

In order to assist us in achieving the aim of providing a safe communal environment for yourself and the community you are agreeing to us accessing personal information as detailed below.

Residents who sign The University of Waikato Halls of Residence Resident’s Contract agree to allow:

- The Hall Residential Life Manager, Associate Director Student Accommodation, Accommodation Services Office, Halls Academic Coordinator/s, Halls administrators access to their assessment and examination results
- The Accommodation Services Office staff to access, use and store any information regarding their Enrolment, Student Loan, Student Allowance or Scholarship payments

**The Privacy Act 1993**

As stated in The University of Waikato Halls of Residence Application Form and The University of Waikato Halls of Residence Reapplication Form.

Applicants are advised that the Accommodation Services Office and the Hall Residential Life Manager may use the information provided on the application form (and any other forms) in accordance with the Privacy Act 1993 as detailed in The University of Waikato Enrolment Form. The Associate Director Student Accommodation, and/or the Residential Life Manager will, if necessary for the safety or well being of any resident, contact the nominated emergency contact provided by the resident.

For residents 17 years and under the Halls management reserves the right to contact the parents or guardians, if it is deemed necessary.

A copy of the Privacy Act 1993 can be viewed at The Accommodation Services Office.