



FIJI NATIONAL
UNIVERSITY

Halls of Residence Regulation

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Welcome Message from the University Vice Chancellor

On behalf of the Fiji National University, I am pleased to extend a warm welcome to all our residential students, both new and returning. I also wish to assure you of FNU's commitment to supporting you in your academic journey.

The Division of Estates and Facilities provides accommodation in our Halls of Residence, maintenance and related support services. Food services, cleaning and security services are also provided through this Division. The Manager Accommodation, Hostel Supervisors and Student Residential Assistants are all on call to assist you with day-to-day questions and issues.

The Office of the Registrar is responsible for providing timely and quality services in overseeing the general welfare of students in Halls of Residence, which includes pastoral care, counselling services, sports, social activities and working with residents to ensure any grievances are resolved quickly and professionally. The Office of the Registrar also conducts and facilitates orientation programs at each Hall of Residence which will help to familiarise you with the services available.

We are glad to provide you with the Halls of Residence Regulations, which contain important information about living together in shared spaces with new and continuing students from Fiji and overseas. We know that many of you have left home for the first time to study in another city or town and, while there are exciting times ahead, you will need support in settling into your new lives.

Living in a Hall of Residence provides you with the opportunity to interact with students with diverse backgrounds and promotes respect and mutual understanding as you become part of a new "family" in our residential community.

For all your enquiries about living in Halls of Residence, the contact details for the Accommodation Team are provided in Part 1 of this booklet. I strongly recommend that you read the Halls of Residence Regulations, together with The University Student Academic Regulation (UASR), as understanding your rights and responsibilities will contribute greatly to making the most of your time at university.

I wish you every success in your journey with Fiji National University and welcome you to the University Halls of Residence.

Best wishes

Professor Nigel Healey
University Vice Chancellor

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Overview

1. Division Overview

- 1.1 One of the Core services of The Division of Estates and Facilities is to provide residential facilities through the Accommodation Department. The Accommodation Department is also responsible for advisory and supervisory services to ensure the wellbeing of students residing in the halls of residence.
- 1.2 The Residential hall has the following staff that are available to support the operations of the halls:
 - 1.2.1 **Hostel Supervisor:** The Hostel Supervisor is the principal officer responsible for the respective hall(s) of residence. Hostel Supervisors are available during office hours (8am to 5pm) and on shift for respective hours. For emergency assistance, cases are referred to the Manager Accommodation. Where there is no Hostel Supervisor, a Night Hostel Supervisor or security guard will be on duty. The Hostel Supervisor is responsible for enforcing the Residential Regulations and University policies in the Halls of Residence.
 - 1.2.2 **The Housekeeper:** Housekeepers may be appointed to be the principal officers responsible for the respective halls where there is no Hostel Supervisor. The Housekeeper carries out all the functions of a Hostel Supervisor.
 - 1.2.3 The **Student Resident Assistant (SRA)** is a student who lives in the Residence Hall and supervises residents on an assigned floor. The SRA may plan programs and activities, hold floor meetings, and address roommate situations on their unit/ floor and the hall in general. The SRA will also assist with fire drills and during other fire alarm evacuations.
 - 1.2.4 **House Master and Mistress.** The House Master and Mistress are lecturers who provide mentoring and pastoral care to the residents and contribute to the development of a range of campus life activities. They are on standby from 7pm to 7am on daily basis.
- 1.3 Staff at the Accommodations Department is also responsible for taking care of emergency situations, maintaining building and facilities and enforcing rules and policies.
For all enquiries email accommodationenquiries@fnu.ac.fj

Note: Emergency contacts are provided on page 14 of this regulation.

Part 2: Accommodation Type, Room Reservation and Allocation

1. Accommodation Type

- 1.1 The following types of accommodation is available for students
 - 1.1.1 Single Rooms
 - 1.1.2 Shared Rooms
- 1.2 Currently there is no provision for married quarters.
- 1.3 Accommodation and meal rates for 2020 are as below.

Hostel Name	Accommodation rate/day	Breakfast/ Day	Lunch/ Day	Dinner/Day
Lautoka Hostel	\$ 7.80	\$ 4.50	\$ 7.70	\$ 7.70
Nasinu Hostel	\$ 7.80	\$ 4.50	\$ 7.70	\$ 7.70
Koronivia Hostel	\$ 7.80	\$ 4.50	\$ 7.70	\$ 7.70
Samabula Hostel	\$ 7.80	\$ 4.50	\$ 7.70	\$ 7.70
Nursing Hostel	\$ 7.80	\$ 4.50	\$ 7.70	\$ 7.70
Pasifika Hostel	\$ 9.50	\$ 4.50	\$ 7.70	\$ 7.70
Hoodless Hostel	\$ 7.80	\$ 4.50	\$ 7.70	\$ 7.70
Rewa Street	\$ 7.80	\$ 4.50	\$ 7.70	\$ 7.70
TPH Hostel	\$ 7.80	\$ 4.50	\$ 7.70	\$ 7.70
Mcgregor Hostel	\$ 9.50	\$ 4.50	\$ 7.70	\$ 7.70

