2019 Residential Handbook

ANU Halls of Residence

Toad Hall
Fenner Hall
Burton & Garran Hall
Ursula Hall (including Laurus Wing)
Bruce Hall (including Packard Wing)
Wright Hall
Gowrie Hall
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This handbook provides residents with a reference about the policies, procedures, administration and facilities of the University’s residences. It forms part of the terms and conditions of your Occupancy Agreement so please read it carefully.

The handbook may be amended from time to time to align with changes to University policy and to respond to recommendations from external reviews. Residents will be informed that changes have been made and advised to review the updated handbook which will be hosted on the Accommodation Services website.

We hope the handbook helps you to think about how you live in a community of scholars and to settle in to your new home.
Foundations of a living learning community

Life in an ANU Hall of Residence complements your studies at university by providing a safe, supportive and inclusive home away from home, enabling you to make the most of your experience at the Australian National University (ANU).

While each ANU Hall of Residence has its own history, distinct culture and traditions, all are living learning communities where:

- diversity is valued and sought;
- academic endeavour is supported and achievements are celebrated;
- you can learn about yourself and the world through informal peer interactions and through programmed events and activities; and
- you are given the chance to be a leader within the community, and are encouraged to engage in leadership opportunities across the University.

This handbook aims to outline the expectations we have of you as you as a resident in your Hall, and what you can expect of your peers, student leaders and residential staff. By making these expectations clear, we hope to ease your transition into residence and help you to thrive in your community.

As a student of the Australian National University and resident of an ANU Hall of Residence, we expect you to:

- Be independent in your thinking and take responsibility for your actions;
- Understand and fulfil your responsibilities and obligations as a member of the ANU community and as a member of your residential community;
- Treat the physical spaces of the Hall with respect;
- Consider your life in residence as an opportunity for learning and personal growth; and
- Take advantage of the range of programs and services offered within residences and across the University.

You can expect us to:

- Make sensible, considered and consultative decisions and give residents affected by those decisions an opportunity to discuss and question;
- In our response to incidents, and in our decision making, prioritise the wellbeing and safety of all residents and look for solutions that facilitate learning and personal development for the residents involved;
- Be guided but not bound by precedents; and
- Be able to explain the reason for rules and decisions made.

The handbook that follows is founded on the above expectations, and is considered essential reading for new and returning residents of ANU Halls of Residence (Halls).

Once you have taken the time to read this handbook, if you have any questions at all, please do not hesitate to seek assistance from the staff and student leaders in your residence.
Policy framework

As a resident of the ACT, residents of the ANU Halls of Residence are subject to the applicable laws of the Commonwealth of Australia and the Australian Capital Territory.

The ANU Halls of Residence operate within the legislative and policy framework of the ANU. The University’s Statutes, Rules, Orders, policies and procedures apply to all students of the University, including residents in Halls.

There are University legislative instruments applicable to the Halls of Residence:

- Halls of Residence Statute 2005
- Halls of Residence Rules 2005
- Discipline Statute 2005
- Discipline Rule 2018

In addition to specific ANU policies which are mentioned throughout this Handbook, we would like to draw your attention to the following policies which we consider to be of particular importance within the Halls:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prevention of discrimination, harassment and bullying</td>
<td>Outlines the University strategies and responsibilities of staff and students for preventing discrimination, harassment and bullying at the University.</td>
</tr>
<tr>
<td>Equity and Diversity</td>
<td>The University has policies, procedures and guidelines to promote an inclusive work and study environment for staff and students.</td>
</tr>
<tr>
<td>Equal Opportunity</td>
<td>This policy informs staff and students of the University’s approach to advancing equal opportunity in employment and education within the University community.</td>
</tr>
<tr>
<td>Acceptable Use of Information Technology</td>
<td>This Policy informs staff and students of the standards of acceptable use of the University’s Information Technology (IT) and information infrastructure.</td>
</tr>
<tr>
<td>Student complaint resolution</td>
<td>Provides a set of principles for the resolution of student concerns about their experience at the University.</td>
</tr>
<tr>
<td>Privacy</td>
<td>The Halls of Residence operate under the ANU Privacy Policy which outlines the personal information handling practices of The Australian National University.</td>
</tr>
</tbody>
</table>
Hall-specific policy areas

Each ANU Hall of Residence has its own history, distinct culture and traditions, as well as differing in terms of community demographics and the physical buildings (e.g., proximity of communal areas to bedrooms). Thus, the Halls will make some hall-specific guidelines, policies and rules, and will advise their residents of these. These policies may be changed throughout the academic year to reflect the needs of the Hall community. Some of the areas where local policies will be formulated include:

- Specific restrictions on noise (noting that all Halls, as per the Occupancy Agreement, require you to refrain from producing excessive or loud noise);
- Appropriate use of common areas and shared facilities (e.g. computer labs, kitchens), including restrictions relating to alcohol consumption within these spaces;
- Event approval procedures;
- Lockout policies;
- Restrictions on the use of balconies and outdoor rooftop areas;
- The scope and limitations of the tasks which can be carried out by the Senior Resident On-call (Duty SR);
- Storage of residents’ possessions (e.g. in baggage rooms); and
- Lending of fold-out beds for guests.

Entering your room

As is outlined in the Occupancy Agreement, we reserve the right to enter your room for reasons such as inspection, repair, cleaning or other reasonable purposes, including welfare checks.

- Room inspections will be conducted on a periodic basis. You will be given sufficient notice prior to any scheduled inspections. If your room is in an unsatisfactory state, you will be given time and instructions on how to remedy the situation and then your room will be reinspected. Should your room continue to be in an unsatisfactory state, the Hall reserves the right to have the room professionally cleaned and to pass the costs on to you.
- When you record a maintenance issue with the Hall, the act of recording this issue is taken to mean that you have granted the Hall permission to enter your room, sometimes without notice, for the purpose of resolving the maintenance issue.
- Where maintenance is to be done in your room, you are required to give University staff and contractors all reasonable access to the room to effect repairs, including assistance with moving your belongings if necessary.

Disclosure of information

In most day-to-day situations, we need your permission to disclose any personal information to parties external to the University, including parents/caregivers/family members.

