



MALAYSIA • AUSTRALIA



OFF CAMPUS ACCOMMODATION

Resident's Guide

RESIDENTS' RIGHTS AND RESPONSIBILITIES	1
RESIDENCE FACILITIES & ROOM USAGES	2
FURNITURE & APPLIANCES	2
ROOM ACCESS	2
UNOCCUPIED ROOM	3
OCCUPIED ROOM	3
CLEANLINESS AND CLEANING INSPECTION	3
DECORATIONS AND ALTERATIONS	3
PROPERTY DAMAGES	4
GUIDE FOR A CO-LIVING AT HOSTEL	4
- <i>THE DO'S</i>	
- <i>THE DON'TS</i>	
RESIDENTS CONDUCT & UNACCEPTABLE BEHAVIORS	6
GENERAL MISCONDUCT	6
SMOKING, ALCOHOL & DRUG	8
- <i>Smoking</i>	
- <i>Alcohol Use</i>	
- <i>Drug</i>	
OFFENSIVE MATERIALS	8
DAMAGES & VANDALISM	8
VISITORS	9
RESTRICTED PRODUCT	9
NOISE AND QUIET TIME	10
<i>General Noise Level</i>	10
<i>Noise Curfew</i>	10
RESTRICTION OF ENTERING RESIDENCES	10
SANCTIONS	11
- <i>Level One Misconduct</i>	
- <i>Level Two Misconduct</i>	
- <i>Level Three Misconduct</i>	
- <i>Schedule Of Possible Sanctions</i>	
EMERGENCY CONTACTS (24 HOURS)	13
Contacts of local authorities:	
- <i>Hospitals</i>	
- <i>Accommodation Contact Details</i>	
- <i>University Contact Details</i>	

Rights & Responsibilities

The Rules of Occupancy, together with the Residents Guidelines, and applicable Swinburne Sarawak policies are intended to regulate the conduct of students residing in the Off-Campus Accommodation under the Free Tertiary Education Scheme (FTES). These rules also govern use of residence facilities and services, participation in residence-related activities and support the smooth and proper functioning of the accommodation community.

The Off-Campus Accommodation management understands the importance of providing a conducive living that supports students' wellbeing, academic success, and personal development. As such, our team ensures that our residences are clean, safe, secure and suitable for living, while ensuring a reasonable level of peace, comfort, privacy, and timely maintenance and repairs.

In return, all residents are expected to respect and uphold the standards set out in the Off-Campus Accommodation Rules of Occupancy. These standards are established to promote a positive, respectful, and harmonious living environment for all residents.

Management Rights

The Off-Campus Accommodation Management reserves the right to:

- a) To issue notices of breach to residents who violate the terms of occupancy and/or cause damage to any parts of the accommodation or its facilities, and/or cause inconvenience to other residents.
- b) To issue notices of breach to residents who fail to settle outstanding charges for damages and utilities (applicable) or other accommodation related cost.
- c) To issue notices of eviction to residents involved continuous/major offences or failing to comply with the terms and conditions of occupancy.
- d) To conduct inspections on the condition of the accommodation premises and student room for reasonable reasons, such as routine maintenance, repairs & housekeeping works with prior notices provided where appropriate.
- e) To enter students' room without prior notice in the event of emergencies, Force Majeure, and/or in situation with reasonable cause such as safety, security or non-compliance of regulations.

Residents' Rights and Responsibilities

As a member of the residential community, you have the right to expect the following:

- a) The ability to sleep and study free from undue interference, unreasonable noise and other unreasonable distractions.
- b) Personal privacy within the limits of the Residences.
- c) A clean and safe living environment.
- d) Freedom from bullying, violence, sexual harassment, discrimination and other forms of harassment.
- e) Assistance and support from the Accommodation staff, Wardens, and the wider University

As a member of the residential community, you are expected to be responsible for the following:

- a) Treat fellow residents and staff with respect, consideration and cooperation.
- b) Do not cause nuisance or interference with the reasonable peace, comfort, or privacy of fellow residents and the wider community.
- c) Keep the premises clean, safe, and conducive.
- d) Resolve personal and community issues in a calm and respectful manner.
- e) Do not intentionally, maliciously, or negligently damage or allow anyone else to intentionally, maliciously, or negligently damage the premises or inclusions.
- f) Understand and comply with the Off-Campus accommodation and University policy, rules, and regulations.
- g) Report to the Accommodation Office regarding any damage to the premises.
- h) Comply with reasonable requests from university.

