



FIJI NATIONAL
UNIVERSITY



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Halls of Residence Regulation

Adopted: 2011

Revised: July 2026



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

Best wishes

Professor Unaisi Nabobo - Baba
Vice Chancellor



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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 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 Commercial Services. 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 halls.
 - 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, or in any emergency. He / She may also assist to conduct audit and provide any assistance to the Hostel Supervisors.
 - 1.2.4. **House Master and Mistress (Natabua Campus only)** are lecturers who reside on campus and look after the welfare of the residents. They are available from 7:00 p.m. to 7:00 a.m. on weekdays and 24 hours a day on weekends.
- 1.3. Staff at the Accommodations Department are responsible for taking care of emergencies, maintaining building and facilities and enforcing rules and policies. For all inquiries email accommodationenquiries@fnu.ac.fj



Part 2: Accommodation Type, Room Reservation, and Allocation

1. Accommodation Type

1.1. The following types of accommodation are available for students.

Room Type	Floor Area	Daily Rate	Hostel
Single Room Occupancy	≤ 8m ²	\$10.65 per room	Nursing/Samabula/Tamavua Public Health
Single Room Occupancy	≥ 9m ²	\$15.00 per room	Hoodless/McGregor/Pasifika
Sharing rooms, Double Occupancy	≥ 9m ²	\$8.15 per student	Natabua/Falekau/Koronivia/Samabula/KIVI/PCP/ Nursing/Tamavua Public Health

1.2. Currently there is no provision for married quarters.

1.3. Accommodation for 2026 is tabulated below.

No.	Hostel Name	Accommodation Type
1	Natabua Hostel	Segregated
2	Nasinu Hostel	Segregated
3	Koronivia Hostel	Segregated
4	Samabula Hostel	Segregated
5	Nursing Hostel	Segregated
6	Pasifika Hostel	Integrated
7	Hoodless Hostel	Segregated
8	Tamavua Public Health Hostel	Segregated
9	Falekau Hostel	Integrated
10	McGregor Hostel	Integrated

1.4. Accommodation Rates for 2026 are tabulated below.

Room Use	Campus	Daily Rate
Single Occupancy	Pasifika	\$15.00
Single Occupancy	Hoodless	\$15.00
Single Occupancy	McGregor	\$15.00
Single Occupancy	Samabula	\$10.65
Single Occupancy	Nursing	\$10.65
Double Occupancy	Samabula	\$8.15
Double Occupancy	PCP/KIVI	\$8.15
Double Occupancy	Nursing	\$8.15
Double Occupancy	Medicine	\$8.15
Double Occupancy	Nasinu	\$8.15
Double Occupancy	Koronivia	\$8.15
Double Occupancy	Natabua	\$8.15
Double Occupancy	Falekau	\$8.15

1.5. Refer to the link <https://www.fnu.ac.fj/student/student-support/accommodation/> for any changes in Accommodation Rates.

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 TLS and private students).
 - 2.1.3 All students under the age of **18**, require their parents to complete the parental consent section of the accommodation application form.
 - 2.1.4 All students with disabilities and under the age of **18** will be accommodated on the **ground floor** for safety reasons.
 - 2.1.5 During their academic tenure, students should not engage in full-time employment. If a student is reported or identified as fully employed by any institution, they will be required to pay a daily fee of **\$35**, contrary to what is stated in Part 2 sub-clause 1.4 until the end of the enrolled term. Any extension beyond the term's end must be coordinated with the Deputy Director Operations.
- 2.2 All applications are to be made through the online accommodation portal (THD system) **2 weeks** before the start of the academic calendar. Late applications will only be considered on the availability of the rooms.
- 2.3 Only full-time students who are enrolled in programmes shall be entitled to reside in the halls of residence.
- 2.4 All residential applicants will be notified about their hostel accommodation status **one week** prior to the start of the academic term.
- 2.5 Accommodation fees for all students must be settled by the end of **week 4** in each quarter/semester/trimester.