2. Room Reservation

- 2.1 Students applying for hostel accommodation must meet the following eligibility criteria:
 - 2.1.1 Be enrolled full-time for the forthcoming semester (with the enrolment fee paid and, for first year students, in receipt of an acceptance letter).
 - 2.1.2 Be eligible for an NTS scholarship or a TELS study allowance as per the 2019 “Study Where You Live” policy.
 - 2.1.3 Be studying at the campus where the hostel is located.
- 2.2 New applications must apply for a room in the Halls of Residence are to be made to the Manager Accommodation on email accommodationenquiries@fnu.ac.fj, no later than 17 January of each calendar year. Late application will only be considered on the availability of the rooms.
- 2.3 Continuing students must apply for a room before 31st December 2019 via email to Manager Accommodation email accommodationenquiries@fnu.ac.fj.
- 2.4 Only students shall be entitled to reside in the halls of residence.

- 2.5 All applicants will be advised whether they have been allocated a place in hostel by 22 January, 2020.

3. Allocation of Rooms

- 3.1 The following priority allocation system applies to all hostels except for Pasifika, McGregor and Hoodless House.
- 3.1.1 1st priority: first year students (18 years and above) and registered disabled students (where the University can make reasonable adjustments to ensure student safety).
 - 3.1.2 2nd priority: second year students.
 - 3.1.3 3rd priority: final year students.
 - 3.1.4 4th priority: all other eligible students.
- 3.2 Priority allocation system for Pasifika, McGregor and Hoodless House:
- 3.2.1 1st priority: MBBS students in fourth, fifth and sixth year on clinical attachment.
 - 3.2.2 2nd priority and below: as per standard priority allocation system starting with first year students, etc.
- 3.3 The University reserves the right to set aside a limited number of hostel places for regional students, as per a sponsorship agreement with their government of funding agency.
- 3.4 Any hostel rooms unallocated after 22 January will be available to any enrolled student, on a first come, first served basis.

4. Early Arrivals

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 Deputy Manager Financial Aid 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

Students can apply for transfer or withdrawal to and from hostels by filling out the Withdrawal or Transfer form that shall be considered by the respective Hostel Supervisor or Accommodation officer.

Students withdrawing from the Halls of Residence must vacate their room within twenty four (24) hours of the approval of the withdrawal. The same shall apply in the case of a student who voluntarily withdraws or is suspended from the Halls of Residence.

Part 3: Occupancy

1. Check-in Procedures

- 1.1 Once a room is allocated, the residents are required to submit the following forms which will be made available by the Hostel Supervisors:
 - Accommodation Form {Registration / Declaration/Check-in}
 - Indemnity Form
 - Invoice
 - Sponsorship letter
2. Students who undertake residencies for a full academic year are provided the following days for enrolment and withdrawal:
 - 2.1 Fiji students can check-in only after completing the official enrolment and check-out within 48 hours after final examination is complete.
 - 2.2 Regional/Maritime students are allowed to check in 7 days prior to official enrolment day and check out 7 days after final examinations, unless academic programme requires otherwise.
 - 2.3 Graduating Regional/International students have 10 days after graduation to vacate their rooms.
 - 2.4 Students who wish to retain hostel accommodation beyond stated time shall pay the daily rate for the respective rooms.
 - 2.5 Private students must make full payment for the residential term on the day of check in.
 - 2.6 Students will be charged for the whole term upon checking into the halls of residence.
3. Accommodation charges shall not be credited for absence from residential accommodation unless students are gone for official purposes such as clinical and industrial attachment. Halls of residence reimburses the money back to the students/sponsors in such cases. Where students' belongings are still in his/her room, they will be invoiced accordingly.
4. The resident shall be fully responsible for any cost to repair or replace any damage and/or losses to any part of the accommodation and /or premises or the contents thereof caused by the willful act(s), omission(s) or negligence of the student, his/her guests or anyone within his/her reasonable conduct. This includes equipment in the common areas/rooms which will be the collective responsibility of hall residents.

