

# UNIVERSITY COLLEGE

THE UNIVERSITY  
OF MELBOURNE



## UNIVERSITY COLLEGE

Dear Student,

Welcome to University College for 2017. We hope this year will be one of excitement, enduring friendships and fulfilment of your academic and personal aspirations.

This Handbook is designed to help you become familiar with the College. It outlines the fundamental ethos of the College and details your responsibilities within the community, as well as the College's terms and conditions of residency. It is designed to provide guidelines and practical information to enable all residents to live and learn in a pleasant, functional and secure environment.

The College has a policy of open communication and staff members are readily available to listen to residents' concerns and comments. We hope that you will quickly get to know individual staff members and that you will enjoy a happy and successful year.

Yours sincerely,



**Dr Jennifer McDonald**

**Head of College**

## Table of Contents

<b>The University College Vision .....</b>	<b>1</b>
<b>The University College Mission .....</b>	<b>1</b>
<b>The University College Values .....</b>	<b>1</b>
<b>The University College Ethos.....</b>	<b>1</b>
<b>The University College Agreement .....</b>	<b>2</b>
<b>Part 1: Studying In the University College Community .....</b>	<b>3</b>
1.1 The University College Academic Year 2017.....	3
1.2 The Academic Program – Overview .....	4
1.3 Tutorial Program .....	4
1.4 Intercollegiate Tutorials .....	5
1.5 Individual Academic Support .....	5
1.6 Academic Mentoring Program.....	6
1.7 Academic Workshops.....	6
1.8 Senior Common Room Seminars .....	6
1.9 Informal Meetings and Seminars.....	6
1.10 Academic Conditions of Residency .....	6
1.10.1 Confirmed Enrolment in a Full-Time Degree .....	6
1.10.2 Release of Results .....	6
1.10.3 Satisfactory Academic Progress/Academic Probation.....	7
1.11 Examination periods .....	7
<b>Part 2: The A to Z of Living in University College .....</b>	<b>8</b>
2.1 Alcohol .....	8
2.2 Ball Games.....	8
2.3 Bikes .....	8
2.3.1 Bike Shelter .....	8
2.3.2 Bike Rack .....	8
2.4 Building Site .....	9
2.5 Car Parking .....	9
2.5.1 Front Car Park .....	9
2.5.2 Unauthorised Parking .....	9
2.6 Code of Conduct.....	9
2.6.1 Breaches of the Code of Conduct .....	10

2.6.2 Consequences of Breaches of the Code of Conduct.....	11
2.6.3 College Code of Conduct Committee.....	11
2.6.4 Some Examples of Unacceptable Behaviour May Include:.....	12
Noise .....	12
Examples of Disturbing Noise .....	12
Noise During ‘Quiet Hours’ After 11:00pm.....	13
Noise During Swot Vac and ‘Zero Tolerance” .....	13
Parties .....	13
Damage to Property.....	14
Trespassing on a Building Site.....	14
Offensive Communications and Postings .....	14
2.7 Communicating and Resolving Issues .....	14
2.8 Communicating Within College .....	15
2.9 Computer and IT Information (Also refer to ‘2.29 Library’).....	16
System Requirement.....	16
Antivirus Software.....	16
Windows Update .....	16
Student Intranet Website .....	17
IT Requests.....	17
2.10 Conferences and Functions.....	17
2.11 Design Studio .....	17
2.12 Dining Hall.....	17
2.13 Electrical Equipment .....	18
2.14 Emergencies.....	18
2.14.1 College Emergency Procedures .....	18
2.14.2 Emergency Exit Doors (Also refer to ‘2.43 Security’).....	19
2.14.3 Medical Emergencies .....	19
2.15 Exit Procedures .....	19
2.15.1 Condition Report and Inventory .....	19
2.15.2 Before Leaving College.....	20
2.15.3 Cleaning.....	20
2.15.4 Keys .....	21
2.15.5 Midyear Breaks .....	21
2.15.6 Storage.....	21

2.15.7 Staying outside of contract dates .....	21
2.16 Fire Safety .....	21
2.16.1 Fire Protection Equipment.....	22
2.16.2 What Happens When the Alarm Goes Off.....	22
2.16.3 What Residents Should Do When the Alarm Goes Off.....	22
2.17 Food .....	23
2.17.1 Meal Times.....	23
2.17.2 Guest Meals .....	24
2.17.3 Late Meals and Take Away Lunches .....	24
2.17.4 High Table .....	24
2.17.5 Formal Dinners.....	25
2.17.6 Food Intolerances and Allergies.....	25
2.18 Front Door.....	25
2.19 Guests .....	25
2.20 Gymnasium .....	26
2.21 Housekeeping .....	26
2.22 Insurance.....	27
2.23 Intercollegiate Policies .....	27
2.24 Junior Common Room (JCR).....	27
2.25 Keys and Fobs.....	28
2.26 Kitchenettes .....	28
2.27 Laws and Regulations, Policies, Guidelines and Requirements .....	29
2.28 Laundry Facilities.....	30
2.29 Library .....	30
2.29.1 IT Facilities.....	31
2.29.2 Library Collection .....	31
2.30 Linen.....	32
2.31 Locks.....	32
2.31.1 Flashing Electronic Lock .....	32
2.32 Mail/Parcels .....	32
2.33 Medical (updated 2016).....	33
2.34 Multipurpose Court.....	33
2.35 Music Rooms.....	34
2.36 Newspapers .....	34

2.37 Pets.....	34
2.38 Recycling .....	34
2.39 Refrigerators .....	34
2.40 Repairs and Maintenance .....	35
2.41 Resident Staff .....	35
2.42 Resident Tutors .....	35
2.42.1 Contacting the Resident Tutor on Duty (Duty Tutor) .....	35
2.43 Room Inventories (Refer to '2.15 Exit Procedures') .....	36
2.44 Security .....	36
2.44.1 Emergency Exit Doors (Also refer to '2.14 Emergencies') .....	36
2.44.2 Security on Campus: University of Melbourne Security .....	36
2.45 Senior Common Room .....	37
2.46 Smoking – Not Permitted in the College Buildings .....	37
2.47 Student Club.....	37
2.48 Student Rooms and Door Closers .....	37
2.48.1 Student Rooms.....	37
2.48.2 Door Closers .....	38
2.49 Student Wellbeing .....	38
2.49.1 Pastoral Care Program .....	38
2.49.2 Counselling Services (updated 2017) .....	39
2.49.3 After Hours Medical Services (Also refer to '2.33 Medical').....	39
2.50 Student Privacy .....	39
2.51 Telephones.....	40
2.52 Vacuum Cleaners .....	40
2.53 Vending Machines.....	40
2.54 Wireless Connection .....	40
2.55 Withdrawal from College .....	40
<b>Part 3: College Governance &amp; Administration .....</b>	<b>41</b>
3.1 The Council.....	41
3.2 The Wider College Community .....	42
3.3 College Administration.....	43

**Appendix A: Policies of the University of Melbourne ..... 45**

A.1 The University of Melbourne Policy on Network Access..... 45

A.2 Policy on HIV Aids ..... 46

    A2.1 Principles..... 46

    A2.2 Summary of Current University Practices..... 47

**Appendix B: Intercollegiate Policies of the Residential Colleges of the University of Melbourne ..... 48**

B.1 Undergraduate Transition and Orientation Intercollegiate Policy ..... 48

B.2 Fair Treatment Policy and Procedures (February 2016)..... 52

    1. Overview ..... 52

        1.1 General Introduction..... 52

        1.2 Aims..... 53

        1.3 Scope..... 54

        1.4 Definitions ..... 54

        1.5 Relevant College Officers and Staff..... 54

        1.6 References ..... 55

    2. Discrimination ..... 56

        2.1 Overview ..... 56

        2.2 Policy ..... 57

            2.2.1. Unlawful discrimination ..... 57

            2.2.2. Discriminatory Harassment..... 58

            2.2.3 Vilification ..... 59

        2.3 Victimisation ..... 59

    3. Sexual Harassment..... 59

        3.1 Overview ..... 59

        3.2 Policy ..... 60

            3.2.1 'Unwelcome' Behaviour ..... 60

            3.2.2 'Sexual' Behaviour ..... 60

            3.3.3 'Reasonable Person Test' ..... 61

        3.3 Victimisation ..... 61

    4. Bullying..... 61

        4.1 Overview ..... 61

        4.2 Policy ..... 62

            4.2.1 Examples of Bullying ..... 62

4.2.2 Elements of Bullying.....	63
4.2.3 Bullying is Not: .....	63
4.2.4 Single Incidents .....	64
4.3 Victimization .....	64
5. Victimization .....	64
6. Serious Misconduct or Criminal Behaviour.....	65
6.1 Overview .....	65
6.2 Policy .....	65
6.2.1 Sexual Offences.....	66
6.2.2 Consent .....	66
6.2.3 Unlawful Sexting .....	66
6.2.4 Using Technology to Threaten, Menace, Harass or Offend.....	67
6.2.5 Stalking.....	67
6.3 Reporting Serious Misconduct or Criminal Behaviour .....	67
6.4 Support.....	68
7. Complaints Procedure.....	69
7.1 Overview .....	69
7.2 Complaints Procedure: Introduction .....	69
7.2.1 Procedural Fairness and Confidentiality .....	70
7.2.2 College Initiation of a Complaint.....	70
7.3 Complaints About Fair Treatment Coordinator or Head of College .....	70
7.4 Stages of the Complaints Procedure.....	71
7.5 Stage 1 (Advice and Informal Resolution).....	71
7.6 Stage 2 (Conciliation) .....	72
7.7 Stage 3 (Investigation and Determination).....	73
7.7.1 Potential Outcomes from an Investigation.....	73
7.7.2 Process to Manage Investigation and Delivery of Outcomes .....	74
7.8 False or Misleading Allegations.....	74
7.9 Complaints to External Bodies .....	74
7.10 Complaints to Other Colleges .....	75
8. Acknowledgment .....	76
9. Definitions.....	76
B.3 Guidelines Concerning Parties .....	79
B.4: Alcohol in University Colleges Policy & Guidelines.....	80

1. Rationale .....	80
2. Aim and Scope of Policy .....	80
3. Compliance.....	80
4. Responsible Attitude.....	80
5. Education and College Culture.....	81
6. Responsible Provision and Consumption of Alcohol .....	81
7. Advertising .....	82
8. Appropriate Behaviour.....	82
9. Amount of Alcohol Provided.....	82
10. Low Risk Drinking .....	83
B.5 Policy on Sport .....	84
B.6 Guidelines for Timing of Intercollegiate Events.....	86
<b>Appendix D: Other Policies and Guidelines of the College .....</b>	<b>87</b>
D.1 University College Critical Incident Policy .....	87
D.2 University College Alcohol Policy.....	88
D.3 Standard Privacy Statement for Residents of University College.....	90
D.4 University College Network and Internet Acceptable Use Policy.....	91
D.5 Statement of Competency and Release for Use of The University College Gym.....	92
D.6 Sport Guidelines .....	94
<b>Appendix E: Costs .....</b>	<b>96</b>
Guide to Costs for Replacement or Damage 2017 .....	96
Damage to Rooms (GST inclusive) .....	96
Other Accommodation Charges.....	96
Key Replacement Costs (GST inclusive) .....	97
Interference with Fire Equipment.....	97
Additional Optional Charges 2017 .....	97
<b>Emergency Telephone Numbers .....</b>	<b>98</b>

## The University College Vision

A College renowned for its scholarly community and diverse membership of undergraduate and graduate residents where students develop individual responsibility and respect for others in a caring and close-knit environment.