2.6 Indemnity Form

- 2.6.1 All residents are required to read and endorse the **Indemnity Form** prior to the allocation of rooms at the Halls of Residence. Refer to Appendix 4.
- 2.6.2 All residents must notify the Hostel Supervisor in writing of any extenuating circumstances as soon as they arise, using the **Extenuating Circumstances Reporting Form**. Refer to Appendix 5.
- 2.6.3 If a student shows signs of extenuating circumstances but fails to declare the condition or refuses to undergo a confirmatory test, the student must vacate the residential hall. The University will calculate the residential fees on a pro rata basis, notify the student's financial sponsor, and refund any remaining balance to the sponsor, parent, or student, where applicable.

(Note: Extenuating circumstances refer to situations where students experience serious misadventures, accidents beyond their control, medical conditions, or pregnancy that may affect their academic performance.)



3. Allocation of Rooms

- 3.1 The following priority allocation system applies to all hostels.
- 3.1.1 **1st priority:** first-year students wishing to reside at their principal place of study or at any Halls of Residence assigned to the college, registered disabled students (where the University can make reasonable adjustments to ensure student safety) and Year **3,4, 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 All students under the age of **18**, require their parents to complete the parental consent section of the accommodation application form.
- 3.1.1.3 All students with disabilities and under the age of **18** will be accommodated on the ground floor for safety reasons
- 3.1.1.4 Priority to be given to students from rural, remote and maritime areas.
- 3.1.2 **2nd priority:** regional and International students
- 3.1.3 **3rd priority:** all other eligible students.
- 3.2 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.
- 3.3 Any hostel rooms **unallocated** a week before the start of the academic term 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 and after the start and end of official residence dates will be charged a standard accommodation rate of **\$35** per day. 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 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 forms shall be considered by the respective Hostel Supervisor or Team Leader Accommodation Services. 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 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 shall submit the following forms which will be made available by the Hostel Supervisors:
 - a. Accommodation Form {Registration / Declaration/Check-in}
 - b. Indemnity Form
 - c. Invoice
 - d. 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 **48 hours** before the start of academic classes 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 the start of academic classes 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 before and beyond the stated time shall pay the standard accommodation rate of **\$35 per day**.
- 2.5 Students will be charged for the whole term upon checking into the halls of residence.
- 2.6 Students from Fiji are required to pay or arrange payment for at least **50%** of their accommodation fees upon check-in. This is mandatory before students check in at their respective Hostel. **The remaining balance must be paid either before the start of the mid-semester break or upon check-in after the mid-semester break.**

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. (Note: Refunds will only be processed for the reasons mentioned above, and no other reasons will be considered)
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 or kava beverages and kava into the Halls of Residence or engage in the consumption of these substances within the premises.

(Note: No intoxicated student will be allowed to enter the Halls of Residence until they become sober.)

- 6.2 Any flammable substances (e.g., petrol, paraffin, bottled gas), illicit drugs, or other hazardous materials into the Halls of Residence.

(Note: Students found in possession of illicit drugs or related paraphernalia will be immediately suspended pending the Student Grievance and Disciplinary Committee (SGDC) decision, and the incident will be reported to the Police. Written notice of suspension will be provided to the student within 24 hours).

- 6.3 Candles, incense sticks, and mosquito coils.

- 6.4 Any pets.

- 6.5 Light Emitting Diodes (LED) and Decoration Lights.

7. The student should not bring into the Halls of Residence the following:

- 7.1 Television sets

- 7.2 Stereo Systems and Music Box

- 7.3 7.3 Refrigerator

8. Causing Disturbance (new clause)

- 8.1 Loud music and excessive noise are prohibited from the Halls of Residence and near teaching facilities.

- 8.2 Resident students who repeatedly cause disruption through loud or disruptive music will have their music boxes, Bluetooth speakers, devices, or sound equipment immediately confiscated by the Hostel Supervisor or Security. Confiscated items will only be returned at the end of the semester or as decided by the university management.

9. Cooking in Halls of Residence

- 9.1 The residents are not allowed to cook in their respective rooms or any undesignated area within the premises of the Halls of Residence.

- 9.2 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.

- 9.3 Gas stoves and open fire stoves (including Lovo and BBQ) are prohibited on all FNU campuses.