In cases where the Head of Hall or nominee (including senior manager on call for a critical incident) determines that there is a serious concern for your health or wellbeing, your preferred emergency contact person/s (listed on your Accommodation Application, as advised to the Hall Office, or as advised to the University) will be contacted. Prior to doing so, if possible and deemed
appropriate, the Head of Hall or senior manager on call will advise you that this is going to occur. Contact with next of kin or emergency contact will be at the discretion of the Head of Hall or nominee and will always be decided in the best interests of the student, which may not include discussion or consultation with the student.

**Academic expectations**

The Australian National University has stringent standards regarding academic progress that may affect your enrolment and therefore your eligibility for residency in the Hall. Please refer to the [Student assessment (coursework) policy](#).

The Hall exists to support the academic endeavours and personal development of its residents by maintaining suitable community values and assistance and guidance to individuals. The Hall expects that having been offered a place at The Australian National University, you have the skills and ability required to achieve academic success. We know also that conditions change and events happen that make study difficult and in some cases impossible at certain times.

In the event that you are experiencing academic difficulties, it is our expectation that you will actively engage with the support networks available to you both within the Hall and in the wider ANU. If asked to attend meetings within the Hall to discuss your academic progress, you must attend those meetings.

**Safe Reporting Environment: Feedback & Complaints**

ANU Halls of Residence are committed to providing a safe reporting environment for all residents in relation to feedback, concerns and complaints.

As part of this commitment, you can expect staff to:

- Maintain high standards of confidentiality;
- Welcome complaints as an opportunity to receive valuable feedback on policy, procedures, facilities and all other aspects of the day-to-day life of the Hall;
- Respond to complaints in a sensitive and timely fashion with due regard to procedural fairness;
- Involve you in the decision making process around actions to be taken in response to your complaint where appropriate;
- Provide clear reasoning for any decision;
- Provide an avenue for you to escalate your concern if you feel the matter has not reached a satisfactory conclusion; and
- Actively support and train student leaders within the Hall to enable and support them to respond appropriately to complaints.

As a resident of the Hall, you are expected to contribute to a safe reporting environment by:

- Showing respect for the diversity of perspectives which exists within the Hall community and actively seeking to understand views which differ from yours;
- Responding respectfully and constructively to any resident who makes a complaint; and
- If you have a complaint, addressing it in a way which is constructive, and does not include behaviour which constitutes bullying or harassment.
Discipline

Authorised Office-bearers for the purposes of discipline in the Hall include the Head of Hall, Deputy Head of Hall, Residential Administration Manager, Community Coordinators and Senior Residents.

Action via internal procedures

By Rule 4 of the Halls of Residence Rules 2005 (‘the Rules’) the University’s Council has vested responsibility in the Head of Hall for discipline in the Hall. This is subject only to the direction of the Vice-Chancellor or his or her nominee.

If behaviour of a resident who is also a student of the University is not of a level sufficient to constitute misconduct under the Discipline Rule 2018 (i.e. the behaviour is minor and is limited to the living environment within the Hall), or the resident is not a student of the University, then the disciplinary matter will be considered and a finding made by the Head of Hall. The Occupancy Agreement outlines the actions which may be taken in these circumstances.

Appeals

In matters which have not resulted in the exclusion of the resident, and where a resident wishes to present new information for consideration, the resident can request that the Head of Residence review their decision. The Head will review the decision, along with any additional new information which may have been presented, and make a finding. If the resident wishes to again appeal, they should direct their appeal to the Registrar Student Life. The resident may also request the involvement of the Dean of Students at any point.

Where the finding by the Head of Hall has resulted in exclusion of the resident, the Head of Hall will immediately notify the matter to the Registrar Student Life. The resident will have the right to make any request for review regarding exclusion from the Hall directly to the Registrar Student Life (unless the exclusion is on the basis of non-payment of rent, in which case no internal avenue of review is available). The decision of the Registrar Student Life having reviewed the matter will be final.

Action under the Discipline Rules

If behaviour of a resident who is also a student of the University is of a level sufficient to constitute misconduct within the meaning of Rule 2 of the Discipline Rule 2018, the Head of Hall, as prescribed authority for the purposes of the Discipline Rules, will assess the nature of the behaviour and may take immediate action in accordance with Rule 4. The Head of Hall will hold an inquiry and make a finding in accordance with the procedures set out in the Discipline Rules. If the resident wishes, the resident can appeal the decision of the Head of Hall to the Appeals Committee as provided in Rule 26 of the Discipline Rules.

Underage residents

The University’s Liquor Statute 2015 prohibits any person under 18 years from selling, supplying, purchasing, possessing or consuming alcohol in their residence or anywhere on University premises. This includes in your bedroom. This will not prevent you from being able to participate fully in the life of the Hall, as most of the sporting, cultural and social activities which take place within our communities do not include the consumption of alcohol.
As an underage resident, we will apply to you the same approach to privacy and the disclosure of information as for those who are aged over 18 (as is described elsewhere in this Handbook). However, should we have concerns that you have been consuming alcohol, we do reserve the right to contact your listed emergency contact person/s.

When you first arrive in Hall, the Head or Deputy Head of Hall will meet with you to discuss the specific matters which apply to you as an underage resident. The Head or Deputy Head of Hall is required to hold fortnightly meetings with all international students aged under-18 and submit a report to the central accommodation office in accordance with the University procedure Admission of under-18 international students

Guests

A guest is any person visiting the Hall at the expressed or implied invitation of a resident. It is your responsibility to ensure your guests are aware of appropriate behaviours, and you are accountable for the actions and behaviour of your guest(s). You will be held financially responsible for any costs related to damages caused by your guests.

If you wish to invite a guest to stay for more than two nights, you need to register this person as a guest with the Front Office of the Hall. In general, each semester you should not exceed a cumulative total of seven nights where you have had any guests stay with you.

If you wish to have a guest stay four or more nights consecutively, you need to submit a request to the Head of Hall

If you wish to have a guest aged 16 or under stay with you for any length of time (even just one night), you must first seek the permission of the Head of Hall (or their nominee).

Guests are not encouraged to stay in the Hall during examination period without the agreement of the Head of Hall (or their nominee).