A College that is aware of and responsive to the needs of its diverse student body as they prepare for life in a rapidly changing local and global community.

A College where shared and personal learning experiences contribute to a rewarding campus life and students develop a commitment to community and willingness to meet the challenges of their times.

## The University College Mission

At University College we are dedicated to providing opportunities and support for students from diverse backgrounds. University College will provide students with an enriching college experience enabling positive, personal growth and the pursuit of excellence.

## The University College Values

The College is committed to:

**excellence** – by recognising and developing academic, cultural and leadership achievements;

**community** – by fostering a caring and supportive environment in which students develop a strong sense of belonging, individual responsibility and a commitment to service within the wider community;

**personal development** - by challenging students to acquire the skills, knowledge, values and confidence to achieve their potential and contribute meaningfully to the global community;

**tradition with a view to the future** – by building on the College’s rich heritage to confidently meet the challenges of the future.

These values inform our relationships, communications and decision-making as a college community; they also support our connection with the wider community whereby all members of the College are encouraged to embrace the challenges of active and responsible local, national and global citizenship.

## The University College Ethos

As a residential tertiary institution, University College is primarily a community of scholars living and learning together. Its fundamental aim is to create opportunities for the academic, social and cultural development of its members who come from different social, educational, religious and cultural backgrounds.

The College Ethos is defined by the two precepts of personal responsibility and respect for others. “College spirit”, or the pride our community takes in the way it conducts its daily life, is measured by the degree of freedom and tolerance found within the group. It encourages an atmosphere that

allows people to pursue their own interests with no pressure to conform to stereotyped patterns of behaviour. At University College there is a spirit of acceptance and a sense of community that enables each individual to feel at home within the collegiate environment.

Arising from this College ethos is a code of conduct that is the basis of interaction among the College community. General rights and responsibilities are inter-linked. They pertain to all aspects of community living and to all persons within the College community, including students, advisers, academics, associates and administrative and domestic staff. New students will be given the opportunity to discuss the code and its underlying philosophy during the Orientation Program.

## **The University College Agreement**

By accepting an offer at University College, the resident agrees to abide by the conditions of residency outlined in this handbook and any amendments made after the publication of the handbook and notified to residents.

## Part 1: Studying In the University College Community

### 1.1 The University College Academic Year 2017

#### University of Melbourne

International Orientation	Tuesday 16 February - Sunday 21 February
Orientation Week	Sunday 19 February – Friday 24 February
Start First Semester	Monday 27 February
Mid Semester break	Friday 14 April – Sunday 23 April

Return for Second Semester	Sunday 16 July
Start Second Semester	Monday 24 July
Mid Semester break	Saturday 23 September – Sunday 1 October
Depart end of Year	Wednesday 15 November (by 12noon)

#### RMIT University

Orientation Week	Sunday 19 February – Friday 24 February
Start First Semester	Monday 27 February
Mid Semester break	Thursday 13 April – Wednesday 19 April

Return for Second Semester	Sunday 16 July
Mid Semester break	Saturday 26 August– Sunday 3 September
Non-Teaching Period begins	Saturday 14 October – Friday 10 November
Depart end of Year	Friday 10 November (by 12noon)

#### Monash University (Pharmacy)

Orientation Week	Monday 20 February – Friday 24 February
Start First Semester	Monday 27 February
Mid Semester break	Friday 14 April – Friday 21 April
Non-Teaching Period/exams	Monday 29 May - Friday 23 June
Depart, First Semester	Friday 23 June (by 12noon)

Return for Second Semester	Sunday 16 July
Start Second Semester	Monday 24 July
Mid Semester break	Monday 25 September – Friday 29 September
Non-Teaching Period begins	Monday 23 October

## 1.2 The Academic Program – Overview

University College is first and foremost an academic institution. As well as welcoming first year students from many different disciplines, UC is home to a large number of senior students and postgraduates who are available to pass on their knowledge and advice to those just beginning their studies. UC also hosts many visiting academics from interstate and overseas who contribute generously to college life by offering formal seminars in their fields of expertise as well as engaging in more casual discussions about their academic lives and interests.

UC encourages students to take a proactive approach to learning in order to maximise the many benefits a tertiary education can offer. The rich scholarly presence in the collegiate environment enhances the depth and breadth of knowledge available to undergraduates. UC hopes all students will take every opportunity to meet with visiting academics or to discuss their ideas and interests with Resident Tutors and senior students. While University can sometimes seem overwhelming to newcomers, college is an excellent place to float your thoughts or to test your grasp of particular issues. Be sure to take full advantage of this opportunity and don't be satisfied with just 'getting by'. In a rapidly changing environment, there is a myriad of study and career possibilities, so be sure to learn all you can about the alternatives that are open to you. UC provides excellent facilities and a congenial, scholarly environment in which such a constructive exchange of ideas can take place.

The Dean of Studies is available for consultation or advice about all academic matters whether in relation to individual subjects or overall course direction. The Dean is also the first person to see if you are thinking about changing subjects, applying for special consideration or any other matters concerning your academic progress. Please drop by during the day at the office in the administration wing or make an appointment by email ([m.mckee@unicol.unimelb.edu.au](mailto:m.mckee@unicol.unimelb.edu.au)).

The Academic Program outlined below gives UC residents the opportunity to consolidate and extend their campus-based studies, to develop their knowledge of a wide range of interdisciplinary, social and political issues and to enhance their personal and professional skills both as scholars and as constructive, informed participants in the general community.

## 1.3 Tutorial Program

Tutorials not only enrich the tertiary experience for UC students but also provide a vital means of academic support. University College employs qualified and experienced tutors who are practising scholars or professionals and who are familiar with the curriculum and course requirements in the subject they tutor.

Tutorials commence in the third week of the semester and are offered where four or more students are enrolled in a subject. Tutorials take place Monday, Tuesday and Thursday evenings.

All first year students are expected to attend the subject-based tutorials. If you are unable to attend, you should email your tutor with an apology. Repeated absence followed by academic failure may jeopardise your return to College the following semester as attendance at College tutorials is a key factor in evaluating academic commitment.

The College timetable is posted on the academic noticeboard.

## 1.4 Intercollegiate Tutorials

The Melbourne Colleges work co-operatively to meet the academic needs of students. As a minimum of four students is required to make tutorials viable, in cases where fewer than four students request an additional subject tutorial, the Dean of Studies may authorise UC to pay for students to attend such tutorials at another College. Students may attend the first two classes 'free' before deciding to make a commitment for the entire semester. Once signing the authority form (known as 'the pink slip') students are then required to attend 80% of classes or they will be asked to pay the intercollegiate tuition fee that the College otherwise pays on their behalf. The pink slip is available from the Dean of Studies at UC and is presented to the intercollegiate tutor at the third class attended. A full list of intercollegiate tutorials is available from the Dean of Studies.

Residents are encouraged to invite non-residents to join the College tutorial programs to enable subjects with small numbers to hold tutorials at UC.

## 1.5 Individual Academic Support

In addition to tutorials students are able to seek consultation assistance from college tutors if you have difficulty with a particular part or aspect of the course or you require assistance with essay preparation. Information identifying in which subjects resident tutors are able to provide consultation advice can be found on the College Intranet.

<b>Core subjects</b>	<b>Resident Tutor Name</b>	<b>Specialities</b>
Arts	Ms Dhivia Bhaskaran	Spanish, Cultural Studies, Literature, Media
Arts	Mr Liam Byrne	International Politics, Australian Politics, History, Sociology
Commerce	Ms Cindy Nah	Accounting, Economics
Science	Ms Erin MacCaulay	Psychology, Genetics
Master Of Science	Ms Molly Fredle	Master Of Science
Science/Biomedicine	Mr Koki Oka	Biology, Anatomy
Psychology	Mr On Zhi Xiang	Psychology
Science/Engineering	Mr Stephan Burger	Physics, Maths
Science/Engineering	Mr Wilhelm Burger	Chemistry, Maths

## **1.6 Academic Mentoring Program**

Seeking the advice of mentors is an important means of gaining support and advice while you undertake your tertiary education and, indeed, can be a valuable and constructive practice throughout life.

The College has an Academic Mentoring program for first year students to assist in managing the transition to university life and to support academic and personal development. Each first year student is allocated a resident tutor to act as mentor for the year with whom you will meet up regularly over the semester.

## **1.7 Academic Workshops**

The Dean of Studies arranges for specialists to present occasional academic workshops in areas including essay and report writing as well as career focussed seminars. Suggestions from students for additional workshops are welcome.

## **1.8 Senior Common Room Seminars**

The Dean of Studies arranges a series of SCR seminars throughout the year. These seminars are conducted by the Resident Tutors and other academic guests staying in college. All students are invited to attend these seminars as a means of extending their tertiary education beyond a faculty focus and of making important links between individual disciplines and broader social issues or career pathways.

## **1.9 Informal Meetings and Seminars**

The Academic Centre is available to students for more informal meetings and seminars. Please approach the Dean of Studies with ideas and plans. Rooms must be booked in at Reception.

## **1.10 Academic Conditions of Residency**

UC residency is conditional upon full-time enrolment at the University of Melbourne, the Victorian College of Pharmacy (Monash, Parkville campus), or full-time enrolment in a university course at RMIT, satisfactory academic progress and continued eligibility for readmission.

### **1.10.1 Confirmed Enrolment in a Full-Time Degree**

Students of RMIT and Monash Pharmacy must forward official confirmation of subject enrolment to the Dean of Studies prior to the commencement of each semester. This is unnecessary for University of Melbourne students as the College receives this information directly from the University.

### **1.10.2 Release of Results**

Students will be required to sign an Authority for Release of Academic Results on entry to UC. Where UC is unable to access results directly from the student's University, that student is responsible for providing a copy of semester results as soon as they become available in order to facilitate confirmation of a room for the following semester.

### **1.10.3 Satisfactory Academic Progress/Academic Probation**

Unsatisfactory academic progress is made when a resident fails two of more subjects in a semester. In this case, the resident should contact the Dean of Studies to discuss future residency at University College. If the resident returns, he/she will be placed on Academic Probation. In addition to working more closely with the Dean of Studies, any student on Academic Probation must pass all subjects enrolled to be offered a place in College in the following semesters. In exceptional circumstances, an appeal to the Head of College can be made explaining how these circumstances affected their results.

Students on Academic Probation will not be eligible for a position on the Student Executive.

Academic results for the full academic year (a combination of semesters one and two results) will be taken into account for resident eligibility for residency in the following year. Supplementary examinations, special consideration and other factors may be taken into account on an individual basis.

### **1.11 Examination periods**

Residents may stay in College for the full periods outlined in the UC Academic Year (see Section 1.4). Students staying beyond the date of their last exam must continue to observe the normal conditions of residency and pay particular attention to the needs of those still studying. Students causing disruption or infringing conditions will be asked to leave the College immediately.

## **Part 2: The A to Z of Living in University College**

### **2.1 Alcohol**

The College allows the drinking of alcohol within reasonable limits in your bed/study rooms but not in any of the general areas of the College including corridors, the Rose Garden and Academic Courtyard unless by prior arrangement with the Dean of Students. Alcohol may not be consumed in the JCR during the day but is allowable in the evening if the rights and responsibilities of all College residents to not be disturbed are observed. Please refer to the Agreed Guidelines for the use of the JCR. Alcohol consumption will not be accepted as an excuse for anti-social behaviour. You are also held responsible for the actions of your guests.

