



**FIJI NATIONAL  
UNIVERSITY**

# **Fiji National University Halls of Residence Regulation**

Adopted: 2011 | Revised: January 2017

# Welcome

The Fiji National University welcomes you to your new home. We are here to provide you with University owned accommodation services and hope that your experience will be an enjoyable one. This regulation contains important information about the Halls of Residence and also stipulates rules guiding students.

If you should still have any questions please do not hesitate to contact a member of Accommodation Office or the Manager Accommodation. Contact details are provided at the back of this booklet.

If you feel you need further support, please contact Student Support Services who are here to assist with your transition into student life at Fiji National University.

Please contact student support services by email at [ar-kd@fnu.ac.fj](mailto:ar-kd@fnu.ac.fj) or call 3394000.

Orientation programs will help you with the familiarization of the campus/halls of residence. Your student reps in the halls of residence will brief you on activities organised by your branch associations that will further enhance your student life at the campus.

You are requested to abide by the rules laid out in this regulation and hope that you will enjoy your stay with us.

Student Support Services  
Office of the Registrar

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# Part I: Room Reservation and Allocation

## 1.0 Accommodation Overview

1.1 Fiji National University (FNU) has assigned the Accommodations Department with the primary responsibility of providing residential facilities. The Accommodations Department caters for different types of accommodation to suit students' needs, such as singles (male or female) and mixed accommodation. Each room has a corresponding rate based on the room type, specification, therefore, residents will be charged accordingly.

1.2 The University does not provide accommodation for married students and their families.

1.3 The University provides Accommodation with meals to all residential students.

1.4 Below are the standard charges for accommodation and meals for Trimester students:

- Accommodation: \$6.61/day
- Breakfast: \$3.15/day
- Lunch: \$6.20/day
- Dinner: \$6.15/day

Below are the standard charges for accommodation and meals for Semester students:

- Accommodation: \$7.80/day
- Breakfast : \$3.60/day
- Lunch: \$7.30/day
- Dinner: \$7.30/day

1.5 Some halls may have cafeterias or mini-stores. The hours of operation of these food outlets vary, and are posted in the respective halls. These outlets are managed by UniServices Department.

## 2.0 Room Reservation

2.1 New applications to reserve a room in the Halls of Residence are to be made to the Manager Accommodation and respective warden at respective campuses, no later than 31st December of each calendar year.

2.2 Continuing residential students must reserve their accommodation before departing for their break.

2.3 Only enrolled students shall be entitled to reside in the halls of residence.

### 3.0 **Allocation of Rooms**

Allocation of room will be as follows:

- 3.1 First priority is given to students sponsored by the Government of Fiji, and, who reside 30km away from their principal place of study. Exception is provided for students, whose sponsors have prior agreements made with the University.
- 3.2 Second priority is given to regional students, those sponsored by other agencies and private students in the order stated herein.

### 4. **Early Arrivals**

- 4.1 Students who intend to take up accommodation in the halls of residence prior to the start of official residence dates will be charged a standard accommodation rate. Students should advise the Accommodations Office or Student Liaison Officers of their traveling itinerary, well in advance and follow the normal procedure for room reservation in order to be allocated a room.

### 5. **Transfers/Withdrawals**

- 5.1 Request forms for transfers/withdrawals are available from respective wardens and or matrons for students who wish to be transferred to a different room within the same location or different venues or hostels. All formalities of fees and readjustments are to be completed by the respective Administrative officer- Accommodation before finalizing the transfers.
- 4.2 Students may withdraw from halls of residences by filling out the “Withdrawal from Hostel” form.
- 4.3 If a student terminates his/her tenancy earlier than the agreed term, he/she will be liable to pay the balance of meals and accommodation which will be charged till the end of the term.
- 4.4 The check-out procedure contained in this regulation either from a room or Halls of Residence must be adhered to when transfers or withdrawals are made. The Accommodations Office will verify the withdrawal with a written statement and the respective Wardens or designee will work mutually with residents to complete the withdrawal or transfer process.
- 4.5 Students withdrawing from the Halls of Residence must vacate their room within twenty four (24) hours of the withdrawal being approved. The same shall apply in the case of a student who voluntarily withdraws or is suspended from the Halls of Residence.