You are not permitted to give/loan your keys or swipe cards to non-residents for any reason. A guest cannot use your bedroom when you are away from the Hall.

Hall staff may refuse entry to any guest or evict a guest from the residence, for example (but not limited to,) if they breach Hall policies or if their presence is distressing to another resident.

Fee payment

You may pay your rent either a semester or year in advance, or by regular fortnightly Direct Debit payments throughout the Occupancy Agreement period according to the Schedule of Fees.

If you are unable to make a payment, you must discuss the matter with a Head of Hall in your residence and state your case in writing at least three days before the rent due date i.e. the Tuesday before the Direct Debit date. Only in exceptional circumstances will a late payment be approved.

If you have a debt to the Hall and you have not negotiated a suitable financial agreement with your residence, you may be refused permission to put credit on your in-room phone or to place any other optional charges on your account until the debt is settled.
Readmissions policy (Returners)

The governing principle for readmission of residents within ANU Halls of Residence is to ensure that the Halls maintain a positive culture, preserving a balanced and diverse community, whilst acting with due regard for ANU strategic plans.

Residents sign a contract for a maximum of up to one year. Readmission is not automatic and is subject to a reapplication process.

The University Accommodation website provides a full description of the readmissions policy and process. The readmissions policy and process is subject to annual review, but by way of general guidance you can expect that we will take into account your conduct as judged against the key points outlined at the beginning of this Handbook in the section “Foundations of a living learning community”, your involvement in the hall community and your ability to keep up to date with your fees.
Wellbeing

The Australian National University aims to provide a safe, inclusive and respectful community that fosters health and wellbeing. Wellbeing is a vital component in achieving success at university. When your wellbeing is compromised it can affect your social, cognitive and emotional functioning. This includes your capacity to work productively, cope with the normal stresses of life and make a contribution to your community.

Wellbeing and health at ANU Halls of Residence is promoted through campaigns and activities that aim to increase mental and physical health awareness and early help seeking behavior for physical or mental health concerns, for example, programs such as Inward bound, Mind Your Head and Batyr. The Halls of Residence also encourage a harm minimisation approach to drugs and alcohol, education on healthy food choices, sleep and exercise and offer a diverse range of social opportunities to promote wellbeing.

The ANU Halls of Residence support your health by training our staff and student leaders in First Aid for physical and mental health conditions and effective helping skills. This training helps us to provide you with support, information and referral to appropriate medical and mental health support services if you become unwell.

If you are acutely or severely unwell, including a physical or mental health crisis your safety is of primary concern. Residential staff and student leaders will follow the steps in the Student Critical Incident procedure to ensure your safety and access to specialist professional services, for example calling an ambulance or the mental health crisis team. If you become ill or sustain an injury during your time in residence please let us know so that we can support you to access appropriate services.

Please also let your Head of Hall know if you decide to take time away from the Hall to recover from an injury or illness.

Please note that ANU Halls of Residence are unable to provide ongoing care for students who need intensive support due to being acutely or severely unwell, or if a licensed medical professional deems necessary regular supervision for the student from a carer.

If you are the victim of sexual assault or harassment, your safety is of primary concern. Halls of Residence staff will follow steps in the University staff protocol for responding to an allegation of sexual violence to ensure your safety and access to specialist services, for example Canberra Rape Crisis Centre, ACT Police, University Counselling, and local hospitals.

Long-term or serious illness/disability

Some residents come to Hall with a physical or mental illness or disability. Others may develop these conditions during their stay.

If you have or develop an illness, mental health condition or disability while in residence that impacts or may impact on your success at university we encourage you to register with the University Access and Inclusion Office who can help you achieve academic success through support in a variety of ways. This could include creating an Education Access Plan (EAP) outlining the recommended reasonable adjustments to ensure you are not disadvantaged by your registered
condition. Access & Inclusion can assist by advocating on your behalf to your academic College and with course conveners/lecturers on implementing these reasonable adjustments. Recommended adjustments are based on your supporting documentation from a licensed medical practitioner and can include both academic adjustments and accessibility to campus adjustments. Access & Inclusion can put in place accessible parking, make recommendations and advise on modifications to residential halls to accommodate your registered condition and ensure accessibility to lectures and tutorials.

Residential staff will do their best to implement the reasonable adjustments recommended by Access & Inclusion within your residence.

Behaviour

Hall residents are expected to behave in a way that is conducive to harmonious community living and is in line with this Halls of Residence Handbook, the Occupancy Agreement and the ANU Discipline Rules. At times, and for a range of reasons, the behaviour of some residents may impact their right to remain in the Hall community. It is expected that residents will take personal responsibility for their own wellbeing.

Behaviour that in the opinion of the Head of Hall is unacceptable may be grounds for termination of residence.

In determining whether to recommend termination of an Occupancy Agreement due to issues with resident behaviour, the Head of Hall will:

- Meet with the resident to discuss the issue and the impact the behaviour is having on the operation of the Hall and on other residents. During this meeting, individual extenuating circumstances and options will be discussed.
- Consider if development of a behavioural plan/agreement between the resident and the Hall can be established
- If a behavioural plan/agreement is not suitable, make a recommendation to the Registrar, Student Life regarding the continuation of the student’s Occupancy Agreement

Where the individual circumstances relate to an immediate or serious risk to the resident or others, the Head of Hall may hold discussions with other relevant areas of the University, including but not limited to the Registrar Student Life, Registrar, Student Administration, Dean of Students, the Access and Inclusion Office, University Counselling and/or staff in the student’s academic area to examine alternative methods and reasonable adjustments that will enable the Hall to assist in the management of the student’s behaviour.

If the above discussions and resultant actions do not produce a reasonable and appropriate management plan to bring the student’s behaviour in line with the Halls of Residence Handbook, the Occupancy Agreement and the ANU Discipline Rules, the University may exercise its discretion to terminate an Occupancy Agreement.
Non-emergency transport to hospital

If you require non-emergency transport to hospital, we recommend you use a taxi and have a friend travel with you. If you choose to be taken to hospital in a private vehicle, we recommend a friend, in addition to the driver, travel with you.