Please refer to the intercollegiate policy on alcohol in Appendix B.

### **2.2 Ball Games**

For safety reasons, and comfort of all students within the College, ball games must not take place either within the College or its Courtyards. Please use the park area opposite the College for such activities.

### **2.3 Bikes**

College accepts no responsibility for bikes.

All bikes must have an approved registration tag (requested from reception). Untagged bikes and bikes left in non designated areas will be confiscated.

Bikes are not to be chained to the surrounding trees or signs.

Residents are not permitted to bring bikes into the College buildings at any time.

#### **2.3.1 Bike Shelter**

The bike shelter is to be located in the kitchen garden. The College provides some shelter but obviously it is not a secure location. It is strongly recommended that residents use a D-lock on the back wheel and a chain to attach the bike to the rail.

#### **2.3.2 Bike Rack**

The bike rack for short term use is located in front of the staff car parking bays on the lawn area. This is intended as a place to store your bike during the day ONLY and for more secure parking, we ask that you lock your bike in the shelter when not in use. At all times, residents should lock their bike to the rack; once again, a D-lock and chain are recommended.

## 2.4 Building Site

The building site is out of bounds. Trespassing on a Building Site or interfering in any way with fences, machinery, scaffolding or any other equipment will be regarded as a serious breach of the Code of Conduct and will be referred to the Head of College. (For further information, refer to Section 2.6 Code of Conduct).

## 2.5 Car Parking

Any matters concerning car parking should be addressed to the Admissions Coordinator or Receptionist.

University College has limited parking spaces in the rear car park for residents, and it may not be possible to grant a space to every resident who wants one. Returning students receive first preference. Residents must park in their allocated space.

College is not responsible for theft or damage to cars parked within the grounds and residents requiring a car park will need to sign a disclaimer acknowledging this. You will receive a boom gate key and a sticker that must be displayed. Your account will be charged per semester.

Residents are not permitted to secure parking rights on behalf of another person.

Residents are not to use the front car park at any time of the day or night as it is reserved for staff and visitors.

### 2.5.1 Front Car Park

The front car park is reserved for staff and short term visitors. Visitors to the College should notify the receptionist in the front office that they have parked in the front car park. When parents or other visitors arrive, please notify the Reception who will make arrangements.

### 2.5.2 Unauthorised Parking

As it may impede access for emergency vehicles in the event of a critical incident or otherwise compromise the safety of the residents and visitors, all unauthorised cars parked in the front or back car park, or in the turning circle or cars parked outside of their allocated bays, may be towed away.

Where costs are incurred by the College, including staff time, in managing contraventions to car parking guidelines, liquidated damages may be imposed – see “Code of Conduct”.

## 2.6 Code of Conduct

The College Resident Code of Conduct is the basis of interaction among the College community. General rights and responsibilities are incorporated in the Code of Conduct and reflect the expectations all residents whilst living within the University College community. They are inter-linked and pertain to all aspects of community living and to all persons within the College community, including students, resident tutors, academics, associates and staff.

<b>Rights</b>	<b>Responsibilities</b>
1. To freedom of Speech	1. To allow others the freedom of speech
2. To have one's belongings and property respected while living in a well maintained environment.	2. To take care of the belongings and property of others, including the fabric of the College.
3. To be treated with dignity and courtesy	3. To treat others with dignity and courtesy.
4. To study and live in a safe environment	4. To study and live cooperatively and do nothing to jeopardise the safety of others.
5. To be free to decide one's own behaviour providing it does not hurt others or their property.	5. To be accountable for one's own behaviour.

College members are expected to maintain the highest standards of honesty, integrity and mutual respect in all dealings with the College, to behave in accordance with both College and Intercollegiate guidelines for behaviour.

On enrolling in College residents sign an agreement indicating that they will abide by the College's expectations of student behaviour as outlined in the Code of Conduct. Residents who breach these guidelines and expectations should expect penalties to be imposed by the College. A record of poor conduct may prevent a resident from being permitted to re-enrol in the College.

The Head of College, Dean of Students, Dean of Studies, Resident Tutors and Student Club Executive work together to ensure the effective implementation of the various levels of the Code of Conduct.

### **2.6.1 Breaches of the Code of Conduct**

The Dean of Students has primary responsibility for the maintenance of good order in the College. Breaches of the Code of Conduct will be referred to the Dean of Students for investigation and for resolution. Where appropriate the Dean of Students will consult with the Head of College, Dean of Studies, Resident Tutors and Student Club Executive to determine and impose certain disciplinary penalties.

In circumstances of unacceptable behaviour, some members of the College may need to be reminded of their responsibility to the College community through the persuasion and firm direction of the President and Executive of the Student Club Executive.

When serious breaches of College conditions of residency of the Code of Conduct occur, more formal procedures come into play. Serious breaches include any behaviour which shows a lack of respect for the needs of others, in particular their ability to realise their academic potential. They also include (but are not limited to): tampering with fire equipment or the building site; vandalism; assault; repeated disturbance/disruption at any time; and any action which endangers the safety and welfare of residents. Such offences may lead to suspension or expulsion.

Serious breaches of the Code of Conduct may be referred to the Head of College. At the Head's discretion, the College Code of Conduct Committee can be convened to consider the charges.

The College adheres to principles of natural justice. A student against whom an allegation has been made, or who has been implicated in a serious incident, will be informed of the substance of the allegation and will be given the opportunity to respond.

### 2.6.2 Consequences of Breaches of the Code of Conduct

A breach of any of the terms outlined in the Handbook, including the Code of Conduct, will be taken seriously by University College. There is a range of consequences that can result, depending on the breach.

Forms of consequential action for inappropriate behaviour may include: the requirement to pay liquidated damages; suspension from privileges; unpaid community service; suspension; or expulsion from the College.

Consequential action will be more severe for repeat offenders and those who do not voluntarily come forward and are subsequently found to have offended.

Consequences:

- Incident documented in Log by the Resident Tutor on duty which may lead to discussion with Dean of Students and, in some cases, the Student Club President or other nominated member of the Student Executive.
- Formal warning (which may be written) and community hours. This may also require the person or persons paying liquidated damages to the College.
- Behavioural contract and probation. **In this case, the student will not be eligible for a position on the Student Executive or the O Week Committee.**
- Code of Conduct Committee may be convened to determine appropriate consequences.
- Suspension from College.
- Permanent departure from College.

In some circumstances the Head of College may take immediate action. University College may terminate that student's residency with immediate effect on the provision of written notice to the student by the College.

### 2.6.3 College Code of Conduct Committee

The Code of Conduct Committee comprises the Head of College, Dean of Students and/or Dean of Studies, the President of the Senior Common Room and/or the Student Club President (depending on whether the breach was committed by a member of the Senior Common Room or the Junior Common Room) and either the Vice President or the nominee from the Executive.

Should the Code of Conduct Committee be convened, the student will may be required to present their case in writing to the Head of College. It may be forwarded to the Code of Conduct Committee for consideration.

## 2.6.4 Some Examples of Unacceptable Behaviour May Include:

### Noise

University College is subject to the same community rules and regulations as anywhere else. Avoidance of excessive noise is in the interest of all members of the community. Reasonable quiet must prevail in the residential parts of the College 24 hours a day.

As part of living in a College community, all residents are required to regulate their own behaviour in terms of noise that interferes with other residents' rights to study or sleep at any time. This is especially necessary between 11.00pm and 8.00am.

If a resident is disturbed by noise between 8am and 11pm, they are encouraged to approach the person responsible for the noise directly and have an open and informal conversation to resolve the issue. They may also contact the Resident Tutor on duty or the Dean of Students, depending on the time, especially if the problem is not solved by a conversation.

Disturbing noise is defined as: 'noise deemed annoying and / or excessive, such that it could disturb a College resident'. Decisions about whether a disturbing noise has occurred (and whether there is any reasonable justification) will be made by Resident Tutors, with support and review by the Dean of Students as appropriate.

Disturbing noise can emanate from music, loud laughter, yelling, partying in rooms, unnecessary banging of doors, etc. Excessive noise from stereo speakers directed out of windows is not acceptable particularly during quiet hours. Members with a taste for loud music are required to use ear phones or risk losing their privileges to have stereo equipment in their rooms.

Residents are expected to monitor noise at all times and to go to a venue outside of the College if they feel their behaviour may disturb other people.

### Examples of Disturbing Noise

While a small group of students watching a movie in the TV Room as part of a study break may be able to be heard by students in the tutorial rooms across the hall, the students will only be reported if the RT deems the noise to be genuinely annoying or excessive. Should the noise be considered reasonable, the RT will simply asks the students to take extra care in lowering the volume to an acceptable level. However if a large group of students begin to mingle in the JCR or a student's room or a corridor after an exam, and the noise is obviously at a level that could be considered disturbing, the policy would be determined to have been breached.

All noise issues will be reported to the Dean of Students or documented in the Resident Tutor Log and, where appropriate, dealt with by the Dean of Students under the Code of Conduct.

To assist you in abiding by this policy it is suggested that you:

- Keep doors shut and close them gently.
- Use ear phones when listening to music.
- Be considerate of others when moving in corridors.

- Catch up with friends in the dining hall and JCR, rather than in corridors.
- Plan to gather at venues outside of College if you want to avoid noise limits.
- Tell your friends and neighbours when they are being noisy to help each other avoid causing disturbing noise.

### *Noise During 'Quiet Hours' After 11:00pm*

'Quiet Hours' are to be observed throughout the College between the hours of 11:00pm and 8:00am. Annoying, offensive or excessive noise during Quiet Hours can be considered as a breach of the Code of Conduct. If a person is disturbed during these hours, they are encouraged to approach the person responsible for the noise directly and have an open and informal conversation to resolve the issue in the first instance. If they are not comfortable doing this during those hours or if the noise continues, the Resident Tutor should be contacted and, if necessary, the Dean of Students will be notified.

Alternately they may contact the Resident Tutor on duty who will respond to the noise issue. If the noise continues the Resident Tutor on duty should be contacted by SMS or phone, who will contact the Dean of Students if necessary.

### *Noise During Swot Vac and 'Zero Tolerance'*

In the interest of maintaining an atmosphere that accommodates the higher study loads of students during swot vac and the exam periods, there will be a Zero Tolerance policy with regard to noise in the College. Zero Tolerance means no disturbing noise is acceptable at any time of the day or night, except where a reasonable justification exists. If residents are unsure if there is reasonable justification, they should err on the side of caution.

Students may remain in College beyond the date of his/her last exam, however, they must be considerate of other students during the examination period. Residents who cause disruptions to other residents during exams may be asked to leave the College immediately if they are found to have breached the Zero Tolerance policy, regardless of whether they have finished their exams. This will be at the discretion of the Dean of Students in consultation with the Head of College.

### *Parties*

The Student Club organises three official College parties during the year, the first after Commencement dinner, a mid-year party during the first week of semester two, and after the Valedictory Dinner. They are held in the Recreation Centre and the College is closed for the night except for the foyer and the Recreation Centre.

The Heads of Colleges have agreed on procedures to be adhered to at all College parties. (See Appendix 6 for details)

One of the disadvantages of living in a residential community is that, understandably, parties in Resident rooms cannot be held whenever someone feels like it. The official College definition of a party is a gathering where the noise is disruptive to others. We ask that you go outside the College on such occasions.