## Part 2: Accommodation Staff/Orientation

### 1.0 Accommodation Staff

1.1 Residents should make it a priority to know their halls of residence staff. These comprise:

1.1.1 **Warden:** The Warden is the principal officer responsible for the respective hall(s) of residence. Wardens are available 24/7. For emergency assistance, cases are referred to the Manager Accommodation. The Warden is responsible for enforcing the Residential Regulations and University policies in the Halls of Residence.

1.1.2 The **Housekeeper:** Housekeepers may be appointed as the principal officers responsible for the respective halls where there is no Warden. The Housekeeper carries out all the functions of a Warden.

1.1.3 The **Resident Assistant (R.A.)** is a student who lives in the Residence Hall and supervises residents on an assigned floor. The R.A. may plan programs and activities, hold floor meetings, and address roommate situations on their unit/ floor and the hall in general. The RA will also assist with fire drills and during other fire alarm evacuations.

### 2.0 Orientation

All residential students must make an attempt to attend halls of residence orientation programs organised at various campuses at the beginning of their academic term.

## Part 3: Occupancy

### 1.0 Check-in Procedures

- 1.1 Once a room is allocated, the residents are required to fill the following forms which will be made available by the Wardens:
- Registration form
  - Declaration form
  - Check In form
- 1.2 The completed forms shall be signed off and returned to the Warden.
- 2.0 Accommodation is provided to a specific resident. Residents may not assign or sub-license their allocated accommodation to another person.

### 3.0 Room Keys

- 3.1 Residents will be given one room key and it should not be given to other persons. Duplication of room keys is prohibited.
- 3.2 Loss of room keys are to be reported to the Warden immediately in writing.
- 3.3 Residents who find themselves locked out of their rooms would be allowed access to the rooms by the Warden or the Housekeeper on duty.
- 3.4 The replacement fee for a lost key is \$20.00.
- 3.5 Failure to return keys at clearance will result in the room lock system being changed, and the occupant being charged accordingly.

### 4. Room Inventory

- 4.1 University provides the following to its residential students:
- a. Single bed with mattress and pillows. Some halls may have bunk beds.
  - b. Bed linen, pillow slips and blanket.
  - c. A study desk, chair.
  - d. Wardrobe/cabinet
  - e. Some halls may have a chest drawer and/or a book shelf.
- 4.2 The above items are numbered and recorded on students' individual linen cards at the time of issue. Students will be liable to pay for damage to or loss of any of the issued items.

4.3 Residential students are required to change their sheets and pillowcases weekly at the linen room on the day assigned for their respective halls: The linen rooms open once a week on nominated days and at nominated times. It is important that linen is changed on these days and times.

## 5. **The Official Residential Period**

5.1 Students who undertake residencies for a full academic year are provided the following days for enrolment and withdrawal:

- a. Fiji students can check-in only after completing the official enrolment and check-out within 24 hours after final examination is complete.
- b. Regional students are allowed to check in 10 days prior to official enrolment day and check out 10 days after final examinations, unless academic programme require otherwise.
- c. Graduating Regional/international students have 10 days after graduation to vacate their rooms
- d. Students who wish to retain hostel accommodation beyond these times shall pay the daily rate for the respective rooms. Extended stays must be arranged with the Warden and stay permits shall be granted upon payment of the necessary rates charges. Cashier receipts shall be sufficient documentation for the extended stay.

5.2 Accommodation charges shall not be credited for absences from residential accommodation for any unofficial reason. If students are gone for official purposes such as clinical and industrial attachment etc. halls of residence reimburses the money back to the students. In case the students' belongings are still in the room, they will be invoiced accordingly. Where students are absent for a period of more than one month, the Warden shall be advised at least 7 days prior to the commencement of the absence, in which case a decision shall be made on whether a refund will be processed so that the room is allocated to another student for that duration.

## 6. **Check- out Procedures**

6.1 Residents must fill out the Check-Out Form and submit to the Wardens office before vacating his/her room.

6.2 It is compulsory for a student to check out at the end of every term.



## Part 4: Residential Facilities/Services

### 1. Laundry Facilities

- 1.1 Laundry facilities are available to students on Mondays, Wednesdays and Fridays at the current rates payable to Finance office. Upon submission of the receipt to the housekeeper the service will be provided. Students also have the option to get their laundry done outside on their own.
- 1.2 Some halls may have token-operated laundry machines (washers, dryers). These tokens may be purchased from the Accommodations Office, finance, Campus Cafeteria or from the Warden's office.