Emergency transport to hospital

The only appropriate transport in an emergency is an ambulance. Ambulance costs are the responsibility of the person receiving medical care and are not covered under Medicare. It is highly recommended that students ensure they have private health cover that includes ambulance travel or obtain separate ambulance only cover.

Informing emergency contact person(s)

In cases where the Head of Hall or nominee determines that there is a serious concern for your health or wellbeing, your listed emergency contact may be contacted. Prior to doing so, if possible, and if deemed appropriate, the Head of Hall will advise you that this is going to occur.

Psychological distress

If you experience psychological distress, or if you feel another resident is showing signs of psychological distress, we ask that you let a member of staff know. A designated staff member will attempt to ensure that appropriate support is made available. This may include consultation with and/or referral to health or counselling services including ACT Mental Health, University Counselling Centre, ANU Health Service or another health service provider. A ‘Safety Plan’ may also be developed in collaboration with the resident affected.

Long-term or serious illness/disability

If you develop a long-term or serious illness or disability while in residence which imposes a significant burden upon the Hall, and it is unreasonable for the Hall to continue to make further adjustments for this illness or disability, the Hall reserves the right to terminate your Occupancy Agreement.

In deciding whether to terminate your Occupancy Agreement, the Head of Hall will:

- Advise you of the impact of your illness on the operation of the Hall and on other residents; and
- Hold discussions with other relevant areas of the University, including but not limited to the Registrar Student Life, Registrar (Student Administration), Dean of Students, the Access and Inclusion Office, University Counselling Centre, and/or staff in your academic area to examine alternative methods and reasonable adjustments that will enable the Hall to assist in the management of your illness/disability.
- If a suitable, reasonable and appropriate management plan cannot be put in place, make a recommendation to the Registrar, Student Life regarding the continuation of the student’s Occupancy Agreement.
Only if the above discussions/resultant actions do not produce a reasonable and appropriate management plan will the University exercise its discretion to terminate your Occupancy Agreement.

Infectious disease in residence

Notifying relevant authorities
If you become ill, in the interests of your own health and the health of those around you, you should consult a doctor as soon as possible.
If you are diagnosed with an infectious disease, you must inform your Head of Hall.
Where the Head of Hall becomes aware that you may have an infectious disease, they will refer you to the University Health Service or your own GP for a medical assessment. If they do refer you, it is expected that you visit a GP within a reasonable timeframe and provide evidence of attendance.
If you have a notifiable disease (a disease that is required by law to be reported to government authorities), your consulting doctor is required to report the disease in accordance with the Public Health Act 1997. They (or the Chief Health Officer of the ACT) may direct the University (and the Hall) on how any public health aspect of the disease is to be managed within the University or Hall.

Exclusion from hall during infectious period
If you contract an infectious disease such as measles, tuberculosis (TB), meningococcal, chicken pox, bird flu, or swine flu, you may be asked to leave the Hall for the period the disease is infectious.
If you are unable to find alternative accommodation, the Hall will take reasonable steps to assist. Costs associated with alternative accommodation will remain your responsibility, however in cases where financial hardship can be demonstrated, some financial assistance may be offered at the discretion of the Head of Hall.
If you are required to leave the Hall because you have an infectious disease, your return to the Hall is dependent on obtaining medical advice demonstrating that you are fit to return to Hall and present minimal or no risk to fellow residents.

In-house isolation during infectious period
In some cases, if you have contracted an infectious disease, you may be asked to cooperate with staff of the Hall to ensure in-house isolation for the statutory or recommended period of isolation of the disease by:

- Restricting yourself to your own study bedroom and a dedicated bathroom area;
- Avoiding common areas of the Hall;
- Excluding yourself from any Hall activities during the infectious period;
- Careful hand washing etc. if the infection is contagious by that route; and
- Care with coughing, sneezing etc. in common areas.
Sexual Assault and Sexual Harassment

The University strives to provide a safe, supportive and caring environment, including one that is free of violence and sexual assault. The University’s commitments include:

1. At ANU we believe all students have a right to feel safe and secure at all times. We believe that students should be able to fully participate in all aspects of life on campus.
2. We have an obligation to provide a safe environment for all students and staff.
3. We believe that unwanted sexual attention including harassment, stalking and assault can prevent a student from taking part in activities and involvement in the life of the University.
4. We will support students who report sexual harassment or sexual assault including facilitating access to relevant counselling, medical, police or legal services.
5. We will do everything we can to ensure the safety of any student who reports sexual harassment or sexual assault.

When University staff, including Heads of Hall and Community Coordinators, become aware of a student disclosure of sexual assault, they will be active in supporting the student by providing relevant support and information, including facilitating access to relevant counselling, medical, forensic, police or legal services. Initially, the primary concern of the staff member is to ensure the safety of the student making the disclosure.

The University respects the rights of all survivors of sexual assault to be in control of the decisions affecting them, especially the student's right to decide whether to seek counselling or medical services or police or legal intervention.

University staff are required to follow various steps when responding to a student’s disclosure of sexual assault. The information for students, including Senior Residents, on what to do to support a student who makes a disclosure of sexual assault to them is based on The Staff Protocol for Responding to an Allegation of Sexual Assault, which has six steps:

<table>
<thead>
<tr>
<th>Step</th>
<th>Actions</th>
</tr>
</thead>
</table>
| 1: Establish immediate safety | If you or another person are in immediate danger call 000
Immediate risks to the student's safety might include an **imminent danger** from the alleged perpetrator or an immediate medical or physical emergency:

**Call 000 and report the incident to emergency services**

then call ANU Security 6125-2249 |
| 2: Be calm, listen, and provide an empathic response | Be calm, listen, and provide an empathic response. It is really important that you believe the student, that you don't make any judgements, and that you support the student by providing information that allows them to make decisions. |
If you are in a public space where privacy may be compromised, secure a private area to discuss the matter further.

You may need to ask a supervisor, co-worker or other staff member for help. Contact ANU Counselling on 6125 2449 or Canberra Rape Crisis Centre on 6247 2525 for advice. After hours contact 1800 RESPECT on 1800 737 732 for advice 24/7.