### *Damage to Property*

If the offender is known the matter could be dealt with in 3 different ways

- A total accident – generally the College will cover the associated costs
- Accident, but reckless/stupid behaviour – the offending person will pay for the total cost of repair or replacement
- Intentional damage – the offending person will pay for the total cost of repair or replacement and in addition will be dealt with under one of the Code of Conduct stages of consequence.

If the offender is not known the College will charge the Student Club for the total cost of repair or replacement. It is then a matter for the Student Club Executive if they wish to pursue this further with a group of people or the student body as a whole.

### *Trespassing on a Building Site*

Residents must not trespass on the building site or interfere in any way with fences, machinery, scaffolding or any other equipment

In all cases, this will be regarded as a serious breach of the Code of Conduct and will be referred to the Head of College.

In this instance, the College is under no obligation to give students a formal warning and students may be required to leave College permanently.

If damage to property occurs, the offending person will be required to pay for the total cost of repair or replacement.

### *Offensive Communications and Postings*

Offensive and inappropriate internet/intranet postings or written and telephone communications will not be tolerated. The offensive matter will immediately be removed, and such instances will be dealt with on a case by case basis. The stages of consequences will apply.

Discrimination, sexual harassment and bullying offences will be dealt with under the 'Intercollegiate Discrimination, Sexual Harassment and Bullying Policy and Procedures'. (See Appendix B.2)

## **2.7 Communicating and Resolving Issues**

Residents are encouraged to resolve minor issues and tensions directly through open and informal communication with relevant people. Direct communication and rational discussion with relevant people are the most effective ways of dealing with concerns that can occur in community living.

This is true of issues with residents or staff alike. Approaches can be made directly to the staff member or student or a message can be left where appropriate.

In the event that a resident feels a query has not been resolved quickly at the direct level, any student concerns should be brought to the attention of either the Dean of Students or Dean of Studies. The Dean of Students is responsible for matters of student discipline.

At times, the Dean of Students and Dean of Studies may refer a general matter to the Student Executive or call a meeting between appropriate student/s, staff and/or Student Executive. It is very rare that any community problems cannot be resolved at these levels. Ordinarily the Head will not be involved at these levels unless the matter concerned proves to be a serious matter of discipline or College policy.

The College operates on a policy of “open government” and so petitions have no place in resolving problems as the gathering of names adds no weight to substantial argument. Similarly, anonymous letters or comments in news-sheets or on notice boards, or offensive statements, are both unnecessary and unacceptable. Indeed, such protests frequently indicate that the authors are not motivated to resolve the problem but are intent on causing disruption within the community.

## 2.8 Communicating Within College

The main forms of communication within the College will be the Intranet, the electronic noticeboard and occasional emails.

The College runs an intranet system as an information gateway for residents. It provides access to many online College services and other useful links including:

- Online welcome pack
- A public announcement system where students and staff can post messages that are available for viewing by other College members
- A photo gallery of images of social and formal College events
- Various student documents such as the Student Club Constitution and minutes of Student Club General meetings
- A meals ordering system for takeaway lunches and late dinners
- A pastoral care resource where students may access a range of websites for information regarding issues of concern
- The University College tutorial timetable and the tutorial timetables for other Colleges.

The electronic noticeboard at the entrance to the College may also be used for College administrative notices, the Academic Program, Student Club Executive notices, Sports events and practices, other approved advertisements. All general notices and advertisements should be placed only on the Junior Common Room notice board. It is every resident’s responsibility to check regularly the Intranet and all College notice boards to keep abreast of College events and so remain informed of updates on administrative and academic matters. Please do not place notices elsewhere in the College.

General announcements may be made on High Table evenings. These should be restricted to important matters that in general cannot be covered by placing a notice on the notice boards. Any resident who wishes to make an announcement should consult with the Student Club President or his deputy for that night.

At times members of staff need to see residents for administrative or academic reasons. When residents need to be contacted, they may be emailed or called. Messages are not left unless the matter is important so please respond promptly.

No notices should be attached to glass doors in Reception or on walls or pillars.

## 2.9 Computer and IT Information (Also refer to '2.29 Library')

If you wish to have Internet access connected to your room you will need to note the following:

### System Requirement

- The preferred configuration for the College system is at least Dual core processor with Windows7/Windows8/Windows10
- Apple Mac with OSX 10 and above
- All recent laptops have Wi-Fi networking built-in. If your laptop doesn't have sufficient Wi-Fi signal, there are USB to Network (RJ45) adapters with cable available from reception to allow connection to the wired network in your room.
- Network cable: This connects your network card to the wall outlet. It should have RJ45 connectors.
- Wi-Fi access is available in all student rooms and common areas

### Antivirus Software

If you own valid and up to date antivirus software, you can keep on using it otherwise you must purchase antivirus software (MacAfee, Norton) and install it on your system. There is some good free antivirus software you can download at <http://free.grisoft.com> <<http://free.grisoft.com/>> or [www.avast.com](http://www.avast.com) <<http://www.avast.com/>> for home user. Any computer or system with an infected virus will be disconnected from the network and your account may be disabled if it still causes problems.

Melbourne University students are no longer allowed to use free MacAfee Antivirus software and therefore you need to remove it and use one of the free ones above or purchase your own.

### Windows Update

Make sure your system has the latest critical and security updates which are available from the Microsoft website.

## **Student Intranet Website**

There is a very useful and constantly updated student website available on the intranet. Photos, Dining Hall menus, minutes of student executive meetings and much more can be found on the site 'http://intranet.unicol.unimelb.edu.au'.

## **IT Requests**

IT related issues can be directed to the IT Strategic and Operational Services via [itsupport@unicol.unimelb.edu.au](mailto:itsupport@unicol.unimelb.edu.au).

## **2.10 Conferences and Functions**

In order to provide an income source for the College and to help subsidise College running costs and improve facilities, the College will at times hire out its rooms and facilities to external organisations. Venues may include the Academic Centre, Dining Hall, Heritage Room, Library and Recreation Centre as well as student rooms throughout the non-Academic periods.

## **2.11 Design Studio**

The Design Studio is primarily used by students undertaking "design" subjects or Environments and has wide benches, good lighting and some storage space.

The Student Club elects a Studio Rep each year to liaise with the Dean of Studies regarding use of the Studio.

It is equipped with two Apple Macs that have licenses for Photoshop, Illustrator and Auto CAD. There is also a large printer and light box.

## **2.12 Dining Hall**

Suitable clothing (excludes pyjamas) and footwear must be worn at all times in the Dining Hall and kitchen for health and safety reasons. Residents with bare feet will not be permitted to enter the Dining Hall or kitchen servery area.

No student is permitted past the serving area of the kitchen unless they are undertaking paid kitchen duty, and no student is to use the back door of the kitchen at any time.

Alcohol is not permitted in the Dining Hall except at formal dinners or when residents are invited to High Table.

Crockery, cutlery and glasses are for students to utilise throughout the year in the main Dining Hall and internal College areas. If residents find crockery, cutlery, or glasses in a corridor kitchenette, or College areas they are requested to return any items to the kitchen immediately. The Food Services Manager conducts several inventories during the year on kitchen contents, and replacement of missing crockery cutlery and glasses is charged to the Student Club. Residents wanting to take a meal away from the Dining Hall should return crockery, cutlery and glasses to the kitchen when finished.

All residents are asked to clear their tables and scrape and stack their plates after meals have been completed either on the trolleys provided inside the serving area or on the assigned bench area.

## 2.13 Electrical Equipment

Residents are welcome to have a stereo, television, radio, study lamp and computer in their rooms. The shared bathrooms are for use by all residents and therefore personal electrical items such as hairdryers and shavers should be returned to your own room after use.

Residents are requested to turn off appliances when not in their rooms. Residents must not have cookers, kettles or toasters in their rooms. There are to be no fridges in student rooms unless approved by the Dean of Students. Extra heaters are not allowed.

Residents will be offered to have their electrical equipment tested & tagged.

## 2.14 Emergencies

### 2.14.1 College Emergency Procedures

Details of the Emergency Procedures and a map of exit doors and evacuation assembly areas are located at the back of each bedroom door. In the top drawer of each desk is a copy of the 'Emergency Procedures booklet, outlining full details of the exit procedure, take the time to become familiar with these procedures also take note of the nearest exit to your room and follow instructions to proceed to the nominated assembly area.

In the event of an emergency the smooth execution of Emergency Control Procedures can only be achieved if all residents are thoroughly familiar with what is expected of them.

The risk of panic, personal injury and loss of property is significantly reduced by each resident being trained in Emergency Response Procedures. These procedures have been developed in accordance with Australian Standard 3745-10 - Emergency Control Organisation and Procedures for Buildings.

During an emergency, all residents may have to be evacuated from the College. These procedures have been designed to enable safe evacuation of residents and visitors. It is mandatory that these procedures be actively supported by all residents: failure to do so can result in a discipline procedure being invoked.

The responsibility of residents during an emergency:

- follow instructions issued by trained University College's fire wardens;
- conducting an orderly evacuation to the nominated safe assembly place;
- assisting the Emergency Services by providing information when asked.

The sequence of evacuation is:

- I. the affected area;
- II. areas adjacent to the affected area;

- III. additional areas above and below the affected area may need to be evacuated if circumstances warrant or if directed by the Emergency Services.

Residents are not to return to the building until the 'all clear' has been given by a person of authority from the Relevant Emergency Service that is safe to do so.

On hearing the fire alarm, don't worry about getting formally dressed but put on warm clothes, a jacket and footwear. Shut your windows and take your room keys. Leave the room closing the door unlocked and follow the evacuation procedures located in your room and as rehearsed in the Evacuation Drill. You should proceed to the assembly areas. Assembly areas are indicated on the evacuation map.

If you see or smell smoke before leaving your room, do not open the door before placing the back of your hand on the door to see if the wood is hot. If it is hot, do not open the door. Place blankets along the bottom of the door and escape through the window or call for help. If the door is not hot, get down on the floor and slowly open the door carefully in case you have to shut it quickly. If there is no sign of fire, follow the evacuation procedure already outlined.

Switch electrical appliances off before using chemical fire extinguishers. Remember it is dangerous to put water on an electrical fire.

An emergency evacuation practice is held early in each semester and all residents are required to participate.

#### **2.14.2 Emergency Exit Doors (Also refer to '2.43 Security')**

Other than the front door, all other emergency exit doors are fitted with break glass boxes, key alarm switches or connected to the evacuation systems. These will sound immediately if they are opened without being isolated. These alarms prevent intruders from entering the College from the outside, but enable easy exit for residents if an emergency evacuation is necessary.

#### **2.14.3 Medical Emergencies**

In case of a medical emergency, call an ambulance on 0-000 (internal phone) or 000 (external phone). The nearest hospital Emergency Department is at the Royal Melbourne Hospital located at the corner of Royal Parade and Grattan Street. The Emergency Department Entrance is on Grattan Street.

### **2.15 Exit Procedures**

#### **2.15.1 Condition Report and Inventory**

Because all residents are responsible for the care of the furnishings and fittings provided, they are required to check and sign a Condition Report (including room inventory) soon after checking into College. It is imperative that you do this; on vacating your room, either during breaks or at the end of the year, your room will be compared to the Condition Report. Should you fail to sign the Condition Report, the College will rely on its latest version of it prior to your occupation of the room.

In a bid to reduce the risk of damage, residents are strongly urged to use blu tack to fix posters on walls (all posters and blu tack must be removed on exiting College) and to take due care of paintwork, parquetry and timber finishes. Sticky tape should not be used on walls or doors anywhere in the College, including student rooms. Furniture should not be moved from one room to another.

