



FIJI NATIONAL
UNIVERSITY

Halls of Residence Regulation

Adopted: 2011 | Revised: November 2022



Welcome Message from the 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.

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 abroad. 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 also 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 inquiries about living in the Halls of Residence, please contact the Accommodation Team (Part 1 of this booklet). I strongly recommend that you read the Halls of Residence Regulations, together with The University Academic Student 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 Lyn Karstadt
Vice Chancellor

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Overview

Part 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 is available to support the operations of the halls:
 - 1.2.1 **Hostel Supervisor:** The Hostel Supervisor is the principal officer responsible for the operation of the respective hall(s) of residence. Hostel Supervisors are available during office hours (8 am to 4.30 pm) and on shift for respective hours. For emergency assistance, cases are referred to the Manager Accommodation or escalated to Director Estates and Facilities and Student Life Coordinator. 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 assist with the supervision role in the absence of the Hostel Supervisor. The Housekeeper may assist to carry out the required functions to ensure proper day to day management and the support service provided in the residential students.
 - 1.2.3 The **Student Resident Assistant (SRA)** is a student who lives in the Residence Hall and assists in supervising 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 or escalate matter and grievances raised from residential students. The SRA will also assist with fire drills and during other fire alarm evacuations, or in any emergency. He / She may also assist to conduct the facilities audit and provide any assistance to the Hostel Supervisors.
- 1.3 Staff at the Accommodations Department are responsible for taking care of emergencies, maintaining building and facilities, and enforcing rules and policies.

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 for 2023 are as below.

No.	Hostel Name	Accommodation rate/ day	Accommodation Type
1	Lautoka Hostel	\$ 7.80	Segregated
2	Nasinu Hostel	\$ 7.80	Segregated
3	Koronivia Hostel	\$ 7.80	Segregated
4	Samabula Hostel	\$ 7.80	Segregated
5	Nursing Hostel	\$ 7.80	Segregated
6	Pasifika Hostel	\$ 9.50	Integrated
7	Hoodless Hostel	\$ 7.80	Segregated
8	Tamavua Public Health Hostel	\$ 7.80	Segregated
9	Falekau Hostel	\$ 7.80	Integrated
10	McGregor Hostel	\$ 9.50	Integrated

2. Room Reservation

- 2.1 Students applying for hostel accommodation must meet the following eligibility criteria:
 - 2.1.1 Priority given to the first-year students or be enrolled full-time students for the forthcoming trimester, semester, and quarter (with the enrolment fee paid and in receipt of an acceptance letter).
 - 2.1.2 Studying at the campus where the Halls of Residence are located (priority to both TSLS and private students).
 - 2.1.3 Be fully COVID-19 vaccinated.
 - 2.1.4 All students under the age of 18, require their parents to complete the parental consent section of the Accommodation Application form.

- 2.1.5 All students with disabilities and under the age of 18 will be accommodated on the ground floor for safety reasons.
 - 2.2 New applications are to be made through the Online Accommodation Portal (THD system) by the 20th of January 2023. Late application will only be considered on the availability of the rooms.
 - 2.3 Continuing residential students must reserve their accommodation by the end of each Semester/ Term using the THD online system.
 - 2.4 Only fulltime students who are enrolled in programmes 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 the hostel by 2nd of February 2023.
3. Allocation of Rooms
 - 3.1 The following priority allocation system applies to all hostels.
 - 3.1.1 First priority: First-year students wishing to reside at their principal place of study, registered disabled students (where the University can make reasonable adjustments to ensure student safety) and Year 4, 5 & 6 MBBS students.
 - 3.1.1.1 FNU Accommodation welcomes and supports the applications from students with disabilities or those with medical and support needs, however, placement will depend on whether the University can make reasonable adjustments to ensure student safety (Students must declare their disability).
 - 3.1.1.2 Priority to be given to students from rural, remote, and maritime areas.
 - 3.1.2 Second priority: Regional and International students
 - 3.1.3 Third priority: all other eligible students.
 - 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 or funding agency.
 - 3.4 Any hostel rooms unallocated after 10th of February 2023 shall 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 before 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 travel 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 2 days of the receipt of the written notice. The same shall apply in the case of 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 shall 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 normally within 48 hours after the final examination is complete.
- 2.2 Regional/Maritime students are allowed to check-in 7 days before official enrolment day and check-out normally 7 days after final examinations, unless the academic programme requires otherwise.
- 2.3 Graduating Regional/International students normally have 10 days after graduation to vacate their rooms.
- 2.4 Students who wish to retain hostel accommodation beyond the 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 that 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 alcoholic beverages and kava
 - 6.2 Any flammable, petrol paraffin, bottled gas, illicit drugs or other dangerous materials or substance.
 - 6.3 Candles or incense sticks.
 - 6.4 Any pets.
 - 6.5 LED and decoration lights.
7. The student should not bring into the Halls of Residence the following:
 - 7.1 Heating Appliances (ovens and hotplates)
 - 7.2 Television sets
 - 7.3 Stereo Systems
 - 7.4 Refrigerator
8. Cooking in Halls of Residence
 - 8.1 The residents are not allowed to cook in their respective rooms or any undesignated area within the premises of the Halls of Residence.
 - 8.2 Cooking may be only allowed in the common rooms where cooking can only be done using an electric frypan, kettle, and rice cooker except in the McGregor Hostel where the kitchen facility is available.
 - 8.3 Gas stoves and open fire stoves (including lovo and BBQ) are prohibited on all FNU campuses.
9. Disposing of Rubbish
 - 9.1 The residents are expected to empty their room rubbish bins daily.
 - 9.2 The residents are expected to clean the sink properly after washing dishes.