In asking questions about the incident focus on ensuring that the student is physically and medically safe and on collecting only what is needed to facilitate access to medical, counselling or legal support.

Speaking clearly, calmly and compassionately can assist the student to begin to feel safe which will help them to begin the process of working out what they want to have happen next.

Remember, your role is to listen and to support the student in their decision-making, not to investigate the incident or to act as a counsellor.

Students can access a wide range of support services. Discuss those options with them and help them access the support they require.

Counselling support

It is preferable that students are supported to access the Canberra Rape Crisis Centre (CRCC) as it is the specialist service within the ACT funded to support people who have experienced sexual violence.

Canberra Rape Crisis Centre 6247 2525. Direct referral to the Canberra Rape Crisis Centre is possible between 7am-11pm seven days per week, with a Counsellor available on the ANU Acton Campus Monday to Friday 9am-5pm. After 11pm a counsellor can be contacted by contacting Forensic and Medical Sexual Assault Care (FAMSAC) on 6244 2185.

Service Assisting Male Survivors of Sexual Assault (SAMSSA) 6247 2525 between 7am-11pm, 7 days a week for counselling, support information or advocacy.

The Nguru Program 6247 2525 between 7am and 11pm. The program provides culturally appropriate counselling for members of the Aboriginal and Torres Strait Islander community, who have experienced sexual assault, and their families.

ANU Counselling also provides counselling and referral for students who have experienced sexual assault. This can be complementary to counselling provided by Canberra Rape Crisis Centre or on its
own if the student prefers to seek counselling on-campus. Call 6125 2442 to access the ANU Counselling Centre. The Centre's opening hours are from 9am to 4.45pm weekdays.

**ANU Crisis Support Line** 5pm-9am weekdays, 24/7 weekends and public holidays

Phone (voice calls only): 1300 050 327

Text: 0488 884 170

For other free and confidential medical and crisis counselling support refer to [Where can I go if I need help?](#)

**Medical support**

Medical attention for sexual assault survivors is vital for detecting and treating a range of medical concerns, including sexually transmitted infections, pregnancy, and both apparent and internal injuries. Ideally people who have alleged sexual assault should be seen as soon as possible to address these health concerns.

Forensic and Medical Sexual Assault Care (FAMSAC) at Canberra Hospital provides forensic and medical sexual assault care to people who have been sexually assaulted. Medical examination is offered to all FAMSAC clients in day time hours.

Emergency contraception is extremely efficacious if given within 48 hours of unprotected sex. It may be given up to 120 hours after unprotected sex.

A forensic examination can be conducted up to 72 hours after a sexual assault. Forensic specimens may be collected and stored at FAMSAC for a period of 2 weeks after their collection. This gives the client time to make a decision about whether to proceed with the legal pathway.

FAMSAC provides a 24 hour, 365 day a year on-call service. Access to the on-call doctor is through:

Canberra Rape Crisis Centre 7am-11pm 7 days per week on 6247 2525

Canberra Sexual Health Centre (CSHC) available business hours on 6244 2184

Canberra Hospital switch board available 24 hours on 6244 2222

Australian Federal Police on 131 444.

**Legal Support**
The decision to proceed with making a complaint to the police is the decision of the student who has made the disclosure of sexual assault.

The Canberra Rape Crisis Centre (6247 2525) can provide information for students considering reporting the sexual assault.

Some students prefer to go directly to the police as they are clear that they wish to make a report. If this is the case contact the Australian Federal Police on 131 444.

A report of misconduct can also be made by a student, or resident of a hall or lodge of the University, under the Discipline Rule 2018. However, where a report is made to the police any action under the Rule may be suspended, as the police are the appropriate body to deal with what would then be an allegation of criminal conduct.

ANUSA and PARSA provide a free and confidential legal service which students may wish to access as an alternative source of information when considering reporting the sexual assault.

4: Help the student with their decision-making by providing printed information

It is the student’s choice as to who they talk to and how they deal with their situation. Your role is to support them to make decisions for themselves.

Even if the student does not want assistance at this time, provide printed referral information whenever possible.

5: Proceed to the ANU Student Critical Incident procedure and report the disclosure. Respect the student’s decision regarding their privacy.

Inform the student that you are required to report the incident to ANU Security and the Registrar Student Life (the Registrar).

Request permission from the student to release their name and contact details to ANU Security and the Registrar. The Registrar will ensure the University follows up with the student regarding their support needs.

If the student does not give their permission you must not release their name and contact details unless there is a serious threat to the life, health or safety of the individual or others.

If there are no serious health or safety issues and you do not have permission to release their personal contact and identifying details, then inform the student that you will report the incident to ANU Security and the Registrar, Student Life with no contact or personal identification details.

The report will be used for statistical purposes and contains only the nature of the incident and the location and date of occurrence.

6: Debriefing

Practice self-care. Debriefing for any staff member responding to a disclosure of sexual assault is available through:
Advisor to Staff 6125 3616
Assure 1 800 808 374
Canberra Rape Crisis Centre on 6247 2525
Debriefing for any student responding to a disclosure of sexual assault is available through:
ANU Counselling 6125 2442

In the ANU Halls of Residence, all staff and residents in elected or appointed roles receive training to responding to disclosures of sexual assault and sexual harassment. All residences conduct education and prevention programs for residents and student leaders related to sexual assault and sexual harassment.

If a resident wishes to disclose that they have been sexually assaulted or sexually harassed, speak with residential staff (Head of Hall, Deputy Head of Hall, Community Coordinator, or a Senior Resident). This provides the best support for the survivor and the person receiving the disclosure, as these staff are specifically trained in offering pastoral care and support to residents and they will follow the six steps in the staff protocol. A resident may also choose to speak directly with Canberra Rape Crisis Centre, ANU Counselling, ANUSA, PARSA, Dean of Students and or the Police.

Senior Residents and Community Coordinators are required to tell the Head of Hall and/or the Deputy Head of Hall about the disclosure. If the survivor, as per the protocol, does not give their permission or consent, the identity of the survivor will not be shared except in the rare circumstance when they are in immediate danger. The main thing that will be done is to support the survivor in their decision-making and to ensure that they are informed of available support.