### 2.15.2 Before Leaving College

A notice of 'Exit Procedures' will be distributed to all residents two weeks before the mid-semester and end of semester breaks. This takes the form of a checklist which should be signed by a representative of: Accounts; Facilities; Library; and Reception. The completed form is to be returned to the Admissions Coordinator.

If residents request a room inspection (which we advise) or have items for storage, they will also need to make an appointment with Facilities. This will need to be arranged at least two days prior to departure.

Residents that do not complete the Condition Report and/or the Exit Procedures' checklist and/or do not have a room inspection may be charged for any loss of furniture; damage (that does not constitute normal wear and tear); or cleaning. Funds may be deducted from your bond to cover loss for any additional cleaning required.

Given that this procedure takes some time and can only be completed during office hours, residents are advised to allow appropriate time (two days) to complete it. You should also note your contract expires at 12pm on the date outlined in your offer letter. Therefore you must have completely vacated your room by this time.

### 2.15.3 Cleaning

The room must be thoroughly vacuumed, including under/behind beds and furniture. There are vacuum cleaner cupboards in each part of the College and the fob key will open these cupboards and the lock will record who has opened the cupboard. The vacuum cleaner must then be returned to the cupboard immediately after use. Do not pass a vacuum cleaner on to another student. If there vacuum cleaner is missing when you open the cupboard report it to reception.

All furniture, shelves and window ledges must be wiped over with a damp cloth and any marks and blue or yellow tack must be cleaned from walls, doors, etc.

The mirror must be cleaned.

The interior of empty cupboards and drawers should be cleaned out and dusted.

Mattress and pillow protector left in place.

Windows should be secured and curtains drawn.

All traces of stickers, posters, messages, notes etc. should be removed, including notices on the outside of doors.

The bin should be emptied and all garbage should be taken to the nominated collection point. Please do not take it only as far as the corridor or the nearest kitchenette.

#### **2.15.4 Keys**

Please you ensure you lock your door as you leave your room.

Keys must be personally handed in by you to Reception or returned through the slot in the reception door. Do not leave your keys with another resident. If your keys are not returned at the time of departure it will be assumed that you are still occupying the room and you will be charged the daily casual board rate.

#### **2.15.5 Midyear Breaks**

Personal effects may be left in rooms during the mid-semester breaks. If you are vacating your room during the mid-year break any belongings left in the room should be stored and locked in two thirds of the wardrobe space, leaving the remainder clear for casual guests. University College seeks to host residential conferences and casual guests during the semester break. This extra revenue for the College assists in providing better facilities and increased academic support.

At the end of the year the room should be cleared completely of all personal possessions.

#### **2.15.6 Storage**

Limited storage for returning international or interstate students may be available. Please obtain a storage form from Reception and then arrange with the Facilities Manager regarding storage requirements at least 3 days prior to departure to avoid potential disappointment. It is your responsibility to move any items to be stored to the storage area. It is also your responsibility to retrieve these items when you return.

#### **2.15.7 Staying outside of contract dates**

If you require staying beyond your contract dates at the end of a semester (for a valid academic reason) you MUST receive approval from the Dean of Students and/or House, Conference & Events Manager. If approved, you will be charged the daily casual board rate.

We cannot guarantee accommodation for additional nights.

Failure to receive approval for extended stays will result in a liquidated damages payment of \$250 in addition to the charge or the extra nights. No student is permitted to stay in another student's room during the breaks or once they have officially left the College at the end of each semester.

### **2.16 Fire Safety**

Details of the Emergency Procedures and a map of exit doors and evacuation assembly areas are located at the back of each bedroom door. In the top drawer of each desk is a copy of the 'Emergency Procedures booklet, outlining full details of the exit procedure. Take the time to become familiar with these procedures. Also take note of the nearest exit to your room and follow instructions to proceed to the nominated assembly area.

Fire is always a concern as a potential danger in a residential college and all residents are expected to be vigilant in respect to potential fire hazards. Extensive fire protection, detection and alert systems have been installed throughout the College.

### **2.16.1 Fire Protection Equipment**

#### **In rooms and corridors**

All bedroom doors are fitted with smoke seals and automatic door closers (See Student Rooms). It is illegal to disconnect door closers and the College will carry out random inspections to make sure the door closers are operating. A reconnection Fee may be charged for any doors found disconnected. (see appendix D for reconnection Fee)

Smoke doors are placed in all corridors and will automatically swing shut should the fire alarm be activated. These doors can be pushed open to allow escape in the event of fire.

A Sprinkler System is in place on the ceiling of every room (except the ACB rooms), corridors, bathrooms, laundries, kitchenettes and common areas. The sprinklers are very sensitive and can be set off by a slight touch (e.g. a ball, clothing tossed to the ceiling, laundry hung on the pipes etc). No naked flames, e.g. candles, oil burners or heaters are permitted.

Report any unsafe electrical equipment or wiring to the maintenance staff via the facilities email [facilities@unicol.unimelb.edu.au](mailto:facilities@unicol.unimelb.edu.au)

Corridors and stairways must be kept clear of obstacles.

#### **Smoke detectors**

Smoke Detectors are located in each bedroom and in the ceiling of all corridors. These are very sensitive and can be set off from smoke from birthday candles, sparklers or excessive steam from kettles. Smoke from burnt toast is a particular problem and, for this reason, the College does not provide toasters, and no toaster should be brought to the College.

### **2.16.2 What Happens When the Alarm Goes Off**

Should a smoke detector or sprinkler be set off, the alarm will sound and two Fire Brigade trucks will arrive at the College within minutes. The Fire Brigade charges the College for false alarms, and these considerable costs (currently up to \$2,200.00) will be passed on for payment by the offender(s).

When the fire alarm is activated a loud alert alarm can be heard in all parts of the College. It is essential that all students follow the emergency procedures set out below and located in each room.

### **2.16.3 What Residents Should Do When the Alarm Goes Off**

The responsibility of residents during an emergency:

- follow instructions issued by trained University College's fire wardens;
- conducting an orderly evacuation to the nominated safe assembly place;
- assisting the Emergency Services by providing information when asked.

The sequence of evacuation is:

- I. the fire affected area;
- II. areas adjacent to the fire affected area;
- III. Additional areas above and below the affected area may need to be evacuated if circumstances warrant or if directed by the Emergency Services.

Residents are not to return to the building until the 'all clear' has been given by a person of authority from the Relevant Emergency Service that is safe to do so.

On hearing the fire alarm or being told that there is a fire within College, do not worry about getting formally dressed but put on warm clothes, a jacket and footwear. Shut your windows and take your room keys. Leave the room closing the door unlocked and follow the evacuation procedures located in your room and as rehearsed in the Evacuation Drill. You should proceed to the assembly areas. Assembly areas are indicated on the evacuation map.

If you see or smell smoke before leaving your room, do not open the door. Place the back of your hand on the door to see if the wood is hot. If it is hot, do not open the door. Place blankets along the bottom of the door and escape through the window or call for help. If the door is not hot, get down on the floor and slowly open the door carefully in case you have to shut it quickly. If there is no sign of fire, follow the evacuation procedure already outlined.

Switch electrical appliances off before using chemical fire extinguishers. Remember it is dangerous to put water on an electrical fire.

An emergency evacuation practice is held early in each semester and all residents are required to participate.

## 2.17 Food

21 meals per week are provided. Brunch is served on Sundays.

Cereal, fresh bread and spreads are provided to make a snack and will be available in the main dining hall between 7am and 7.30pm daily.

Dinner is buffet style at the servery except for High Table nights.

### 2.17.1 Meal Times

<b>Weekdays</b>	Breakfast	7:00 - 9:30am
	Lunch	12:00 - 1:30pm
	Dinner	6:00 - 7:30pm
<b>Saturday</b>	Breakfast	8:00 - 9:30am
	Lunch	12:00 - 1:30pm
	Dinner	6:00 - 7:00pm

<b>Sunday</b>	Breakfast	8:00 - 9:30am
	Brunch	11:30 - 1:00pm
	Dinner	6:00 - 7:00pm

### 2.17.2 Guest Meals

Residents are welcome to bring their friends to dine in. Meal vouchers (\$5 per meal) can be purchased from the main Reception area Monday to Friday. This may require you to plan ahead as Reception is only open during office hours.

### 2.17.3 Late Meals and Take Away Lunches

Take away cut lunches are available for those residents who do not intend to return to College for lunch. These lunches are ordered on the intranet by 5:00pm the day before. Naturally, residents who take a cut lunch will not be served lunch within the Dining Hall. Residents requiring a cut lunch on weekends for academic or College commitments must make arrangements with the Dean of Students.

Sporting teams who may require a meal outside of the normal serving time should speak with the Food Services Manager 48 hours prior to the event.

Late Dinners can be ordered by residents whose academic commitments preclude them from dining in Hall at the normal times.

Late meals must be requested on the intranet by 3:00pm and can be collected from the kitchen up until 8:00pm. After 8:00pm and before 10:00pm, they can be collected from the sandwich bar in the Dining Hall after seeing the Duty Tutor to unlock the Dining Hall door. If you cannot collect your meal by 10:00pm, please arrange with a friend to collect it for you. Meals can be heated in the microwaves in the kitchenettes.

### 2.17.4 High Table

Although University College is an informal community, more formal procedures do apply at High Table.

High Table dinners are served Monday and Tuesday during the teaching semester. High Table dinners are presided over by the Head of College.

Academic gowns are to be worn by all residents at High Table dinners. These should not be removed during the meal unless invited to do so by the Head of College.

A number of undergraduate residents are invited to sit at High Table each night. Please reply to these invitations at least 24 hours prior to the dinner by email. Drinks are served in the Senior Common Room at 6:00pm for staff, apartment guests, postgraduates and invited undergraduates.

All residents are asked to be in the Dining Hall by 6:25pm and to stand as the Head of College leads members of the Senior Common Room and invited guests into the Dining Hall. The Head will then say 'Grace' prior to everyone being seated.

The meal is served to both High Table and student tables by kitchen staff. For guests seated at High Table, the Head will give the signal for each course to commence.

General announcements take place before dessert. After dessert is served, residents in the body of the Hall are then free to leave. For those on High Table the Head will stand at the end of the meal and invite members to join her for tea and coffee in the Senior Common Room.

Guest speakers and short musical items are sometimes organised for High Table evenings. However, the meal is usually over by 7:20pm in time for tutorials.

### **2.17.5 Formal Dinners**

As well as High Table, the College hosts at least two other formal dinners each year. Commencement Dinner, held in March, celebrates the start of the academic year.

Valedictory Dinner, held in October, celebrates the end of the academic teaching year and serves as a farewell to residents who are leaving College. To be eligible to be a valedictorian a student must have been a resident for more than one year.

These dinners are attended by all residents and the Head of College is the formal host.

### **2.17.6 Food Intolerances and Allergies**

Students with food intolerances are invited to discuss their particular needs with the Dean of Students prior to coming to College. The catering staff are happy to work with any individual student to ensure that their needs are met.

The College is not in a position to guarantee the safety of residents with severe allergic reactions to particular foods such as peanuts. The College may be in a position to assist those residents with diagnosed food allergies but only in cases where this has been discussed with the Dean of Students during the application process.

In the case of food allergies being diagnosed during residence, disclosure of and discussion with the Dean of Students is required to assess whether the resident's needs can be met.