### 2. Common Rooms

- 2.1 Some halls may have television and lounge areas. These areas are utilised for various functions and therefore have hours of operation and blackout times, which shall be decided by Accommodation Department.

### 3. Visitation Area for Guests

- 3.1 No guests are permitted in the halls of residence. Visitation hours are from 9am-5p.m daily. Visitation area shall be assigned to all campuses by the Warden. Students are to advise Wardens so that prior arrangements are made. The resident is responsible at all times for the conduct of guests.

### 4. Security Services

- 4.1 The University provides security services for the safety of students at all halls of residence. It is also advised that residents take reasonable care of their own safety, and that of others. Residents must comply with the University security Policy and report to the Warden any situation, which, in their opinion, involves the risk of injury or, is a health hazard.

### 5 Sick bay

- 5.1 Sick bays are maintained at some residences, which students can use if they do not feel well. Students who are ill should seek medical assistance promptly. Residents are advised to immediately inform the Warden when they encounter health problems or need assistance. Wardens or Housekeepers should be contacted if there is a need for emergency medical evacuation from the halls to Government medical facilities.

## 6. **Counseling Services**

- 6.1 Counseling services is available to students in the Central, Western and Northern division.
- 6.2 In circumstances where students need help with dealing with any such matter, or, need to talk to a trusted person, they should contact their Warden or directly liaise with Office of the Registrar for counseling arrangements.

## 7. **Pastoral Care**

- 7.1 Pastoral care is an integral part of general student welfare and the University encourages students to engage in pastoral care activities.
- 7.2 Residents may request to use FNU premises, where available, to conduct their social/pastoral care activities should they require. Requests should be made through the Office of the Registrar.

# Part 5: Housekeeping and Maintenance

## 1.0 **Housekeeping**

- 1.1 Residents are responsible for the care and cleanliness of their own rooms.
- 1.2 The University is responsible for ensuring the cleanliness of all common areas in each hall of residence.
- 1.3 Garbage must be placed in the trash bins located at each floor and cleared on a daily basis. If the bins are full, trash must be taken to the nearest trash receptacle.

## 2.0 **Maintenance**

- 2.1 The University is responsible for the repair and maintenance of halls of residence. Residents shall not carry out any repair, maintenance, or punch nails anywhere in the hall or in their rooms.
- 2.2 All residents will receive copies of a Maintenance Request Form, upon check-in.
- 2.3 Upon consultation with the residents, the Warden and duly authorised personnel and contractors shall enter the accommodation to do maintenance work at all reasonable hours of the day.

- 2.4 Where emergency repairs are to be carried out, the resident must inform the Warden so that appropriate action is taken to attend to the emergency immediately.
3. **Room Inspection**
- 3.1 The Warden accompanied by the Resident Assistant retains the right to inspect the accommodation at all reasonable hours of the day, and to inspect the accommodation at any time should he/she feel that rules & regulations are being breached. In the event of routine inspections, 24 hours' notice will be given to residents.

## Part 6: Resident's Conduct

Note that all residents are to uphold at all times the University Academic and Student Regulations and all other relevant policies of the University.

1. As a resident in the Halls we expect you to further:
  - 1.1 Ensure that visitors are not allowed in your room.
  - 1.2 Be responsible for the cleanliness of your room.
  - 1.3 Keep the walls of your room free from any adhesives.
  - 1.4 Report to the Warden immediately of any damages done in the Halls of Residence. Any deliberate or negligent damage to your room and room's contents will be at your cost. If responsibility cannot be attributed to a particular resident for damage to common rooms then all residents within the particular flat/area, block or hall must accept/ shared responsibility and charges may be deducted from caution fees.
  - 1.5 Keep your room door locked and report anyone or anything suspicious to the Warden. The University accepts no responsibility for loss or damage to residents' possessions, brought or kept on the premises.
  - 1.6 Refrain from cooking and lighting of matches/lighters for any purposes in your rooms.
  - 1.7 Take permission in writing from the Warden for any furniture or electrical item bought to your room.