10. Disposing of Rubbish

- 10.1 The residents are expected to **empty** their room rubbish bins **daily**.

- 10.2 The residents are expected to **clean** the sink properly after washing dishes.



11. Room Keys

- 11.1 Residents will be given **one** room key, and it should not be given to other persons. Duplication of room keys is prohibited.
- 11.2 **Loss** of room keys is to be reported to the Hostel Supervisor **immediately** in writing so that prior arrangements can be made for the replacement of keys.
- 11.3 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.
- 11.4 The cost of obtaining a replacement for a lost key is **\$20.00**. This fee should be paid to the **finance** department, and you are required to provide the **receipt** to the Hostel Supervisors.
- 11.5 **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.

12. Room Inventory

- 12.1 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.
- 12.2 The above items are numbered and recorded on students' linen cards at the time of issue. Students will be liable to pay for **any damage to or loss of any** of the issued items.

13. Check- out Procedures

- 13.1 Residents **must** fill out the check-out form and submit to the Hostel Supervisors office before vacating his/her room.
- 13.2 It is compulsory for a student to check out at the end of every term.

14. Pre - Approved Items

- 14.1 Lanterns powered by batteries (**without** an integrated music box)
- 14.2 Items for housekeeping and cleaning, such as brooms, mops, and buckets.



Part 4: Residential Facilities/Services

1. Laundry Facilities

- 1.1 Students have access to laundry facilities on Mondays, Wednesdays, and Fridays at a set hostel rate of **\$3** for washing and **\$3** for using the dryer. This is 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 recreational **activities**.

3. Visitation

- 3.1 Visitation hours are from **8.00 am to 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 (including day scholar students as well as students from other Halls of Residence) stay overnight in their rooms.
- 3.3 All visitors (including parents, guardians, relatives) who are **not** registered FNU students **must** first report to the guard station booth for **sign-in** and verification before being granted entry. They are also required to **sign out** at the guard station booth upon departure to ensure accurate records. Failure to follow this procedure may result in the visitor being **denied** entry or the resident facing disciplinary action.
- 3.4 All visitors, **including** parents, are **restricted** to the common rooms only. They are required to check in and out with the Hostel Supervisor or designated staff and are **not** permitted inside the individual rooms.
- 3.5 Due to **privacy** issues, the residents of shared rooms are **not** allowed to have another resident in their rooms **without** the written 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.
- 3.6 Residents of all **Segregated Halls** of Residence are **only** permitted to meet in the common room until **10:00 p.m.**
- 3.7 Residents are **not** allowed to invite any **nonresident** students to 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 or any designated officer situation, which, in their opinion, involves the risk of injury or, a health hazard.
- 4.2 The security officer retains the authority to deny entry to any intoxicated and unruly student who is considered a security and safety hazard to other students. The security guard or Hostel Supervisor may request police assistance if a student's misbehavior persists.
- 4.3 The residents shall produce their ID cards upon request for checking by the security guards at any time of the day.
- 4.4 The **Security Services Coordinator**, Site Security Supervisors, and Contracted Security Officers are authorised to inspect vehicles, bags, and belongings when there is reasonable suspicion of prohibited items or activities.
(Note: Inspections must be conducted in the presence of the resident or a designated witness. A written report documenting the reason, findings, and outcome of the inspection shall be provided to the resident upon completion)
- 4.5 Any resident intending to return to the Halls of Residence in a vehicle or taxi after the gate **closure** time of **10:00 p.m.** must notify the Hostel Supervisor before departure. The Hostel Supervisor will, in turn, inform the security personnel on duty of the resident's expected **late** return. Upon arrival, vehicle entry will be granted at the discretion of the security guards, based on **prior notification** and the nature of the **items** being carried. Security personnel reserve the right to verify the resident's identity and inspect any vehicle requesting entry after gate closure. Failure to follow this procedure may result in refusal of entry and/or disciplinary action in accordance with university regulations.