Residence Facilities & Room Usages

Furniture & Appliances

Please ensure the provided furniture remains in a position that does not obstruct easy access to doorways, as this is an OHS hazard.

Residents are responsible for ensuring that any furniture provided is returned to its original position at the conclusion of their stay. Please do not take, remove and leave furniture in other rooms or common areas. Any costs associated with furniture that is damaged or missing from a resident's room or common space will be charged to the responsible resident.

Residents are to seek permission to bring their own personal furniture or electrical appliances, and it must meet the following conditions:

- Do not cause access or egress issues.
- Do not cause electricity, fire, trips or other hazards.

All air-conditioners (if any), fans, lights and electrical appliances must be switched off when the resident is not in the room or leaving the premises. All appliances available in the common space are not allowed to be moved/re-allocated without the approval from the Off-Campus Accommodation Management.

Room Access

A resident's bedroom is their own private space and as such no other resident should enter another resident's room uninvited. Please make sure that your bedroom door is locked when you are not present. The Accommodation Office is not responsible for any theft, destruction or loss of personal property.

Residents must always keep their access cards or keys with them. Residents are not allowed to share their door lock access number (if any) or keys to other residents/non-residents.

Residents are reminded not to use alternative cards to operate their air conditioning (if any).

Unoccupied Room

No residents should enter or make use of unoccupied rooms, or use the items contained in unoccupied rooms. Residents found to be in breach of this rule may be charged with the cost of cleaning and subjected to disciplinary action.

Occupied Room

Residents are not permitted to change rooms without approval from the Accommodation Office. Residents involved in an unauthorized room change will be required to return to their allocated room and will be charged for the cost of the cleaning the room and subjected to disciplinary action.

Residents are not permitted to enter another resident's room unless invited by the room's resident.

Residents are not permitted to sub-let their room to another person.

Cleanliness and Cleaning Inspection

All residents are required to keep their bedroom clean, hygienic and free from rubbish. The cleanliness of the shared spaces or the common areas is the responsibility of all residents. Any related cooking utensils (if any) & equipment must be washed immediately after being used.

Room spot checks may be conducted from time to time to maintain the cleanliness standards and ensure furniture is in good condition.

Decorations and Alterations

Residents are allowed to decorate their bedrooms within reasonable expectations. Please do not:

- Make any permanent alteration to your bedroom or to any part of it.
- Write on or allow them to be placed in any part of their bedroom/apartment or anything that will or may likely cause damage to the bedroom/apartment.
- Use of non/hardly removable adhesive material in the bedroom surface or to any part of it. Attach hooks and mirrors to any surface in the room.
- Use nails, screws on the walls, furniture, and doors.

Only Blu-tac or a similar easily removable adhesive (nano tape) may be used to mount decorations. Any damages due to decoration or alteration will be charged to the resident responsible.

Residents are expected to pay for the costs involved in cleaning, repairing, or re-painting of their room if they are not maintained in the condition they were in at check-in, with acceptable wear and tears allowed.

Property Damages

Residents will be liable for charges for missing or damaged Off-Campus Accommodation property in their allocated bedroom or unit. Cost for repair, replacement or cleaning arising for such damage will be borne by the student, based on the ancillary fee and payable directly to accommodation provider/landlord upon inspection.

If any damage occurs because of mounting or removing room amenities, the cost of repairing the damage caused will be charged to the resident. Decorations are not to be mounted in the common areas.

Residents are not permitted to make any mechanical, electrical or physical changes to a room or building, and are not permitted to perform any maintenance repairs. Residents are not permitted to remove, alter or damage any signs in the premises.

Guide For a Co-Living at Hostel

Living in a shared residential environment requires mutual respect, responsibility, and cooperation to ensure a safe, comfortable, and harmonious community for all residents.

- a) Respect personal space, privacy and cultural diversity within the residence community.
- b) Clean up after yourself. Keep communal areas like kitchen, bathroom, and living room clean and tidy.
- c) Familiarize yourself with the building layout, residence personnel, rules & regulations, and available facilities.
- d) Seek assistance from the Accommodation Office when addressing personal concerns or issues involving fellow residents.
- e) Be a responsible resident and remain aware of your surroundings.
- f) Be security conscious & secure your personal belongings.