- 1.8 Avoid causing noise nuisance, disturbance or offence to fellow residents or neighbours. Radios, stereo equipment, televisions, play stations; musical instruments or any other sound device must not be audible outside the user's own room. In shared rooms, earphones must be used to avoid disturbing the roommate.
- 1.9 Take heed that smoking and drinking alcohol and kava is not permitted in any halls of residence, and FNU Campuses.
- 2.1 Refrain from any form of harassment, bullying or discrimination towards others.
- 2.2 Do not threaten to harm self or others.
- 2.3 Damage or threaten to damage any of the property of the Halls or the resident/s will not be tolerated.
- 2.4 Maintain silence and respect the privacy of others.
- 2.5 Avoid any tampering with health and safety equipment such as fire extinguishers, fire alarms and systems, and disconnecting smoke detectors.
- 2.6 Take heed of the University's drugs, alcohol and kava policy. Drinking and smoking is strictly prohibited in the University premises and the Halls of Residence. You should not have in your possession any illegal drugs.
- 2.7 Comply with the reasonable requests of staff.
- 2.8 Avoid being in the dining room whilst intoxicated, taking food from the dining room or other unacceptable behaviour including the sharing of meal cards.
- 2.9 Refrain from having guests/visitors on site after visiting hours. Guests are always at the Wardens / Manager Accommodations discretion. Harboursing individuals is prohibited.

## 2. **Disciplinary Procedures**

- 2.1 Resident students, like all students, are bound by the University's policies. The University Academic and Student Regulations (UASR) outline the disciplinary procedures. A copy of the UASR can be downloaded from the University Website.
- 2.2 As stated in UASR "For any misconduct relating to breach of regulations on hostel and accommodation the administrator of the respective regulation on hostel and accommodation shall decide on the penalties as in the provisions of the regulation".
- 2.3 The penalties shall be outlined by the disciplinary committee.

## 3. **Grievances on Residency issues**

- 3.1 Any grievance on residency issues must be immediately reported to the Warden or Manager Accommodation.
- 3.2 Residents should also familiarise themselves with the grievance procedure stipulated in the UASR.

## **Part 7: Dining/Catering Services**

Dining is part of the service provided by the Halls of Residence. The catering department provides 3 meals a day plan to residents.

### 1. **Dining Hall**

- 1.1 The dining hall shall be used strictly for meals and is off-limits to students for private use unless approved by the Manager Cafeteria.
- 1.2 Residents with dining services privileges and non-residential students with a meal card must present their FNU meal card, when accessing dining hall services. The photo ID of the student must be attached on the meal card at all times.
- 1.3 Non-residential students may also purchase a meal card from the Accommodation Office.
- 1.4 FNU reserves the right to limit access to their dining halls at specified times.
- 1.5 Only the meal card holder shall be entitled to meals. A resident who loses his or her meal card shall pay \$20 for replacement.
- 1.6 A resident may, consume meals inside or outside the dining hall but not inside the rooms in the halls of residence.
- 1.7 There shall be no refunds for missed meals.

## 2.0 **Modified Meals and Food Allergies**

2.1 Residents, who cannot consume certain foods or, have any dietary restrictions, shall advise the Warden in writing of these restrictions upon taking residency. The University will provide reasonable adjustment to meal plans in order to suit the need of the resident. The University, however, reserves the right to seek a second opinion on these needs from the school's designated medical doctor, and make a decision based on recommendation provided.

## 3.0 **Cutlery, plates, tables and chairs**

3.1 All residents are required to bring their own cutlery, plates, cups, mugs and glasses and clean and maintain them. Where the resident is unable to bring his/her own cutlery, plates, cups, mugs and glasses and the cafeteria may provide these at a cost of \$15.00.

# Part 8: Health and Safety

## 1. **Health and Wellness**

1.1 The University is supportive of the international conventions relating to health, wellbeing and discrimination.

1.2 Students with health issues, including pregnancy, mental health, STIs, and other disabling conditions, have the right and the choice to continue with residence at the halls if they continue to be students. It is, however, strongly recommended that these students seek accommodation outside the hostels, as the hostels are not developed to cater for students with health issues.

1.3 If a student chooses to continue residency, the University shall not take any responsibility in relation to the health of the student.