Part 5: Housekeeping and Maintenance

1. Housekeeping

- 1.1 Residents are responsible for the care and cleanliness of their 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 daily. If the bins are full, trash must be taken to the nearest trash receptacle.
- 1.4 All residents are required to maintain cleanliness and tidiness in their rooms at ALL times. The Accommodation Team, in collaboration with the Head of Campus and SRA's, may carry out unannounced room inspections at any reasonable hour of the day.



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 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 authorised personnel (security guards) 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.
- 2.5 Any damage caused by the resident will be assessed, and the costs will be charged to the resident. Residents will receive written notification of the assessment from Manager Commercial Services, which will include an itemized report of damages and associated costs. The resident has the right to contest the charges by submitting a written appeal within **seven** days of the notification.

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.
- 3.4 A mandatory **monthly** audit is to be undertaken by the Hostel Supervisor and the Head of Campus.

Part 6: General Conduct

1. All residents being the students of 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 excess of 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, mosquito coils 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, neighbors, 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 Residents and students are strictly **prohibited** from selling or distributing **cigarette rolls** within or outside the Halls of Residence. Violating this rule will result in immediate disciplinary action, which **may** include eviction and referral to law enforcement authorities.
- 3.10 Avoid any **tampering** with health and safety equipment such as fire extinguishers, electrical circuit breakers, fire alarms and systems, and disconnecting smoke detectors. All charges about the tampering of Health and Safety equipment shall be paid by the offender. All charges and associated costs related to false fire calls/alarms, tampering with Health and Safety equipment, Fire Protection and Detection System equipment, and CCTV Surveillance Systems and equipment must be paid by the offender before the final examination.
- 3.11 **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 Deputy Director Operation on email ddo@fnu.ac.fj
- 4.2 If a resident remains **unsatisfied** with the decision made by the Manager Commercial Services, the resident may take the matter up to the Deputy Director Operation by emailing the Registrar on email: Registrar@fnu.ac.fj
- 4.1 Grievances against staff who are responsible for administering residential life services shall be reported to the Registrar by email Registrar@fnu.ac.fj

Unlawful assembly at the Halls of Residence is strictly prohibited. (Unlawful assembly is defined as any gathering that disrupts normal operations, poses a safety threat, or contravenes University rules. Any involvement in unlawful assembly will be subject to investigation and may result in disciplinary action).

(Note: Residents involved in such gatherings will be notified in writing of the investigation and provided an opportunity to respond within 48 hours).

5. Sabotaging of University Utilities

- 5.1 **Tampering** with utilities is a serious offence that can lead to significant legal consequences, including criminal charges and disciplinary actions, such as the termination of a student from the university. Such actions disrupt the daily operations of the university and can have far-reaching impacts on students, faculty, and staff.



Part 7: Emergency Procedures

1. Fire Safety/Evacuation Procedures

- 1.1 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 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 going to the assembly areas.
- 1.4 When evacuating the building, leave by the nearest staircase. Floor plans are posted in various areas around the building for the route of the quickest outlet.
- 1.5 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.
- 1.6 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.
- 1.7 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.
- 1.8 Relocation of the individual should be limited to a safe area on the same floor, close to an evacuation area.
- 1.9 All residents must participate in any emergency drills if they are present in the halls of residence at that time.

2. Other Emergency Evacuation

- 2.1 In the event of a 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 Team Leader Accommodation Services 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 Team Leader Accommodation Services, Fiji National University, Nasinu Campus: **Phone:** (679) 3394000 **Ext:** 2754 **Email:** accommodation@fnu.ac.fj

ACCOMMODATIONS SECTION EMERGENCY CONTACTS				
Name	Contact	Position	Location	Email
Saimone Shaw	9980975 EXT 2339	Deputy Director Operations	Samabula	ddo@fnu.ac.fj
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Valena Long	8331345 EXT 5091	Hostel Supervisor	CAFF	wardenkoronivia@fnu.ac.fj valena.long@fnu.ac.fj
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Sudeshna Sharma	9004922 EXT 3849	Hostel Supervisor	TPH	wardentamavuafsm@fnu.ac.fj sudeshna.sharma@fnu.ac.fj
Kalisiana Koroi	9753853 EXT 7510	Hostel Supervisor	Mcgregor	warden.mcgregor@fnu.ac.fj kalisiana.koroi@fnu.ac.fj