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 is to be reported to the Hostel Supervisor immediately in writing so that prior arrangement can be made for the replacement of keys.
- 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 the replacement of a lost key is \$20.00, which will be deducted from the caution fees.
- 10.5 Failure to return keys during checkout or clearance of belongings 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 bookshelf.
- 11.2 The above items are numbered and recorded on students' 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 it to the Hostel Supervisor's 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 rates payable through the M-Paisa platform at each Campus Residential Office or to the Finance Office. The housekeeper shall provide services upon submission of the receipt. Students also have the option to get their laundry done outside on their own.

2. Common Rooms

- 2.1 Some halls may have television and lounge areas for entertainment.

3. Visitation

- 3.1 Visitation hours are from 8.00 am – 5.00 pm at all residential halls.
- 3.2 There are nine distinct hostels as per Part 2 Section 1.3. In consideration of privacy issues, residents are not allowed to have relatives, friends, or visitors stay overnight in their rooms.
- 3.3 All visitors including parents are only allowed up to the common rooms. No visitors are allowed inside the rooms.
- 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. The general understanding is that the rooms are for the residents. There is no obligation for a resident to give permission to another resident to enter their rooms.
- 3.5 Residents are not allowed to invite any nonresident students in their rooms.

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 safety and that of others. Residents must comply with the University Security Policy (<https://www.fnu.ac.fj/about-fnu/professional-services/estates-facilities/>) and report to the Hostel Supervisor any situation, which, in their opinion, involves the risk of injury or, a health hazard.
- 4.2 The residents shall produce their ID cards upon request for checking by the security guards at any time of the day.

5. Sickbay

- 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 Supervisors should be contacted if there is a need for emergency medical evacuation from the halls to Government medical facilities

Part 5: Housekeeping and Facility Maintenance

1. Housekeeping

- 1.1 Residents are responsible for the care and cleanliness of their rooms.
- 1.2 The University (Hostel Supervisors) is/are 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 on each floor and cleared daily by the students. 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 a general cleaning of the halls of residence with support provided by the Office of the Registrar and the Estates and Facilities Division.

2. Facility 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 labor 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 authorized 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 Audit

- 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, a week's prior notice will be given to residents.
- 3.2 Female staff will be assigned to inspect the Girls' Hostel.
- 3.3 The Hostel Supervisor shall inspect any room at any time subject to suspicious activity or emergency.

Part 6: General Conduct

1. All residents being the students at the Fiji National University are to read and understand the University Academic & Student Regulations (UASR).
2. There are approved fines as a first course of action (UASR, Sub Section 5.27 to 5.29 page 58) and these are listed in Appendix 1.

3. As a resident in the Halls, we expect you to:
 - 3.1 Uphold the University Rules and Regulations at all times.
 - 3.2 Ensure that visitors, friends, and relatives do not stay in your room overnight.
 - 3.3 Be responsible for keeping your room tidy, personally removing any rubbish or glass waste, and ensuring that cello tape, drawing pins, or adhesives are not used on the walls or woodwork.
 - 3.4 Ensure that no candles, incense, or aromatic oils are lit in your room.
 - 3.5 Prepare and cook food only in the designated areas. Cooking utensils shall be provided at designated areas.
 - 3.6 Avoid disturbance or offense to fellow residents, neighbours, and roommates.
 - 3.7 Ensure that furniture and equipment are not removed from the accommodation or communal areas.
 - 3.8 Take heed that smoking, drinking alcohol, and kava are not permitted in any Halls of residence, and FNU Campuses.
 - 3.9 Avoid any tampering with health and safety equipment such as fire extinguishers, electrical circuit breakers, fire alarms and systems, and disconnecting smoke detectors.
 - 3.10 Not to brew alcoholic beverages (homebrew) in the Halls of Residence.
4. Grievances on Residency issues
 - 4.1 Any grievance on residency issues must be reported to the Manager Accommodation on email accommodationenquiries@fnu.ac.fj
 - 4.2 If a resident remains unsatisfied with the decision made by the Manager Accommodation, the resident may take the matter up to the Office of Learning and Teaching by emailing the Student Life Coordinator on email: slc-ps@fnu.ac.fj.
 - 4.3 Grievances against staff who are responsible for administering residential life services shall be reported to Student Life Coordinator by email at slc-ps@fnu.ac.fj.