For students or staff who receive a disclosure, the Head of Hall will ensure that support is provided and that a debrief will occur. While it is not ideal for a non-leadership resident to receive a disclosure as they would not necessarily have received the appropriate training, they will receive the same support and be encouraged to access appropriate support.

**Reporting Sexual Assault and Sexual Harassment**

The ANU has established principles on Reporting Sexual Assault and Sexual Harassment:

- The University will review all allegations and make a determination on whether to proceed with an inquiry.
- ANU will suspend an inquiry if the police have decided to investigate the allegation.
- The University respects the right of a student to decide for themselves whether to make a report to the police or not.
- The University is committed to providing a safe environment for all students and staff and to support students involved in disciplinary investigations.
• Investigations into staff or student misconduct are undertaken according to the rules of procedural fairness.

• Not all reports of sexual harassment or sexual assault will involve reports to the police. If there is police involvement, the University will ensure the safety of students and suspend its inquiry pending the outcome of the police investigation. If there is no report to the police, nor any likelihood of a report to the police, the University may conduct an inquiry of allegations of sexual harassment or sexual assault through either the Discipline Rule or the Enterprise Agreement.

• The University keeps confidential records of reports of sexual harassment or sexual assault and misconduct processes undertaken.

• All reporting of sexual harassment and assault are confidential and the University recognises the need to support all of those involved in the process. Making an allegation of sexual harassment or sexual assault can be a traumatic experience. Having such an allegation made against or being involved in the process as a witness can also cause distress. The University support services are available for all participants in the process. The fundamental principle that the University applies is to design and implement an inquiry process that does no further harm.

• Where a disclosure is made that requires investigation by the residence or the university, the alleged perpetrator will be moved to another residence for the duration of the investigation. This is not a judgement of guilt and is done to protect the safety and well-being of both parties.

• The person responsible for the investigation will not be the same person who is providing pastoral care to either party.

• Inquiries into staff or student misconduct are undertaken according to the rules of procedural fairness. This includes ensuring that the accused person is entitled to have:
  - a clear statement of the allegations made against them;
  - the opportunity to consider and challenge any evidence;
  - the opportunity to put forward their own evidence;
  - an equal right to make submissions to any person conducting a hearing into the allegations; and
  - to have the allegations heard by an unbiased person or panel.

The rules do not mean that the accused person has a right to question witnesses but they do have the right to understand the substance of any evidence brought against them in enough detail to respond to it.

In some cases, the person or panel that may be conducting a hearing can ask questions of witnesses and the answers will be made available to the accused person so that they have an opportunity to make any submissions that they wish to make concerning the truth or otherwise of that evidence.
Drugs, alcohol and smoking

Smoking

In line with the University Smoke-free policy, you may only smoke within the designated outdoor smoking area (DOSA) in the residence where available. The Hall will inform you as to the location of the relevant DOSA.

Breaching the University smoking policy by smoking in any area other than the DOSA will be considered a serious matter by the Hall.

Drugs

As noted elsewhere in this Handbook, as a resident of the ACT you are subject to the applicable laws of the Commonwealth of Australia and the Australian Capital Territory. These laws include the prohibition of the possession, supply and consumption of restricted or illicit drugs. In particular, you need to be aware of the following:

- The possession of any quantity of cannabis is illegal in the ACT; and
- Only an authorised health care professional may supply prescription medication, meaning you cannot give your prescription medication to other residents.

You are also not permitted to bring into the Hall any drug equipment, for example hash pipes or bongs.

Breaches of the Commonwealth or ACT law in regards to drugs will be considered a serious matter by the Hall.

The Hall will be responsive to the needs of residents with drug related problems through appropriate support and referral mechanisms.

Legal Highs

For the avoidance of doubt, possession and/or consumption of legal highs such as nitrous oxide (NOS) is prohibited in our residences. Any resident who breaches this prohibition will face disciplinary action within the hall.

Alcohol

While there is a general social and legal tolerance of controlled drinking in Australia, alcohol is responsible for a considerable burden of death, disease and injury in Australia, and the consumption of alcohol is often a contributing factor in serious incidents that occur within residences.

Policies on alcohol within ANU Halls of Residences are informed by the ANU Liquor Statute 2015 and Australian Guidelines to Reduce Risk from Drinking Alcohol.

The decision to consume, or not consume alcohol is a personal one, however, ANU Halls of Residence operate on the premise that individuals accept responsibility for their behaviour and actions at all times, including when under the influence of alcohol.

If you choose to consume alcohol you are expected to do so in a responsible manner that does not cause stress, intimidation or discomfort to others. If you choose not to consume alcohol, you
should have the opportunity to live in an environment where alcohol consumption does not cause you to feel stressed, intimidated or discomforted.

#### Prohibited activities

Residents and their guests are prohibited from engaging in the following activities within the Hall, on the grounds of the Hall or at events sponsored by the Hall:

- Putting pressure on another resident to drink alcohol or drink more alcohol than they judge to be reasonable;
- Supplying alcohol to anyone under the age of 18;
- Using drinking equipment such as kegs, hoses, funnels, punchbowls, etc. in the consumption/mixing of alcohol. Such items can lead to irresponsible and dangerous drinking behaviours, and may be confiscated and discarded by staff without notice;
- Manufacturing alcohol;
- Participating in, organising or supporting any activity that encourages the rapid consumption of alcohol e.g. competitive drinking, drinking games using alcohol, etc.;
- Excessive consumption of alcohol;
- Prizes or incentives in the form of alcohol for any event or competition;
- Marketing for events identifying access to free or cheap alcohol as a primary incentive for attendance; and
- Accepting sponsorship on behalf of the Hall or entities established under the auspices of the Hall from companies associated with alcohol.

#### Underage residents

The University [Liquor Statute 2015](#) prohibits any person under 18 years from selling, supplying, purchasing, possessing or consuming alcohol in their residence or anywhere on University premises.

#### Excessive Consumption of Alcohol

Follow-up action will be taken by a Head of Hall, Deputy Head of Hall, Community Coordinator or delegate of a Head or Deputy Head of Hall if your excessive consumption of alcohol results in:

- Physical or psychological harm to yourself or others;
- Intervention by security, emergency services (police, fire or ambulance) or a staff member;
- Damage to property;
- Damage to the reputation of the University and of the residences within the University and the wider community; or
- Any other behaviour deemed to be in contravention of this handbook or your occupancy agreement.