ACCOMMODATIONS SECTION EMERGENCY CONTACTS				
Name	Contact	Position	Location	Email
Lasarusa Daveta	8650990 EXT 7850	House Master	Natabua	lasarusa.daveta@fnu.ac.fj
Miriama Namosimalua	9247257 EXT 7035	House Mistress	Natabua	miriama.namosimalua@fnu.ac.fj
Ananth Narayan	9981950	Security Services Coordinator	All	scc@fnu.ac.fj
Mosese Tabilai	9302565	Site Security Supervisor	Natabua	mosese.tabilai@fnu.ac.fj
Surendra Prakash	8099763	Site Security Supervisor	Pasifika/Hoodless.	surendra.prakash@fnu.ac.fj
Ravai Fesaitu	8064622/ 7910062	Site Security Supervisor	Samabula	ravai.fesaitu@fnu.ac.fj
Mereia Senaca	9404054	Site Security Supervisor	Nursing and Tamavua Public Health	mereia.senaca@fnu.ac.fj
Paula Ligairua	2194354	Site Security Supervisor	Koronivia	paula.ligairua@fnu.ac.fj
Nacani Dreu	9219666	Site Security Supervisor	Nasinu	nacani.dreu@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.

Part 9: Policy Review

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



Part 10: Appendix

Appendix 1: Approved Fines

Nature of Offence	UASR – clauses that are deemed to have been violated	Category of Offence	First offence	Second Offence
Consumption or possession of liquor and/or consumption/ brewing of homebrew on any University premises (Kava without special permission)	3.1.1 Follow the rules, regulations, policies and procedures of the University (pg. 55) 3.1.8 Use University premises and resources in a lawful and ethical manner and for study purposes only. (pg. 56)	High	1) Final warning for suspension from the University for one academic; 2) Minimum fine of \$200; 3) Termination from the Halls of Residence with immediate effect applicable for hostel students; and 4) Sponsor to be notified (Refer to the decision matrix on the website)	1) Suspension from University for one academic term; 2) 2. A fine ranging from a minimum of \$200 but not exceeding \$500; and 3) 3. Refer to University Counsellor (minimum of 3 compulsory sessions)
Use and/or consumption of or possession of illegal nicotine substances (Sniffing glue, marijuana, drugs or harmful substances)	4.3 The University reserves the right to report the matter to the Police for any breach of National Law. The Registrar may immediately suspend the student pending police investigations and determination of the case, which shall be final. (pg. 56)	High	1) Matter to be reported to the Police by the Office of the Registrar; 2) A fine ranging from a minimum of \$300 but not exceeding \$500; 3) Termination from the Halls of Residence with immediate effect applicable for hostel students. 4) Suspension for the University pending police investigation. 5) Sponsor to be notified and 6) Refer to University Counsellor. (Refer to the decision matrix on the website)	1) Matter to be reported to the Police by the Office of the Registrar; and 2) Termination from the University.
Bunking with the outsider (s)	3.1.1 Follow the rules, regulations, policies, and procedures of the University(pg.55); and 3.1.8 Use University premises and resources in a lawful and ethical manner and for study purposes only. (pg.56).	High	1) A fine of \$200 to the resident student (room owner that accommodates). 2) Final warning for suspension from halls of residence. 3) Matter to be reported to the Police for Trespassing (for the outsider). 4) Sponsor to be notified; and 5) Refer to University Counsellor. (Refer to the decision matrix on the website)	1) Suspension from the University for an academic term. 2) Refer to University Counsellor (minimum of 3 compulsory sessions); 3) A fine ranging from a minimum of \$200 but not exceeding \$500 to the resident student (room owner); and 4) Matter to be reported to the Police for Trespassing (for the outsider) 5) Suspension for an academic year from the Halls of Residence.
Bunking with Resident Student (s)	3.1.1 Follow the rules, regulations, policies, and procedures of the University(pg.55); and 3.1.8 Use University premises and resources in a lawful and ethical manner and for study purposes only. (pg.56).	Medium	1) A fine of \$200 to the room owner. 2) \$100 fine to the other student. 3) Final warning to all the implicated students	1) A fine of \$200 to the room owner. 2) \$100 fine to the other student(s). 3) Suspension for an academic year from the Halls of Residence.
Bunking with Non-resident Student (s)	3.1.1 Follow the rules, regulations, policies, and procedures of the University(pg.55); and 3.1.8 Use University premises and resources in a lawful and ethical manner and for study purposes only. (pg.56).	Medium	1) A fine of \$200 to the room owner. 2) \$100 fine to other students. 3) Final warning to all the implicated students. (Note: If the individual is not an enrolled student, they should be promptly reported to the police for trespassing.)	1) A fine of \$200 to the room owner. 2) \$100 fine to the other student(s). 3) Suspension for an academic year from the Halls of Residence.