Please refer to the Quick Do's and Don'ts as below:

The Do's

- a) **Respect neighbours:** keep noise level low, especially during quiet hours 11:00 PM - 8:00 AM.
- b) **Follow fire safety procedures:** know your emergency exits, keep corridors clear and report any fire or safety hazards immediately.
- c) **Cook safely:** use only permitted appliances; never leave cooking unattended.
- d) **Keep it clean:** dispose of trash properly, ensure cleanliness of the whole unit.
- e) **Report issues:** Inform the Accommodation officer of any maintenance, safety, or behavioural concerns immediately.
- f) **Secure your unit:** lock doors/windows when leaving; do not share access cards/keys to anyone.
- g) **Use facilities responsibly:** Treat shared facilities such as the gym, pool, lifts, and laundry area with care.

- h) **To be an excellent roommate:** communicate openly, share household responsibilities, and respect each other's privacy.
- i) **Follow visitor rules:** visitors are only permitted to meet residents in designated common areas outside of the accommodation unit.
- j) **Comply with your tenancy requirements:** Adhere to all move-in/out rules, and responsibilities related to damages and losses.

The Don'ts

- a) **No smoking or vaping anywhere indoors:** Strictly prohibited within all indoor areas, including accommodation units, bedrooms, toilets, balconies, lifts, corridors and other common areas.
- b) **No alcohol, illegal substances or unlawful activities:** possession, consumption, distribution, or involvement in illegal substances or unlawful activities is strictly prohibited.
- c) **No open flames or prohibited cooking equipment:** candles, incense and charcoal pits are not permitted. The use of prohibited cooking appliances, including portable gas stoves and air fryers, is not allowed unless prior approval has been obtained.
- d) **No stealing and taking other people property:** Residents must not steal, misuse, or take belongings belonging to others without permission.
- e) **No outsiders or individuals of the opposite gender are permitted within the unit:** Outsiders and individuals of the opposite gender are not permitted inside accommodation units unless otherwise authorized by Management.
- f) **No tampering with safety devices:** Residents must not interfere with or misuse safety devices such as smoke detectors, sprinklers or fire doors.
- g) **No pets allowed:** Keeping pets or animals within the accommodation premises is strictly prohibited.
- h) **No commercial activities, subletting, or short-term rentals are permitted:** Commercial operations, business activities, subletting, and short-term rentals are not permitted within the accommodation premises.
- i) **No structural changes:** Residents must not carry out structural changes or alterations, including drilling, painting, or modifying fixtures and fittings, without prior approval from Management.
- j) **No harassment or violent behaviour:** Harassment, verbal abuse, racism, discrimination, bullying, intimidation, violence, or physical assault of any kind will not be tolerated.

Residents Conduct & Unacceptable Behaviors

While in the Off-Campus Accommodation, residents are expected to engage in an acceptable behaviour or behave in a manner that is acceptable and conforms to Malaysian customs, local laws and regulations.

Residents who engage in an activity or behaviour that are not consistent with the Off-Campus Accommodation and University regulations will be subjected under 'Unacceptable behaviour' and 'General Misconduct' which are defined under the Rules of Occupancy and Student General Misconduct Regulations 2012.

The Swinburne Sarawak Student General Misconduct Regulations 2012 can be found [here](#). [Student General Misconduct Regulations 2012 | Swinburne University, Sarawak, Malaysia](#) Unacceptable Behaviors and General Misconduct include the following:

- I. Bullying
- II. Violence
- III. Sexual Harassment
- IV. Harassment
- V. Discrimination

General Misconduct

For the purposes of this Code of Conduct, it is general misconduct if a resident:

1) While on Off-Campus premises, using Residences facilities and services or engaging in Residences activities:

- I. Committing an offence
- II. Engages in conduct which causes the University to be guilty of a crime; or
- III. Intentionally or recklessly causes injury to another person.

2) Intentionally or recklessly causes damage to, or commits theft of:

- I. Residents' property.
- II. Residences property; or
- III. Property on Residences premises.

3) Interferes with or improper or unsafe uses of the property, facilities or services.

4) While on Off-Campus premises, using its facilities or services or engaging in its activities, engages in improper behaviour, including:

- I. Harassment.
- II. Threatening or intimidating behaviour;
- III. Use of abusive or offensive language.