## **2.18 Front Door**

The front door is the first barrier to an intruder and is under camera surveillance. It operates on an automatic system and must not be pushed or held open manually. Doing so could cause significant damage, the cost of which will be billed to the person responsible. The front roundabout area is also under camera surveillance.

Please do not hold the door open when it is on lock as it leads to permanent damage for which you can be charged.

## **2.19 Guests**

Residents are welcome to have guests in College. For safety reasons, if an evacuation is necessary, it would be helpful if you inform a member of the day staff or the Resident Tutor on duty at night if the visitor is staying overnight. Residents are asked to meet any guests at the front door.

Residents are responsible for the behaviour of their guests within the College perimeter. Any person, including past residents let in to the College by a current resident, is deemed to be the current resident's guest. A guest who infringes the rights of others will be required to leave the College immediately. Any damage to the College, or any issues relating to a guest, will become the responsibility of the host resident.

Guest Meals – See section under “Food”

## 2.20 Gymnasium

Students wishing to use the College exercise room must undergo an induction. Gym inductions are carried out by the Sport Representatives. Fob access will be given once the gym induction form has been signed and returned to reception. The gym can be used from 6am to 11pm each day.

## 2.21 Housekeeping

All public areas including communal bathrooms will be cleaned daily. All student rooms are given a light tidy by housekeeping on a weekly roster according to room location. This entails light dusting of desks, ledges, and vacuuming of floor. Please assist the housekeeping team by removing any items from your floor to allow them to vacuum and leaving your room in a neat, tidy condition. If you do not wish to have your room cleaned on a particular week, you may leave a note on your door indicating such (however this may only occur one week running).

Residents occupying an en suite room will have their bathrooms cleaned on a fortnightly basis. Housekeeping will notify the occupant at least 24 hours prior, by placing a note on the door.

Housekeeping does not clean student rooms (including en-suite). This is the responsibility of the occupant.

If rooms are otherwise tidy, housekeeping will vacuum student rooms weekly. Otherwise room cleaning is the responsibility of the occupant.

Room inspections will be carried out throughout the year to ensure the state of the room meets College cleanliness standards. We will endeavour to give you 24 hours notice.

All crockery, cutlery and glassware should be returned to the dining hall including coffee mugs and not left in student rooms.

Students whose rooms are deemed unsatisfactory may be charged liquidated damages to cover the cost of cleaning or repairs.

If you have any housekeeping issues please contact Tim McBain, House, Events and Conference Manager, [t.mcbain@unicol.unimelb.edu.au](mailto:t.mcbain@unicol.unimelb.edu.au).

## 2.22 Insurance

The College is not responsible for theft or damage of a resident's personal belongings. Insurance to cover theft or damage of personal property is the responsibility of each resident.

There are a number of medical providers in the area, as well as public hospitals, some of whom bulk bill. Some students may choose to have private health insurance if they don't want to rely on the public health care system in the case of illness or injury.

Resident Tutors are trained in basic first aid only. If they believe a resident is seriously ill or injured, they have been advised to err on the side of caution and call an ambulance. The cost of the ambulance will be forwarded to the resident. It is recommended that residents have Ambulance Cover.

## 2.23 Intercollegiate Policies

**There are a number of instances where common policies or guidelines have been agreed by the Heads of Colleges. These policies are listed in Appendix B. They include:**

- B.1: Transition & Orientation Program;
- B.2: Fair Treatment Policy;
- B.3: Guidelines Concerning College Parties and Other Social Events;
- B.4: Alcohol Policy;
- B.5: Sport Policy;
- B.6: Guidelines for Timing of Intercollegiate Events.

## 2.24 Junior Common Room (JCR)

The JCR and TV room are relaxing environments for students to chat, read newspapers, play cards and other board games, play pool and table tennis. They are large and comfortable areas with easy chairs, couches and lamps.

As the JCR is for the use of all College undergraduates, it should be kept in reasonable order at all times. Any campaign posters of Student Club Executive elections must be kept to notice boards in the JCR. All posters must be within the guidelines of the College policies (see Appendices)

### **Guidelines for the Use of the JCR**

#### **Principles**

The Junior Common Room should be a safe and welcoming environment

It should be used with consideration for others

People are responsible for managing their own mess and noise

## **Guidelines**

*For the sake of fellow College residents, the following guidelines have been agreed to by the Student Executive on behalf of the Student Club in consultation with the College administration.*

Please:

1. Confine social gatherings to the JCR
2. Ensure all planned celebratory events have the prior approval of the Dean of Students
3. Inform the Resident Tutor as needed of social activities
4. Ensure all doors are closed to contain noise
5. Use the bin provided for rubbish and return all UC cutlery and crockery to the kitchen before 8.00pm
6. Do not consume alcohol in the JCR before 6.00pm without prior approval of the Dean of Students.
7. Only use the stereo provided by the Student Club
8. Do not exit the JCR by the door into the Rose Garden after 7.30pm
9. Do not congregate in the walk way between Syme and the Rec Centre
10. Ensure that all music has ceased by 10.00pm
11. Ensure that all noise has ceased and 'quiet hours' are observed after 11.00pm
12. Be conscious of noise which may disturb others when moving to and from the JCR.

### **2.25 Keys and Fobs**

All residents are provided with a front door fob and a key or fob to their room. Gym and band room access is provided on request and programmed to your FOB key. College security depends on you keeping these keys/fobs safe, and they should never be given to other people whether they are residents or friends or family from outside. If your keys are misplaced you should notify Reception immediately. For replacement costs of lost keys, please refer to Appendix D.

Please take your keys with you when you your room as it is unfair to expect other residents or staff to open your door or the front door for you. Any lockout after 11.00pm, as well as regularly requiring assistance, will result in two 'community hours' to be completed within the College.

### **2.26 Kitchenettes**

No cooking is permitted in the kitchenettes as it can activate the smoke detectors. Microwaves are provided in these areas to warm late meals.

Residents are asked to return any items to the Dining Hall immediately after use, rather than depositing them in the kitchenettes.

## 2.27 Laws and Regulations, Policies, Guidelines and Requirements

Residents must adhere to State and Commonwealth laws and regulations applying to the community in general, including:

- Interference with, or misuse of, fire and security equipment is prohibited. (See below).
- The keeping and/or discharge of firearms and/or weapons, ammunition, fireworks, explosives or constituents of explosives are prohibited within the College and its grounds.
- Possession and inappropriate use of any items, including sporting equipment, that may endanger others or damage property.
- The keeping of or use of prohibited drugs is prohibited within the College and its grounds.
- Interference with any fire monitoring or firefighting equipment is prohibited.
- Cooking is prohibited in student rooms or kitchenettes in accordance with health regulations. Microwaves for warming food will be available in all kitchenettes.
- Footwear must be worn in the Dining Hall at all times in accordance with OHS regulations.

In the event of breaches in relation to the above, warnings will not be issued. The Code of Conduct will be invoked immediately which may result in sanctions or termination of residency, depending on the seriousness of the breach. A fee may also be incurred to cover 'liquidated damages' in relation to the breach.

No one has the right to place the safety of others at risk. This includes:

- Setting off of fire extinguishers.
- Setting off of emergency exit door alarms.
- Interfering with fire hoses.
- Damaging emergency lighting and exit signs.
- Propping open or interfering with doors that should be locked, including detaching door closers
- Misuse of emergency telephone numbers or the College alarm systems.

The College has a number of requirements which are aimed at the well-being of residents, their role within the College community and the maintenance of the College for future students:

- The cleanliness of residents' rooms is to be maintained by the occupants.
- Kitchenettes and public areas are to be maintained in a clean and tidy manner. No foodstuffs, items such as pizza boxes, drink cans, etc., are to be left in these common areas.

- Rubbish bins in rooms and kitchenettes are to be kept in a tidy manner. If a rubbish bin is full, new garbage bags are available from the kitchen and a large rubbish skip is available at the entrance to the driveway to the kitchen.
- Refrigerators in each wing must be kept clean and any out of date food stuffs cleaned out. Should the cleaners be required to clean these, over and above the normal maintenance, a charge will be made to the Student Club.
- Any damage or requests for repairs are to be reported to the Facilities Manager via the email address [facilities@unicol.unimelb.edu.au](mailto:facilities@unicol.unimelb.edu.au)
- Any damage to the College fabric, theft or loss of furnishing and other items belonging to the College must be made good by the resident concerned.
- Loss of any keys must be notified immediately at Reception. Replacement costs will apply.
- Roof areas are strictly out of bounds.
- Any staff member authorised by the Head of College may enter any room or area of the College at any reasonable time for inspection of property, cleaning or to carry out maintenance work.

Residents are also required to adhere to the policies of the University of Melbourne and/or Intercollegiate policies, namely on Fair Treatment, Sport, Alcohol, HIV, Use of the Network and Guidelines Concerning Parties. The texts of these are reproduced in the Appendices of this Residential Handbook.

## 2.28 Laundry Facilities

Coin operated washing machines and tumble dryers are provided by an outside contractor in the laundries throughout the College. The charge per load is AUD\$2.00 (two \$1 coins) for the front load washing machines and AUD\$1.00 for the dryers. It is essential that no other coins, including overseas money, be used for these machines. Ironing boards are also provided, but residents must provide their own washing powder. Residents are reminded to be considerate of their fellow residents and not to use the laundry facilities between 10.30pm and 8am as the noise may disturb others' sleep.

## 2.29 Library

The Greta Hort Library welcomes all students who wish to study, research or to relax with a book, magazine or game of chess. It houses both student computer and research facilities. It has carrels, large tables or desk space near the computers for individual work. The Rose Room is suitable for individual or group work.

Students should maintain a friendly working atmosphere within the space and to respect all users. Mobile phone calls can distract other students, so please make/take all calls outside.

The Library is a common space and should be kept tidy. Return unused books to the appropriate place and crockery to the kitchen.

The Librarian is available to help in person during the day (see open hours) or can be contacted by email [c.brown@unicol.unimelb.edu.au](mailto:c.brown@unicol.unimelb.edu.au). She is available to: help students with research queries: provide guidance with citing of resources: help navigate the many online resources available through the university libraries; and to find relevant resources.

### 2.29.1 IT Facilities

The IT facilities in the Library can be accessed 24/7.

Five new DELL computers are available for student use and strong Wi-Fi for mobile devices. All computers have MS Office 2016 package installed along with internet access.

There are two heavy duty Xerox multifunctional devices for print, scan and copy – in the foyer area. Use of the Xerox devices is by a black fob and the use of PaperCut for print release. Please ask the Library staff for help with using the scanning set up for the first time.

The Library staff are happy to help out with general technical questions or concerns. If you have any IT related problems, please send an email to [itsupport@unicol.unimelb.edu.au](mailto:itsupport@unicol.unimelb.edu.au).

### 2.29.2 Library Collection

The Library Collection is open only when the College Librarian or Library Assistants are present (the hours are posted on the Library Office door).

Please ask the Duty Tutor to open the book section area if you want to borrow a book in the evening. Simply write the details of the book borrowed in the 'After Hours Borrowing Book'.

The book collection is very well stocked with many required and recommended textbooks, as well as reference books and general support resources for essays. Recreational reading material is also available for loan. We encourage students to make suggestions for the purchase of general and recreational reading anytime.

Books or eBooks can be borrowed for the whole semester. Students may borrow as many items as needed.