5. In the interest of safety, a resident is not allowed to bring into the Halls of Residence anything which is considered to be a risk to their or others health and safety. The University will reserve the right to remove any such things.
6. The Resident is not permitted to bring into the Halls of Residence the following:
 - 6.1 Any alcohol beverages and kava
 - 6.2 Any petrol paraffin, bottled gas or other dangerous materials or substance.
 - 6.3 Candles or incense sticks.
 - 6.4 Any animal, birds, fish or other livestock.
7. The student should not bring into the Halls of Residence the following **without** the prior written permission of the Accommodation Manager:
 - 7.1 Heating Appliances
 - 7.2 Television sets
 - 7.3 Stereo Systems
 - 7.4 Refrigerator
8. The following activities are **not** permitted in the Halls of Residence:
 - 8.1 The brewing of alcoholic beverages (homebrew) including kava drinking.
 - 8.2 Usage of potentially unsafe cooking equipment such as electric fry pan, rice cookers, hot plates and toasters.
9. The residents are **not** allowed to cook in their room or elsewhere within the premises of the Halls of Residence..
10. **Room Keys**
 - 10.1 Residents will be given one room key and it should not be given to other persons. Duplication of room keys is prohibited.
 - 10.2 Loss of room keys are to be reported to the Hostel Supervisor immediately in writing.
 - 10.3 Residents who find themselves locked out of their rooms would be allowed access to the rooms by the Hostel Supervisor or the Housekeeper on duty.
 - 10.4 The fee for replacement of a lost key is \$20.00, upon payment of which lock for the room will be changed.
 - 10.5 Failure to return keys at clearance will result in the room lock system being changed, and the occupant being charged accordingly.

11. Room Inventory

- 11.1 University provides the following to its residential students:
 - a. Single bed with mattress and pillows. Some halls have bunk beds.
 - b. Bed linen, pillow slips and blanket.
 - c. A study desk, chair, wardrobe/cabinet.
 - d. Some halls have a chest of drawers and/or a book shelf.
- 11.2 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.

12. Check- out Procedures

- 12.1 Residents must fill out the check-out form and submit to the Hostel Supervisors office before vacating his/her room.
- 12.2 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.

2. Common Rooms

- 2.1 Some halls have television and lounge areas and which is utilised for officially approved functions and relaxation times for residents.

3. Visitation Area for Guests

- 3.1 Visitation hours are from 8am – 10.00pm at all residential halls.
- 3.2 Visitation area shall be assigned to all campuses by the Hostel Supervisor.
- 3.3 In consideration of privacy issues, Residents are not allowed to have relatives, friends or visitors stay overnight in their room. If parents want to visit a resident's room, written consent should be obtained from the roommate.
- 3.4 Due to privacy issues, the residents of shared rooms are not allowed to have another resident in their rooms without the permission of the roommate.
- 3.5 Residents are not allowed to invite nonresident students in their room.

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 Hostel Supervisor 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 Hostel Supervisor when they encounter health problems or need assistance. Housekeepers or Hostel Supervisor should be contacted if there is a need for emergency medical evacuation from the halls to Government medical facilities.

Part 5: Housekeeping and Maintenance

1. 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.
- 1.4 A day in the term will be allocated to do general cleaning of the halls of residence with support provided by the Office of the Registrar and Estates and Facilities Division.

2. 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 and in their rooms. The student shall be charged on the depreciated value and labour cost for any damages.
- 2.2 All residents will receive copies of a **Maintenance Request Form**, upon check-in.
- 2.3 Upon consultation with the residents, the Hostel Supervisor 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 Hostel Supervisor so that appropriate action is taken to attend to the emergency immediately.

3. Room Inspection

- 3.1 The Hostel Supervisor accompanied by the Student 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' prior notice will be given to residents.
- 3.2 A female staff will be assigned to inspect the girl's hostel.
- 3.3 The hostel supervisor shall inspect any room at any time subject to suspicious activity or emergency.

Part 6: General Conduct

1. As a resident in the Halls we expect you to:

- 1.1 Uphold the University Rules and Regulations at all times.
- 1.2 Ensure that visitors, friends and relatives do not stay in your room overnight.
- 1.3 Be responsible for keeping your room tidy, personally removing any excess of rubbish or glass waste and for ensuring that cello tape, drawing pins or adhesives are not used on the walls or woodwork.
- 1.4 Ensure that no candles, incense or aromatic oils are lit in your room.
- 1.5 Refrain from cooking in Hostel premises.
- 1.6 Avoid disturbance or offence to fellow residents, neighbours and roommates.
- 1.7 Ensure that furniture and equipment is not removed from the accommodation or communal areas.
- 1.8 Take heed that smoking, drinking alcohol and kava is not permitted in any halls of residence, and FNU Campuses.
- 1.9 Avoid any tampering with health and safety equipment such as fire extinguishers, electrical circuit breakers, fire alarms and systems and disconnecting smoke detectors.

2. Grievances on Residency issues

- 2.1 Any grievance on residency issues must be reported to the Manager Accommodation on email accommodationenquiries@fnu.ac.fj
- 2.2 If a resident remains unsatisfied with the decision made by the Manager Accommodation, the resident may take the matter up to the Office of Registrar by emailing the Registrar on email: Registrar@fnu.ac.fj
- 2.3 Grievances against staff who are responsible for administering residential life services shall be reported to the Registrar on email Registrar@fnu.ac.fj

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 upon signing up for meals

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 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 \$10 for replacement.
- 1.6 There shall be no refunds for missed meals.