In our response to such incidents, and in any decision making that follows, you can expect us to prioritise the wellbeing and safety of all residents and look for solutions that facilitate learning and personal development for the residents involved.
Events where alcohol is served

All events organised for residents, held in or outside the Hall, where alcohol is served, must receive prior approval from the Head of Hall and/or the Facilities and Services Division through a formal approval process.

In doing so, event organisers will be guided to ensure that their event:

- Does not involve any prohibited activities mentioned above;
- Complies with the University Liquor Statute 2015;
- Provides an adequate amount and type of food in respect to expected participant numbers and timing of the event;
- Provides equal access to non-alcoholic beverages; and
- Provides access to drinking water for attendees free of charge.

Alcohol related problems

The Hall will be responsive to the needs of residents with alcohol related problems through appropriate support and referral mechanisms.
Safety

The ANU Halls are communities of active bystanders, meaning that every resident is expected to take responsibility for maintaining the safety and security of the Hall environment. One of simplest ways to be an active bystander is to make sure that you report immediately any issue of concern which you observe within our community, be it maintenance, security or resident wellbeing. Other ways you can contribute to the safety of your Hall community is to get to know your neighbours, keep your room locked and possessions secured, and make sure that you don't let any non-residents into the Hall.

Personal Safety

Personal safety is important for everyone on Campus. By recognising and avoiding potentially risky situations, you can greatly increase your personal safety. When walking around campus please be mindful of vehicles and cyclists and please use pedestrian crossings when appropriate.

All students are encouraged to download and install the official safety and wellbeing app - ANU OK. The app features quick access to ANU Security, a personal safety toolbox, campus map, transport, parking options and many other personal services and is available for both iOS or Android devices.

It is recommended to walk with friends if possible at night and to use lighted footpaths. The University also operates the Campus Traveler Bus for travelling around the campus at night. ANU Security and UniSafe Patrol can escort you from University buildings to car parks and Residential Halls at night. Phone ANU Security on (02) 6125 2249 or email security@anu.edu.au.

ANU Security offer a range of services to keep students safe on campus. These include:

- Personal safety escorts (provided by ANU Security and UniSafe patrol)
- Assistance with lockouts access
- Afterhours assistance
- Incident response
- Parking management

Making the campus a safe environment for students is the highest priority of the University. When incidents do occur, the University is committed to take measures to support you. These measures may include but are not limited to:

- assisting you to obtain advocacy, academic support, counselling, disability, health or mental health services, and legal assistance both on and off campus;
- ensuring that you and the accused party remain apart on campus and where necessary do not contact witnesses;
- assisting you to temporarily (or permanently) move accommodation;
- where necessary, for your safety and well-being, suspend the accused person from accessing parts of, or the entire campus; and
• assisting you to obtain a Protection Order from the ACT Magistrates Court where other measures are not successful or appropriate, especially if the accused person is not a student or staff member and extra protection is required on campus.

For more information on safety and security on campus, please visit ANU Campus safety and security and Your safety on campus.

Weapons

You are not permitted to bring into the Hall buildings or grounds any item which is listed as a prohibited item under the ACT Prohibited Weapons Act 1996, even if you have a license to possess the item. This includes (but is not limited to): firearms, crossbows, spear guns, certain kinds of knives such as switch blades, knuckle dusters, stun guns, pepper spray, and explosive devices.

You also cannot bring into the Hall any home-made projectile equipment (e.g. potato cannons, slingshots), axes, machetes and swords.

Electrical

The University requires all portable electrical appliances in Hall, including those owned by residents, to be tested for safety and tagged. Where appliances do not meet safety requirements they must be removed from the Hall. You must make your appliances available for testing if requested. Personal computers and some other electronic items are not included in the testing regime.

Electrical items not permitted in your room

Except where it is provided by the Hall, for reasons of fire safety and electrical loading limitations you are not permitted to have in your room:

• Heaters of any description;
• Cooking equipment, including toasters and rice cookers (Laurus and Packard Wing occupants excepted);
• Air-conditioning units;
• Washing machines or dryers;
• Electric blankets;
• Irons;
• Double adaptors (only power-boards with overload protection may be used); and
• Any electrical item not listed above but which could reasonably be expected to pose a fire hazard. If in doubt, you should check with the Hall.

Fire safety

Fire safety equipment

Your room is a sole occupancy fire rated compartment, and the door is classed as a fire egress door. This means it is a serious offence under the Emergencies ACT 2004 Section 96 (3) to tamper with the door closer in your room to prevent your door from closing properly.
Likewise, it is a serious offence to tamper with any other fire safety equipment within the Hall, such as fire hoses, extinguishers, and fire blankets. Detectors for heat and smoke are located throughout the building, and it is an offence to tamper with them or cover them in any way. Any such action may result in the cancellation of your Occupancy Agreement.

Residents will be held liable for any cost associated with inspecting, resetting, or recalibrating any equipment which has been tampered with.

Fire alarm

During a fire alarm, a loud signal will sound in the Hall. If this happens, you must follow the directions posted on the back of your room door and/or common area noticeboards.

There will be fire drills during the year. For your own safety, please treat them seriously.

False fire alarms caused by neglect and/or mischief will attract a fine. Intentional false alarms, or disobeying the instructions of a Fire Warden can result in the termination of your Occupancy Agreement.

Fire alarms: nuisance and damage

Activation of the fire alarms in halls either by accident or malicious acts will result in a fine being applied to the person responsible for setting of the alarm. The level of fine is specified within the Schedule of Fees. This fine covers the costs incurred by the ANU from the ACT fire department and external contractors whenever a fire alarm is activated. Your residence will provide advice and training at the beginning of your contract on how to avoid triggering the fire alarms.

Similarly, careless or irresponsible triggering of break glass alarms may result in a fine or disciplinary action.

Fire safety: prohibited activity

The use of candles and incense in rooms is strictly prohibited.

Cooking in rooms is strictly prohibited (*Packard and Laurus Wings excepted*).