- IV. Disorderly behaviour;
 - V. Breach of peace.
 - VI. Access, display, download, upload or broadcast of offensive material.
 - VII. Acting in breach of laws or rules of conduct relating to smoking, alcohol consumption, use of drugs, gambling, bribery, occupational health and safety or discrimination.
 - VIII. Acting in breach of university policy and regulations.
 - IX. Public display affections (PDA).
- 5) Engaging in conduct which is detrimental to the reputation of the Off-Campus Accommodation Management.
- 6) Engages in a pattern or sequence of conduct which place substantial demand on Off Campus Accommodation resources, vexatious or without proper justification.
- 7) Use of Off-Campus accommodation resources for non-regulated or permitted activity such as digital/crypto-mining.
- 8) Acts in breach of a provision of a university statute or regulation relating to conduct.
- 9) Sells products or services within the Off-Campus compound, either as an individual or on behalf of another individual or organization.
- 10) Undertakes or organizes any fundraising, sponsorship, or advertising activities within the Off-Campus premises without prior written approval by the Assistant Manager, Student Life.
- 11) Enters into any formal or implied agreement with another organization, business, or division of the University on behalf of the Off-Campus Accommodation Management.
- 12) Represents Off-Campus Accommodation Management without the written permission of the Assistant Manager, Student Life.
- 13) Uses the University, or related logo and name without authorization.
- 14) Incites another person to commit general misconduct.
- 15) Does not adhere to State and Federal Government legislation and advice, including during a declared State of Emergency (such as a pandemic). All residents are expected to remain up to date with and adhere to current legislation as outlined by Federal and State jurisdiction in these situations.

Smoking, Alcohol & Drug

Smoking

Smoking, including the use of cigarettes, cigars, pipes, and all other smoking substitutes or devices such as shisha, e-cigarettes, and vape products, is strictly prohibited within the premises of the Off-Campus Accommodation.

Alcohol Use

The consumption, possession, or use of alcoholic beverages is strictly prohibited within the Off-Campus Accommodation premises.

Residents are not permitted to bring, store, distribute, or keep alcoholic products within the Off-Campus Accommodation, whether open or unopened.

Any behaviour associated with the consumption or possession of alcohol that compromises the safety, wellbeing, peace, or rights of other residents will be treated as General Misconduct and may result in disciplinary action by the University and/or Accommodation Management.

Drug

Use, possession, cultivation, manufacture, or trafficking of any illegal drug is not permitted in the Off-Campus Accommodation.

Residents need to comply with Malaysian Law with regard to the use of drugs: More information is available here (**Dangerous Drug Act 1952**)

Possession of drug paraphernalia (any equipment that is used to produce, conceal, and/or consume illicit drugs) is also not permitted on the premises. This includes but is not limited to items such as bongs, herb grinders, and various types of pipes.

Offensive Materials

Possession or storage of any combustible materials or liquids, explosive devices, firearms or knives or any other dangerous, or controlled weapon as defined under the **Malaysia Act 357, Corrosive and Explosive Substances and Offensive Weapons Act 1958**, or any other illegal substances or items is not permitted in the Off-Campus premises.

Damages & Vandalism

Vandalism is the willful destruction or damaging of property in a manner that defaces, mars, or otherwise adds a physical blemish that diminishes the property's value. At the Off-Campus Accommodation, vandalism involving functional/cosmetic damage to property belonging to the Residences is strictly prohibited.

Any damage/loss (partial or full) of Off-Campus Accommodation property must be reported immediately to the Accommodation office. Residents are responsible for reporting information about damage and vandalism, and those allegedly responsible for causing the damage.

A resident may be held financially responsible for damage to any part of the room/common area if the resident is found to be directly or indirectly involved in said damage. All charges for damages to the room that cannot be traced to those directly responsible will be split equally among the residents of the same room.

The resident and any other person sharing a room with the resident are equally liable for any damage in the room. This includes furnishing, fixtures, and equipment, but would exclude damage and room defects indicated in the Check-in Form which have yet to be repaired by the maintenance teams.

Visitors

Visitors are not permitted to enter and make use of any room, common space, equipment, and facilities within the Off-Campus Accommodation. Residents are strictly prohibited from sharing or lending their access cards, keys, student identification cards, or any form of accommodation access credentials to non-residents.

Residents are responsible for the behavior of their visitors and must understand that visitors are also bound by all the Rules of Occupancy whilst in the premises. This includes being financially responsible for any costs related to damage caused by their guests and visitors.

Restricted Product

The operation of the Off-Campus Accommodation is based strictly on a **halal*** environment. In line with requirement, residents are not allowed to store, prepare and consume non-halal products within any shared or common facilities at the Off-Campus Accommodation. Residents are expected to always respect and uphold the cultural and religious sensitivities of the residential community.