2. Modified Meals and Food Allergies

- 2.1 Residents who cannot consume certain foods or, have any dietary restrictions, shall advise the Hostel Supervisor 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.
- 2.2 Residents are allowed to consume food in their rooms and must dispose containers and left over food properly.

3. Cutlery, plates, tables and chairs

- 3.1 Cafeteria will provide plates, disposable spoon and disposable cups to students, students will be required to use dining hall during breakfast, lunch and dinner. If residents require meals to be taken outside, takeaway pack will be provided.

4. Fire Safety/Evacuation Procedures

- 4.1 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.
- 4.2 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 or emergency ladders must not be used by residents except in case of emergency. This will be subject to disciplinary case.
 - 4.3 When a fire alarm sounds, all occupants must immediately vacate the building via the suggested evacuation routes and go to the assembly areas.
 - 4.4 When evacuating the building, leave by the nearest staircase.
 - 4.5 Floor plans are posted at various areas around the building for route of quickest outlet.
 - 4.6 Assemble at the designated assembly area for a head count to be conducted by the Student Resident Assistants, Housekeeper, Hostel Supervisor, or other designated staff. Quickly identify individuals who you suspect may still be in the building and alert Fire or Police Department personnel.
 - 4.7 If a **physically challenged occupant** is unable to exit the building unassisted, the Student Resident Assistant must notify the emergency response personnel of the person's location.
 - 4.8 Moving physically challenged individuals up or down the stairs 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.
 - 4.9 Relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation area.

5. Other Emergency Evacuation

- 5.1 In the event Tsumani or Cyclone, residents are advised to follow the procedures implemented by the OHS department of the University. A copy of the procedures can be obtained from Manager Accommodation.
- 5.2 Your Hostel Supervisor and Student Resident Assistant will provide you with the necessary guidance during emergency situations.
- 5.3 You will be also acquainted with the procedures during orientation.

The contact persons are usually the Hostel Supervisor and Matrons. Residents may also refer their queries concerning official housing matters to: The Manager Accommodation, Fiji National University, Nasinu Campus:-

FNU EMERGENCY CONTACTS				
Hostels	FNU Security EXT and In-dial Numbers		Emergency Numbers	
	EXT Number	In-dial Number	Toll Free-Voda/lnkk Users	Digicel/TFL Users
Samabula Hostel	1901	3389266	5771	8910040
Rewa Street	N/A	N/A	5772	8910042
Koronivia	0007	3389206	5773	8910045
Nasinu	0001	3432901	5774	8910046
Pasifika	3355	3233068	5775	8910047
Nursing Tamavua	3650	3233015	5776	8910048
Hoodless	3102	3233728	5779	8910050
DPH Tamavua	3849	3233236	5780	8910052
FNU Western Hostels				
Natabua	7004	3389213	5806	8910066
CMNHS Lautoka	7510	3389219	5808	8910067
FNU Central Campus				
Site	FNU Security EXT and In-dial Numbers		Emergency Numbers	
	EXT Number	In-dial Number	Toll Free-Voda/lnkk Users	Digicel/TFL Users
NTPC Nabua	4333	3389209	5784	8910053
NTPC Narere	0010	3389211	5785	8910055
Nasese	4000	3311004	5787	8910056
Maritime	5777	3389214	5788	8910057
EMBA – Suva City	4902	3389232	5789	8910058
Derrick- Sama-bula	0004	3389202	5790	8910059
Pasifika	3355	3233068	5775	8910047
Nasinu	0001	3432901	5774	8910046
Koronivia	0007	3389206	5773	8910045
Nursing Tamavua	3650	3233015	5776	8910048
Hoodles House	3102	3233728	5779	8910050

UniClinic Waimanu Rd	N/A	N/A	5791	8910060
DPH - Tamavua	3849	3233236	5780	8910052
Uni Farm Navua	5950	3460255	5798	8910062
FNU Western Campus				
BA	7700	6674699	5835	8910070
Nacewa	7460	3389242	5836	8910071
Naviti	7300	6665021	5837	8910073
Marine Drive	7452	6667000	5838	8910079
Natabua	7040	3389213	5806	8910066
Nadi	6050	3389212	5839	8910080
Sigatoka	6800	6500048	5840	8910096
FNU Northern Campus				
Labasa	8950	8814111	5877	8910097

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 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 restrooms, 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 authorized officers to offenders who breach this policy.
 - Repeated offenders may face severe disciplinary action including suspension action including suspension and expulsion.



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