Part 7: Emergency Procedures

1. Fire Safety/Evacuation Procedures
 - 1.1 Residents should acquaint themselves particularly with the Fire Regulations which are in force at each site. Regular fire drills are held at FNU. There are designated assembly areas at each hall of residence which you will be familiarized with.
 - 1.2 Room doors, kitchen doors, and other fire check doors should not in any circumstances be propped open as this could pose a 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 a disciplinary case.

- 1.3 When a fire alarm sounds, all occupants must immediately vacate the building via the suggested evacuation routes and go to the assembly areas.
- 1.4 When evacuating the building, leave by the nearest staircase.
- 1.5 Floor plans are posted in various areas around the building for the route of the quickest exit.
- 1.6 Assemble at the designated assembly area for a headcount 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.
- 1.7 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.
- 1.8 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.
- 1.9 Relocation of the individual should be limited to a safe area on the same floor, close to an evacuation area.

2. Other Emergency Evacuation

- 2.1 In the event Tsunami 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 accommodation@fnu.ac.fj
- 2.2 Your Hostel Supervisor and Student Resident Assistants will provide you with the necessary guidance during emergencies.
- 2.3 You will be also acquainted with the procedures during orientation.

3. Contact and Email

The contact persons are usually the Hostel Supervisor and Matrons. Residents may also refer their queries concerning halls of residence to: The Manager Accommodation, Fiji National University, Nasinu Campus:- Phone: (679) 3394000 Ext. 2752 | Email: accomodation@fnu.ac.fj/accomodationenquiries@fnu.ac.fj

Position	Contact		Location	Email
Manager Accommodation	9920736	EXT 2752	Nasinu	maco@fnu.ac.fj
Manager Maintenance & Building Services	8958921	EXT 1312	Samabula	mmbs@fnu.ac.fj
Manager - OHSE	9986505	EXT 2015	Nasinu	MOHSE@fnu.ac.fj
Security Services Coordinator	9981950	EXT 1305	Samabula	ssc@fnu.ac.fj
Accommodation Officer	9169430	EXT 0003	Nasinu	accommodation@fnu.ac.fj
Hostel Supervisor	8014432	EXT 0008	CAFF	wardenkoronivia@fnu.ac.fj
Hostel Supervisor	9234638	EXT 1901	Samabula	wardensamabula@fnu.ac.fj
Hostel Supervisor	9146339	EXT 3626	Nursing	wardentamavua_nursing@fnu.ac.fj
Hostel Supervisor	8629239	EXT 2650	Nasinu	wardensamabula@fnu.ac.fj
Hostel Supervisor	9942338	EXT 3338	Pasifika	wardenpasifika@fnu.ac.fj
Hostel Supervisor	9091403	EXT 1304	Hoodless	wardenhoodless@fnu.ac.fj
Hostel Supervisor	9004922	EXT 3848	Medicine	wardentamavuafsm@fnu.ac.fj
Hostel Supervisor	9704485	EXT 7024	Natabua	wardenlautoka@fnu.ac.fj
Hostel Supervisor	8300323	EXT 7510	McGregor	wardenmcgregor@fnu.ac.fj

Part 8: Fines

Please note the University Academic Student Regulation (pg.55 sub section 1.2) has provision for the imposition and enforcement of penalties for proven misconduct. The fines in Part 10 Appendix 1 are just guidelines to Student General Disciplinary Committee. The fines in Part 10 Appendix 1 may apply when the offense is clearly established to be kava drinking, alcohol consumption and bunking etc. with no other misconduct. The Student General Disciplinary Committee may impose higher fine according to the seriousness of the issue. Further note, the visitation hours may be suspended at any point as part of complying with the COVID- 19 Guidelines released by the Ministry of Commerce, Trade, and Tourism & Transport. Residential students will have to abide by the laws and protocols regarding COVID- 19.

Part 9: Policy Review

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

Regulation Breached	First offence	Second Offence	Third Offence
1. Residents are not permitted to bring into or consume alcohol beverages and kava in the Halls of Residence.	\$50 fine and a warning	\$100 fine and final warning	Exclusion from the halls of Residence
2. Visitation hours are from 8.00am-5.00pm daily. Visitation area shall be assigned to all campuses by the Hostel Supervisor. Residents are not allowed to have relatives, friends or visitors stay overnight in their room.	1. Bunking with a student(s): 1.1 A fine of \$50 to the room owner. 1.2 \$50 fine to the other student. 1.3 Warning to all the implicated students.	1. Bunking with a nonresident student(s): 1.1 A fine of \$100 to the room owner. 1.2 \$50 fine to the other student. 1.3 Final warning to all the implicated students.	Exclusion from the halls of Residence

Part 10: Appendix

Appendix 1: Approved Fines

Appendix 2: 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 an 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 3: NO SMOKING POLICY

1.0 Policy Statement

Following provisions of the Tobacco Control Act 1998, 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 utilized by the University for of its activity. Specifically, smoking is prohibited in all University buildings, all premises leased by the University, and all premises that are utilized 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 , exterior stairways and landings, and within all other areas other than those that may be specifically marked as areas where people could smoke.
- First Offence – Warning.
 - Subsequent Offences - \$50 fine for each subsequent offense.
 - 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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