All borrowers may be obliged to share access with other students who need the same item. If a required item is already loaned out, a student may ask the Librarian for the name of the borrower to whom the item has been loaned. A student's signature upon admission to UC denotes consent for the Librarian to disclose their name to other students who wish to share the loaned item.

Students may request book titles (print or eBook) which are core texts. There is a special book request form for this process, available from the library or you can download it from the library section on the intranet. There are some exceptions, so please read the book request conditions. Books will be ordered and then loaned out to the requesting student for the semester.

All borrowed items are due at the end of semester and must be returned before a student leaves; otherwise a replacement cost will be credited from their account.

The library catalogue is called Destiny. This lists all the resources in the library. It is easy to use and can be accessed through both the intranet and internet via a web link.

## 2.30 Linen

Linen packs can be ordered through the College. Please note on your returned contract if you would like to order a linen pack. Each student is responsible for cleaning their own linen.

Linen packs are available in both single and double sets. They include:

- 1 x face cloth;
- 1 x bath towel;
- 1 x bathmat;
- 1 x hand towel;
- 1 x pillow;
- 1 x pillow case;
- 2 x sheets;
- 1 x doona;
- 1 x doona cover.

## 2.31 Locks

If the snib on the inside of the door is in the horizontal position, the door is unlocked. If the snib on the inside of the door is in the vertical position, the door is locked. However you can open the door when inside the room without altering the position of the snib. For security reasons, it is recommended that you keep your door locked, especially if you are not in your room.

### 2.31.1 Flashing Electronic Lock

When the electronic lock readers on the student room doors commence to flash red and green, this is an indication that the batteries are nearly flat and require replacement. When this happens, notify maintenance via the 'facilities@unicol.unimelb.edu.au' email address. The lock will be checked and the batteries will be replaced as required. If this is not reported and the flashing lights are ignored, the batteries will go totally flat and the lock will not operate at all. Organise to get them replaced immediately when they start flashing.

## 2.32 Mail/Parcels

Mail is placed in the pigeon holes in the Junior Common Room each morning. Residents receiving parcels or large envelopes will be notified by email and these can be collected from the Reception between 8.30am and 5.30pm Mondays to Fridays or the Resident Tutor on duty.

## 2.33 Medical (updated 2016)

As adults, all residents are responsible for their own well-being and the College does not take the place of parents in checking up on resident's health concerns. However if you are feeling unwell, discuss the matter with a Resident Tutor or the Dean of Students.

If you do feel ill, consult your own medical practitioner or make an appointment at:

### **University Health Service**

138-146 Cardigan St,  
cnr. Cardigan and Argyle Place North,  
Carlton

**ph: 8344 6904 or 8344 6905.**

### **Betta Health**

30 Sydney Rd,  
cnr. Sydney Road and Brunswick Road,  
Brunswick

**ph: 8388 5200**

Open late weekdays and weekends.

Bulk bill during the week.

All University College residents, whether or not they are enrolled at the University of Melbourne, are eligible to attend Melbourne University Health Service.

In an emergency, or in the case of an accident, you can attend the Emergency Department at either the Royal Melbourne Hospital or St. Vincent's Hospital. Be aware that there could be a lengthy waiting time.

If you are ill notify Reception or Dean of Students during the day and the Resident Tutor on duty at night.

Notify your University Department. The Dean of Studies will be able to help you in any liaison with your Department. A medical certificate is required for all compulsory University activities e.g. examinations and practical classes that a student is unable to take part in because of ill-health. During examination periods it is vital that you receive a medical certificate prior to sitting an examination. It is too late to visit a doctor after the examination has occurred.

If you decide to go home, please notify the Dean of Students prior to leaving College.

## 2.34 Multipurpose Court

This is located within the College grounds and is available for the use by residents. The lights are not operational after 10pm and the courts should not be used after this time. Please note that the tennis court adjoins the Academic Apartment block and students should be mindful of noise.

### 2.35 Music Rooms

These are located in the Academic Centre. They are primarily for use of full time music students, and these students have first call on the rooms. However, other residents who would like to use the rooms from time to time to play musical instruments can do so. The music rooms are not for storage of any equipment. The Band room in the College grounds is also available for student use. All student fobs have access the music rooms

### 2.36 Newspapers

Daily newspapers are provided for undergraduates in the Dining Hall during the academic year. These should be read in the Dining Hall and not taken away. If residents arrange for their own newspapers, these are to be taken to the paper recycling bin outside the kitchen. The closest newsagency is on Lygon Street.

### 2.37 Pets

No pets which can fly, crawl, walk or slither are allowed, which means, in practice, that no pet, other than a fish in a bowl, is allowed.

### 2.38 Recycling

The College recycles waste as follows:

- general waste;
- bottles and cans;
- paper;
- cardboard.

Students are expected to cooperate in recycling waste and the details are in each bedroom and kitchenette. Recycle paper bins are provided in each room and should be emptied by residents in the appropriate recycle bins. (Note: Paper Recycle bins are not to be thrown out and are part of the room inventory).

### 2.39 Refrigerators

Refrigerators are provided in all kitchenettes for resident use. Please remove old food from the refrigerators so that the cleaners can maintain them.

No personal refrigerators can be brought in unless it is for a medical reason and prior permission has been gained from the Dean of Students.

## 2.40 Repairs and Maintenance

All requests for repairs and maintenance, including any damage to furnishings, should be directed to the Facilities Manager via email ('[facilities@unicol.unimelb.edu.au](mailto:facilities@unicol.unimelb.edu.au)'). Every effort will be made to rectify problems as soon as possible. If you do not report problems we cannot fix them. If immediate attention is required please see the Facilities Manager.

## 2.41 Resident Staff

Head of College: Dr Jennifer McDonald  
With husband Mr Phil Honeywood

Dean of Students: Mrs Liz Agostino  
(Lives off site but is on call)

## 2.42 Resident Tutors

Resident Tutors have been employed to: provide academic assistance; act as academic mentors for first year students; to provide general pastoral support for all student residents: and to undertake after hours duty.

There is a Duty Tutor available after hours, on weekends and on public holiday's days.

Ms Anasha Flintoff	Fraser B 251
Mr James Hutcheon	Syme B 239
Mr Koki Oka	AC 285
Mr Liam Byrne	Hewitt Apartment Apart 14
Ms Molly Fredle	Rec Centre 286
Ms Mollie Farrell	Fraser A 130
Mr Zhi Xiang On	Rec Centre 291
Ms Sher Maine Tan	Fraser C 325
Mr Zak Kapakoulakis	Studio Apartment (Room 321)
Mr Ayush Srinet	Studio Apartment (Room 521)

### 2.42.1 Contacting the Resident Tutor on Duty (Duty Tutor)

To contact the tutor please call the duty tutor phone 0416 113 147 or use the direct line call phone found in the foyer of the College. It is understood that contacting a Resident Tutor after 11:00pm will only occur in the case of emergency, i.e. serious illness, serious incident including fire, attempted break-in.

Each evening, around 10:30pm, the Duty Tutor does a security check around the building.

## **2.43 Room Inventories (Refer to ‘2.15 Exit Procedures’)**

### **2.44 Security**

The security of the buildings and the safety of the residents is a priority. All residents are free to come and go as they please but are expected to remember their responsibilities for general College security.

The College front door is the only legitimate entrance and exit. All other doors are ‘emergency’ or ‘fire exit’ doors. The front door is locked from 5:30pm to 8:00am on weekdays and is on permanent lock over the weekend. All residents are provided with an electronic blue FOB key to access the front or rear door when it is locked. These keys should be taken with you at all times you are out of the College when the door is on permanent lock.

Do not admit anyone through the front door without first ensuring they are legitimate residents or guests. If in doubt, notify Reception or the Duty Tutor in the Senior Common Room. Please notify any member of Staff or Resident Tutor if any stranger is seen within the buildings.

Ground floor windows should be locked when you are absent from your room. Any damage or need for repairs to windows should be reported immediately to the Facilities Manager.

Room doors should be locked at all times you are away from your room even when you are in a bathroom or other areas of the College. You should also lock your room before retiring for the night.

Keep note of brands, model numbers and serial numbers of valuable possessions including bicycles.

Report even minor thefts to a member of staff or the Duty Tutor. Remember to insure your personal belongings.

#### **2.44.1 Emergency Exit Doors (Also refer to ‘2.14 Emergencies’)**

Other than the front door, all other emergency exit doors are fitted with break glass boxes, key alarm switches or connected to the evacuation systems, these will sound immediately if they are opened without being isolated. These alarms prevent intruders from entering the College from the outside, but enable easy exit for residents if an emergency evacuation is necessary.

#### **2.44.2 Security on Campus: University of Melbourne Security**

Emergency phone: 8344 6666

Blue on-Campus phone: 4 6666

The University of Melbourne Security Service is available to escort you back to College at night. If you wish to avail yourself of this service you can phone from blue phones with a dome over them that are available on campus.

## 2.45 Senior Common Room

Located off the College foyer, this facility is available for Resident Tutors, Academic Apartment guests, Graduates and Senior Staff generally. Pre-dinner drinks and coffee are served here on High Table nights.

As this is a public space, the members of the SCR are asked to keep the room tidy.

## 2.46 Smoking – Not Permitted in the College Buildings

The College is a smoke-free environment, in all general areas, including all gardens, the courtyards and student rooms. Smoking is only permitted in the smoking shed, location to be decided.

## 2.47 Student Club

The Student Club is a very important part of the College community and plays an important role in working with the Administration to achieve the best possible outcomes for all residents.

The Student Club Executive is a committed and energetic group of residents who throughout the year organise a wide variety of social and sporting events. The Executive liaises closely with the Dean of Students in the arrangement of all College-based activities.

Activities vary from year to year in accordance with student interests. However, they usually include competition in a wide range of sports, drama production, musical evenings, debates, parties, B.B.Qs, the College Ball and other intercollegiate activities. (Please refer to the intercollegiate policies on student activities in the Appendices of this handbook).

Residents are free to participate in as many or as few of these activities as they choose. If you have an idea for an event, contact the Student Executive. Wednesday night is a common free night from tutorials among most Residential Colleges, and all weekday social, sporting and cultural occasions arranged by the Student Club take place on a Wednesday evening.

All undergraduate students, and any graduate students who wish to participate in Student Club activities, are required to pay an annual Student Club fee which the College collects on behalf of the Student Club. With these fees, the Student Club Executive provides the vending machines and daily newspapers.

## 2.48 Student Rooms and Door Closers

### 2.48.1 Student Rooms

All students are entitled to privacy and security within their rooms. Keys, furniture and fittings have been provided and students are responsible for good maintenance and regular cleaning of their room. Each room has its own quota of furniture: bed, mattress and mattress protector, pillow and pillow protector, desk, desk chair, chair, bookshelf, wardrobe, drawers, bedside table and telephone. Residents can order a linen pack through the College or provide their own from home. Study lamps are not provided. A limited amount of extra personal furniture may be brought into rooms depending on space available. However, permission should be gained from the Facilities Manager before moving any items in. You may be required to remove these extra items in the breaks if rooms

are being used by residential conferences. Decorating of rooms and doors should take into account that inappropriate material or posters are not used.

The College reserves the right to conduct periodic inspections. Where possible, 24 hours' notice will be given.

### **2.48.2 Door Closers**

As required under the Essential Services Act, all rooms are fitted with automatic door closers. These may not be disconnected under any circumstances. Please refer to section on fire safety.

## **2.49 Student Wellbeing**

Student wellbeing is seen as encompassing everything that the College does to meet the personal, academic and social needs of its students. This involves recognising, valuing and developing each student as a total and unique person. The College believes every student matters every day.