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 any 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. Fines will be imposed as per the Student General Disciplinary Committee (SDGC) decision matrix.





APPENDIX 4: SAS 27 – INDEMNITY FORM

(All residents are required to read and endorse this Indemnity Form prior to the allocation of rooms at the Halls of Residence)

PERSONAL DETAILS

Surname:

First Name:

Other Name(s):

Date of Birth: / /

Student ID Number:

Postal Address:

Email Address:

College:

Campus/Centre:

Programme Enrolled In:

Major 1:

Major 2:

EXTENUATING CIRCUMSTANCES

1. All students are required to declare any extenuating circumstances to the Hostel Supervisor as soon as such circumstances arise.

Note: Extenuating circumstances refer to situations where students experience serious misadventures, accidents beyond their control, medical conditions, or pregnancy that may affect their academic performance.

DECLARATION

I, _____ hereby declare that I shall participate in

_____ ("the activity") at my own responsibility and voluntarily accept all risks associated with such participation.

I confirm that I have read, understood, and agree to comply with all the terms and conditions contained in this form.

I understand and agree that:

- I am required to declare any extenuating circumstances while residing in the Halls of Residence.
- Failure to declare or refusal to comply with reasonable medical verification requirements may result in termination of my residency.

I undertake not to institute any claim against Fiji National University or any of its employees for any loss, damage, injury, liability, or consequence of any nature whatsoever arising directly or indirectly from:

- My participation in academic, training, sporting, or recreational activities;
- My use of any University premises, buildings, equipment, or facilities;
- My residence in or visitation to the Halls of Residence;

I understand that the University does not provide insurance cover on my behalf for such activities.

INDEMNITY

I hereby indemnify the Fiji National University and all its employees and hold them jointly and severally harmless against all liability resulting or arising from the above mentioned activities, whether against myself, my estate or any other person.

SIGNATURE

Student Signature: _____

Name: _____

Date: _____ / _____ / _____

WITNESSES

Witness 1 Name: _____

Signature: _____

Witness 2 Name: _____

Signature: _____



APPENDIX 5: EXTENUATING CIRCUMSTANCES REPORTING FORM

Section A: Student Details

Full Name:

Student ID Number:

College:

Campus:

Programme:

Hall of Residence Name:

Room Number:

Contact Number:

Email Address:

Section B: Nature of Extenuating Circumstances

☐ Medical Condition

☐ Accident / Injury

☐ Family Emergency

☐ Pregnancy

☐ Psychological / Emotional Distress

☐ Financial Hardship

☐ Other:

Section C: Description of Circumstances

Please describe the circumstances below:

Section D: Date & Duration

Date Circumstances Arose:

 / /

Expected Duration:

Section E: Supporting Documentation☐ Medical Certificate☐ Police Report☐ Counselor/Advisor Letter☐ Other:**Section F: Immediate Assistance Required**☐ Temporary Leave☐ Room Change☐ Medical Assistance☐ Counseling Support☐ Academic Consideration☐ Other:**Section G: Student Declaration**

I hereby declare that the information provided is true and accurate.

Student Signature:

Name:

Date:

 / / **Section H: Hostel Supervisor Use Only**

Date Received:

 / /

Action Taken:

Remarks:

Decision: ☐ Approved☐ Not Approved

Supervisor Name:

Signature:

Date:

 / /





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