Items in the corridors

No items of any kind, including shoes, bicycles, shopping trolleys, baggage, boxes etc., are to be left in the corridors or foyers of the floors or any public area of Hall. These constitute a safety issue in the event of an evacuation.
Facilities

The Halls are communal living environments and the way in which you treat the physical spaces of the Hall has an impact on other residents. It is expected that you treat the physical spaces of the Hall with respect, ensuring that you do not damage the facilities and that you clean up after yourself.

Internet access

Your access to the Internet is provided through the University and you are subject to all relevant University Statutes, Rules, Orders, policies and procedures governing use of information technology resources as well as other applicable laws. The University policies and procedures include Acceptable Use of Information Technology policy, Information Technology Security policy, and Information Technology Account Management and Access procedure.

Please note that the ANU requires all residents wanting connection to the Internet to have installed an up-to-date virus software and all current security patches for your computer and or mobile device operating system. Students can utilise Sophos anti-virus software for all personal computers – more information is available here - Sophos Anti Virus.

In accordance with the Acceptable Use of Information Technology policy, residents must not install unapproved devices or communication equipment to the University’s information infrastructure or end-to-end network. This includes but is not limited to hubs, switches or wireless LAN access points.

University IT networks may not be used to copy or distribute copyright material without the permission of the copyright holder. Breaches can lead to suspension from the network and action by the University under University policies and Discipline Rules.

Bicycle Use and Bicycle storage

Canberra has one of the best bike path networks in Australia and the single most convenient way to get around the University and Canberra is by bicycle. ACT road rules apply on campus which means all cyclists must wear a helmet.

There are plenty of bicycle racks across the ANU campus and dedicated bicycle enclosures across campus.

To store and secure your bike at your Hall of Residence, all bicycles must be registered with the Hall each year (this requirement also applies to returning residents).

Please store your bicycle only in designated bike storage area and make sure you lock your bicycle up properly every time, even if it is inside an enclosure.

Bicycles found anywhere other than designated bicycle storage areas will be tagged and removed. It will be assumed that unregistered/lapsed registration bicycles have been abandoned. Abandoned bicycles will be held for a period of three months before disposal. If your bicycle has been put into secure storage, please contact the Front Desk within your Hall to discuss the reclaiming process.
Some more tips and more information on how to keep your bicycle secure can be found here - [ACT Policing - bike-security](#)

**Laundry**

All laundry facilities provided are strictly for the use of residents only, and you should not allow non-residents to use these facilities. Where laundry use hours are designated, you must comply with these hours of use.

**Parking**

To park on campus, you will require an ANU parking permit. Resident-only parking is subject to availability and is administered by the ANU Transport Office. For more information, see: [ANU transport-parking](#)

Residents may apply for a temporary parking permit for a guest from the Front Office. These temporary permits are only available in January, are valid for visits up to a maximum of 10 days, and allow the permit holder to park in the Resident parking area, dependent on availability. There is a limit to one permit per resident, per year.

**Use of your room**

It is expected that you will maintain a reasonable standard of cleanliness in your room. To avoid odours in your room, we recommend bedding and clothing is washed on a weekly basis. Rubbish removal, vacuuming and general room cleaning is recommended at least weekly.

In addition to those clauses contained within the Occupancy Agreement, and in addition to other restrictions listed elsewhere in this handbook, please note the following:

- Please do not use sticky tape or put stickers on any surface, as they are very hard to remove. Use a removable adhesive, such as Blu-Tack.
- You cannot put nails, thumb tacks, picture hooks etc into the walls or fittings.
- You cannot bring your own furniture to the Hall, this includes a mattress, without express written permission from the Head of Hall.
- You must not enter the ledge outside your room, nor place any items on the ledge.
- To discourage pests, any foodstuffs kept in your room must be stored in sealed containers and your room bin must be emptied regularly.
- You must use the mattress protector provided by the Hall, and use sheets which fully cover the top and sides of your mattress.

**Balcony agreement – Bruce Hall, Wright Hall, Laurus Wing, Packard Wing balcony rooms only**

If you are allocated to a room with an accessible balcony, you are required to:

- Maintain the balcony in a neat and tidy state at all times and not use it as a storage area;
- Not place any furniture belonging to the Hall permanently on the balcony;
- Not hang towels and clothes on balcony railings;
- Keep all parts of the balcony, including the balcony door and the outside wall, free of posters and advertising;
• Report any damage to the balcony rails immediately;
• Comply promptly with any requests from the Head of Hall, Deputy Head of Hall and Senior Residents in relation to the balcony; and
• Ensure there is no smoking and/or cooking on the balcony. Smoking, cooking and the use of the use of naked flames (including candles and citronella lights) is prohibited.

Departures

At the end of an Occupancy Agreement, residents are required to vacate their room by 10.00am on the date of departure.

The following must be completed upon departure:

• Your room must be left neat, clean, dusted and vacuumed. All blu-tack, posters, stickers etc must be removed from all surfaces and fittings.
• If you have been allocated space in communal areas (e.g. fridges, kitchen cupboards), these must be emptied and cleaned.
• If requested by the Hall, you must complete a Check-Out Form/Inventory Check.
• Failure to adequately clean your room or allocated space will result in a cleaning fee being deducted from your refundable deposit.
• After checking out, residents of the Hall may not stay with a friend in Hall unless they have received permission from a member of Hall staff to do so.

Early Departure

Vacating your room prior to the end date of your occupancy agreement is permitted, but the occupancy agreement remains in force and you are expected to pay your rent for the remainder of the agreement period. You need to complete an Early Leave Form and submit this to your residence. Fees may be associated with an early departure as set out in the Schedule of Fees.

Room changes

Room changes are subject to availability and will be at the discretion of the Head or Deputy Head of Hall. Room changes during the academic year are only granted in special circumstances, and fees may apply. You cannot move rooms without the permission of the Head or Deputy Head.

Occasionally, a resident may be required to move rooms by the Head or Deputy Head. A resident will generally only have to move rooms during the academic year for well-being or safety issues. If you are required to move rooms, the Hall will endeavour to assist you in the process where practical, and will provide a reasonable timeframe for completion of the move.