1.4 If a student chooses to remain in residency; he/she must have the approval of a medical practitioner and provide the Manager Accommodation and the Registrar with a certificate giving approval that the student is medically fit to stay in the University Hostel.

1.5 All student shall sign an indemnity form.

## 2. **Fire Safety/Evacuation Procedures**

- 2.1 Residents should acquaint themselves particularly with the Fire Regulations in force on each site. Regular fire drills are held at FNU. There are designated assembly areas at each halls of residence which you will be familiarised with.
- 2.2 Room doors, kitchen doors and other fire check doors should not in any circumstances be propped open as this could pose a serious danger in the event of a fire. Escape routes and fire exit doors must not be obstructed in any way. Fire doors for interconnecting Halls must not be opened by residents except in cases of emergency.
- 2.3 When a fire alarm sounds, all occupants must immediately vacate the building via the suggested evacuation routes and go to the assembly areas.
- 2.4 When evacuating the building, leave by the nearest staircase. DO NOT use the elevators unless under Police or Fire Department supervision.
- 2.5 Floor plans are posted at various areas around the building for route of quickest outlet.
- 2.6 Assemble at the designated assembly area for a head count to be conducted by the Warden, Housekeeper, Residential Assistants or other designated staff. Quickly identify individuals who you suspect may still be in the building and alert Fire or Police Department personnel.
- 2.7 If a physically challenged occupant is unable to exit the building unassisted, the Residential Assistant must notify the emergency response personnel of the person's location.
- 2.8 Moving physically challenged individuals up or down stairwells should be avoided until emergency response personnel have arrived, unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or physically challenged person.
- 2.9 Relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation area.

### 3. **Other Emergency Evacuation**

- 3.1 In the event Tsumani or Cyclone, residents are advised to follow the procedure implemented by the department of the University.
- 3.2 Your Warden and Resident Assistants will provide you with the necessary guidance during emergency situations.
- 3.3 You will be also briefed about the procedures during orientation.

### **Accommodation Emergency Contact**

The contact persons are usually the Wardens and Matrons (where available). Residents may also refer their queries concerning official housing matters to: The Manager Accommodation, Fiji National University, Nasinu Campus, Phone (679) 3394000 (ext.: 2755) or email on: accommodation@fnu.ac.fj

### **Policy Review**

This policy and its application shall be monitored and reviewed on a regular basis. The University reserves the right to amend these policies and/or procedures as it deems necessary.

## **Appendix 1: DRUGS, ALCOHOL AND KAVA POLICY**

- 1.0 Policy statement  
The health and safety considerations of University activities and business make it imperative that students not be impaired by alcohol and/or drugs when on Campus. Alcohol and drugs can also impair a student's performance or impinge on that of other students.
- 1.1 University students must not consume alcohol during the period they are on university premises and must not use illegal drugs at any time while on university premises;
- 1.2 University students must not consume kava while on University premises except during officially sanctioned events when kava is served, or during official ceremonial events, or when exemption is provided in writing by any member of the senior management group or the Campus coordinators, upon written application by a student for permission to consume kava on the premises on a specific date and time.



## Appendix 2: NO SMOKING POLICY

### 1.0 Policy Statement

In accordance with provisions of the Tobacco Control Act 1998, The Fiji National University prohibits smoking in public places. Under this policy, the University bans smoking in all spaces other than those that may be marked for smokers.

1.1 FNU prohibits smoking in University buildings, premises leased by the University, and all premises that are utilised by the University for any of its activity. Specifically, smoking is prohibited in all University buildings, all premises leased by the University, and all premises that are utilised by the University for any of its activity, including but not limited to all classrooms, lecture halls, laboratories, offices, work areas, study areas, reception areas, meeting rooms, lobbies, hallways, stairwells, eating areas, lounges, and rest rooms, all partially enclosed areas such as covered walkways, breezeways, and walkways between sections of buildings, bus-stop shelters, exterior stairways and landings, and within all other areas other than those that may be specifically marked as areas where people could smoke.

1.2 **Penalties** -The penalties for breach of the no-smoking policy are as follows;

- First Offence – Warning.
- Subsequent Offences - \$50 fine for each subsequent offence.
- Fines may be imposed on the spot by authorised officers to offenders who breach this policy.
- Repeated offenders may face severe disciplinary action including suspension and expulsion.