***Halal refer to food and product that are permitted or recognized under Islamic law.**

Noise and Quiet Time

General Noise Level

Off Campus Accommodation is intended primarily for study, sleep and quiet relaxation. Residents are expected to keep noise in and around the Residences to a level which is always consistent with those purposes.

The following activities are not permitted (unless permission has been granted by the Accommodation Office): use of amplified sound sources such as electronic devices, amplified musical instruments, drum equipment, live music/bands, DJ equipment, etc., at a level which is likely to interfere with the ability of other people to study or sleep.

Noise Curfew

The Off-Campus Accommodation utilizes a system of **"Noise Curfew"** to encourage consideration of all residents and the need for quiet to study and to rest. We observe the following noise curfew:

Monday - Sunday: 11.00 PM to 8.00 AM

All noise outside the Noise Curfew period listed above is to be kept to a minimum.

Restriction of Entering Residences

Male and Female residents are housed in separated units/buildings (where applicable). Residents are strictly prohibited from entering accommodation units or buildings designated for the opposite gender. Failure to comply with this regulation may be treated as General Misconduct and may result in disciplinary action by the University and/or Accommodation Management.

Sanctions

Level One Misconduct

- a) Level one misconduct examples (non-exclusive)
 - Noise
 - Failure to upkeep facility cleanliness after use
 - Repeated failed cleaning inspections
 - Speaking to Swinburne staff or Resident Advisors (if any) in a disrespectful or rude manner
 - Permitting non-residents to enter and use Off-Campus Accommodation facilities.
 - Public Display Affection (PDA).
 - Keeping and consuming non-halal foods in Off-Campus Accommodation.
- b) Level one sanctions:
 - Level One Written Warning
 - One or more other sanctions if appropriate (see Schedule of Possible Sanctions)

Level Two Misconduct

- a) Level two misconduct examples (non-exclusive)
 - Repeat misconduct after being sanctioned with a Level One written warning
 - Breach of several clauses of the code of conduct in one incident (noise, Failure to upkeep facility cleanliness after use, etc.)
 - Use of offensive language or jokes
 - Allowing the opposite gender to enter restricted areas.
 - Accidental property damage because of intoxication.
 - Installation of unauthorized furnishings, equipment, or devices in the assigned rooms or common areas.
 - Willful damage, vandalism, graffiti, or neglect on the building surface, furniture, and fixtures leads to damage.
- b) Level two misconduct sanctions:
 - Level Two Written Warning/Final Warning
 - One or more other sanctions if appropriate (see Schedule of Possible Sanctions)

Level Three Misconduct

- a) Level three misconduct examples (non-exclusive)
 - Repeat misconduct after being sanctioned at level one or level two (depending on the severity of the misconduct incident)
 - Bullying
 - Smoking on the premises.
 - Consumption of alcoholic products.

- Carrying, using, or distributing drugs or other illegal substances/materials.
 - Harassment or discrimination against another resident, staff member, or person.
Sexual and/or physical abuse/assault of another resident, staff member, or person.
Theft/Stealing of another person's property
- b) Possible level three misconduct sanctions include:
- Immediate Eviction from Residences
 - Referral of matter to University (possible of suspension and expulsion from the University)
 - Final Warning.

Schedule of Possible Sanctions

Possible Sanctions for all misconduct levels include but not limited to:

- I. Letter of apology
- II. Pay for damages or other costs
- III. Mandatory counselling
- IV. Relocation to another room
- V. Social works penalty
- VI. Encourage participation in mediation
- VII. No contact with specific residents
- VIII. Regular attending of floor meet-up/events.



Emergency Contacts (24 hours)

During emergencies, please reach us through these contact numbers:

Warden: 082 - 537229 / 7230

Safer Community: 082 - 260600 ext 5006

Student Counselling: 082 - 260600 ext 5004

Contacts of local authorities:

Fire Department : 999

Police Department : 082 - 244 444 (Hotline)

Hospitals

Borneo Medical Centre : 082 – 507333

Sarawak General Hospital : 082 – 276 999

Normah Medical Centre : 082 – 311 999

Kuching Specialist Centre : 082 – 365 777/+6082 – 365 030 Timberland

Medical Centre : 082 – 234466

Accommodation Contact Details

Accommodation Office

Email: accommodation@swinburne.edu.my

Phone: 082-260790 (Office Hours)

University Contact Details

Campus Services : 082-260600 ext 5000 (Office Hours)