### **2.49.1 Pastoral Care Program**

The Pastoral Care program at University College is regarded as extremely important. The Head of College and Dean of Students and Dean of Studies will collaborate in dealing with issues relating to pastoral care and maintain an open door policy for students to discuss issues of concern. Where professional counselling is required, the Dean of Students or Dean of Studies will encourage them to seek advice external professional assistance and have the contact details of a range of providers. They may also assist students to attend counselling services.

Nine Resident Tutors will have an academic and pastoral role, through the tutorial program, their participation in the sporting, social and cultural activities of the college and the academic mentoring program for first year students. Resident tutors will also participate in the duty tutor roster and will be on call overnight and on weekends to assist students. For serious issues of health or welfare, the Dean of Students will be called. All tutors will:

- be trained in Level 2 First Aid;
- attend a Mental Health Workshop conducted by a counselling psychologist from The University of Melbourne's Counselling and Psychological Services;
- attend intercollegiate training sessions on equal opportunity and sexual harassment. A male and female Fair Treatment Advisors will be appointed.

Although they have no formal responsibilities for pastoral care, the Student Club leaders will be seen as playing an important role, providing peer support and adopting a proactive approach in promoting harmony and advising administration regarding issues of concern. The Student Club Executive (and O Week Leaders) will also attend the Mental Health Workshop. When planning Student Club events, they must consider risk management strategies associated with the event including the responsible serving of alcohol.

### 2.49.2 Counselling Services (updated 2017)

#### **The University of Melbourne Counselling and Psychological Service**

Level 2, 138 Cardigan St, Carlton

ph: 8344 6927

#### **RMIT Counselling Service**

(City campus) Building 74

52 Cardigan St

ph: 9925 4365

#### **Monash School of Pharmacy**

Monash University Student Services Office

381 Royal Parade,

Parkville

ph: 9903 9635

### 2.49.3 After Hours Medical Services (Also refer to '2.33 Medical')

#### **University Health Service**

138-146 Cardigan St

Cnr. Cardigan and Argyle Place North, Carlton

ph: 8344 6904 or 8344 6905

#### **Betta Health**

Open late weekdays and weekends.

Bulk bill during the week.

30 Sydney Rd

Cnr. Sydney Road and Brunswick Road, Brunswick

ph: 8388 5200

#### **Tambassis Pharmacy**

Open 8am – midnight

32 Sydney Rd, Brunswick

ph: 9387 8830

## 2.50 Student Privacy

The College will respect the privacy of students wherever possible and is particularly concerned to maintain confidentiality in respect of matters relating to the health and wellbeing of students. Students can expect that information given in confidence will be treated in a confidential manner, except in circumstances where the College may owe a duty of care to individuals that cannot be discharged unless the institution takes action on information provided in confidence. For example, where information concerns potential harm to the individual or to others, the College must weigh the duty of confidentiality against the potential harm.

## 2.51 Telephones

With almost all residents now having mobile phones, room telephones are no longer provided as a standard, however, a room phone (PABX system) is available on request. Please see the Admissions Coordinator if you would like a room phone and for assistance in operating your telephone.

## 2.52 Vacuum Cleaners

There are vacuum cleaner cupboards in each part of the College and the FOB key will open these cupboards and the lock will record who has opened the cupboard. The vacuum cleaner must then be returned to the cupboard immediately after use. Do not pass a vacuum cleaner on to another student.

## 2.53 Vending Machines

These are provided by the Student Club. Any problems should be reported to the Treasurer of the Student Club in the first instance.

## 2.54 Wireless Connection

Wireless is now available in common areas and most student rooms. Ethernet connection is available in all student rooms.

The Wi-Fi network available for the students to use is "UC Students". It's an open connection but will require a valid network account login when access the internet.

If you have any problems, please check Q&A in the IT Support on the intranet or email to [itsupport@unicol.unimelb.edu.au](mailto:itsupport@unicol.unimelb.edu.au). If the matter is urgent dial ext 110 during office hours for further assistance.

## 2.55 Withdrawal from College

If a resident wishes to withdraw from College, therefore breaking the contract, they will be liable to pay the full amount under the contract, unless the College is able to fill the room with an appropriate student. In this case they will pay until the new student takes up the room plus a 4 week cancellation fee.

If a resident needs to leave for medical reasons or due to deferring or non-completion of their course they must pay a 4 week cancellation fee plus an 8 week exit fee. The exit fee may be reduced if the College is able to fill the room with an appropriate student and in that case the exiting student will pay until the new student takes up the room, but will not pay more than 8 weeks exit fee plus the 4 weeks cancellation fee.

## Part 3: College Governance & Administration

### 3.1 The Council

The Council is the College's governing body. It comprises a number of appointed and elected members and co-opted members with specific business or academic expertise. Council meets quarterly. The Finance Committee meets monthly. For further information, contact the Head of College.

#### Current Office Holders

<b>President</b>	Mrs Anne Cronin
<b>Deputy President</b>	Professor Peter Harris
<b>Treasurer</b>	Mr John Mathieson
<b>Secretary</b>	Dr Jennifer McDonald

#### University College Council Members

<b>Elected by Governors</b>	Mr Matthew O'Keefe Ms Jane Peck
<b>Past students elected by Past Student Members</b>	Ms Martine Botha (leave of absence) Mr John Mathieson Mrs Cheryl Power Mrs Marli Wallace
<b>Appointed by The University of Melbourne Academic Board</b>	Prof Anne Lillis Prof Rachel Webster
<b>Women Graduate appointed by the AFUW (Vic)</b>	Dr Barbara Murray
<b>Co-opted by the University College Council</b>	Ms Kathryn Bellion Mrs Anne Cronin Prof Peter Harris Ms Monique MacRitchie (leave of absence)

**Head of Secondary School** TBA

**University College Resident Students** 2017 Representatives:

Mr Oliver Harrison

Ms Emily Web Ware

**Head of College** Dr Jennifer McDonald

### **3.2 The Wider College Community**

The College community is more than simply the current residents and staff. Governors, Alumni and Members participate in College activities throughout the year and their support is invaluable to the continued success of the College.

#### **Governors**

A titled conferred by Council on individuals who have made a significant contribution to the College over many years.

#### **Alumni**

Generations of past students continue to contribute to the ongoing life of the College. They serve on Council, committees, support the College through bequests and donations and fund raising, and take an active interest in planning for the future of the College. We hope that all current residents will become active members of the alumni after leaving College.

#### **Members**

College Members, who pay a joining fee, are eligible to vote for past student representatives on Council. Eligibility for membership is restricted to those who have completed at least one full year's residency. Application forms are available from Reception at the end of each year or upon a student departing College.

### 3.3 College Administration

#### **Head of College: Dr Jennifer McDonald**

Dr McDonald is the Head of the College and the Secretary to the Council. She is the academic and administrative Head of the College and reports directly to the College Council. The Head also represents the College to ensure all sections of the University and the wider community retain an active interest in the College.

#### **Dean of Students: Mrs Liz Agostino**

Responsibilities include student management, the fostering of the experience of community and the welfare of residents. Undergraduate, non-resident and graduate marketing of the College to maintain full occupancy, and the management of the selection and admission process are also key aspects of the role.

#### **Dean of Studies: TBC**

Responsibilities include overseeing the College's Academic Program, the Non-Resident program, the Library and the Resident Tutors as well as liaison and engagement with Academic Visitors.

#### **Business Manager: Mr Sean Portelli**

Responsibilities include management of the College's business systems and operations and management of staff in the areas of House (including Reception), Catering, Finance, IT and Facilities.

#### **Finance Manager: Ms Kelly Fung**

Responsibilities include College accounting and student fees.

#### **Accounts Officer: Ms Pui Shan Kwok**

Responsibilities include providing assistance with college accounting, student fees and payroll.

#### **Advancement Manager: Mr Sam Hawkins**

Responsibilities include external relations with alumni and the wider community including alumni events. Also responsible for fundraising for scholarships and capital works.

#### **Alumni and Development Coordinator: Mr Cameron Evans**

Responsibilities include external relations with alumni and the wider community including alumni events. Also responsible for fundraising for scholarships and capital works.

#### **Marketing and Communications Advisor: Ms Quyen Do**

Responsibilities include marketing collateral and communications.

#### **Admissions and Student Services Coordinator: Ms Divina Jamon**

Responsibilities include admissions and student services.

#### **House, Events and Conference Manager: Mr Tim McBain**

43

Responsibilities include managing housekeeping, events, and conferences and overseeing student administration and the University College Apartments.

**Guest Services Officer: Ms Gina Cahayagan**

Responsibilities include the University College Apartments, and assisting the House, Events and Conference Manager.

**IT Manager: Mr Stuart McMinn**

Responsibilities include overseeing all IT requirements of the College.

**Librarian: Ms Carolyn Brown**

Responsibilities include the library and student information services.

**Archivist: Mr Ian Forster**

Responsibilities include the College Archives and Art Collection.

**Facilities Manager: Mr Leo Raffaele**

Responsibilities include repairs and maintenance, e.g. grounds, buildings, common areas, residents' rooms, supervision of maintenance staff and all contractors employed by the College.

**Maintenance officer: Mr Henri Seneque**

Responsibilities include all minor maintenance in the College and assistance to the Facilities Manager.

**Gardener: Mr Ian Robertson**

Responsibilities include all gardening in the College and assisting with maintenance when required.

**Food Services Manager: Mr Gavin Duncan**

Responsibilities include all catering and food services for the College: students, conferences and functions.

**Dining Hall Supervisor and Functions Coordinator: Mr Greg Coutts**

Responsibilities include conferences, events and dining room services. Also responsible for hiring of students as kitchen staff – contact the Dining Hall Supervisor and Functions Coordinator should you be interested in work.

**Catering Staff:**

Head Chef: Mr Alfonse Cano; Chefs: Mr Gagandeep Singh (Gagan); Mr Andy Tran

**Resident Tutors:**

Responsibilities include assisting students with tutorials and consultations, maintaining the orderly conduct and welfare of all residents of an evening and weekend, participation in the academic and social life of the College, fostering of individuality and independence within the resident community, assisting the College in hosting academic visitors.

## Appendix A: Policies of the University of Melbourne

### A.1 The University of Melbourne Policy on Network Access

The rules relating to the use of University Computing and Network facilities are listed in your University of Melbourne student diary and are also available at:

<https://www.unimelb.edu.au/Statutes/pdf/r83r2.pdf>

These rules outline the responsibilities of students using the University facilities such as computer laboratories, email and accounts on University computers. They also apply to College computers linked to the University system.

The rules specifically EXCLUDE the following activities:

- Use of facilities for purposes other than legitimate University use.
- Permitting other people to use your account.
- Unauthorised interference with system software, files or data. This includes the installation removal of application on laboratory systems.
- Hacking. Unauthorised access to accounts, files or data on University or any other system.
- Breaching copyright. This includes theft by copying licensed software from University systems.
- Electronic mail or Web pages which are obscene, offensive or defamatory.

The consequences of breaching these rules are also specified. The University treats a breach of the rules very seriously and penalties can include suspension of accounts and restricting or denying access to facilities such as computer laboratories.

Although the University takes considerable care in managing its information technology systems, there is no guarantee of absolute integrity of information you store on University systems. Always maintain a backup of any important work.

Note: All students have signed a form confirming their adherence to the above policy.

It is a condition of residency that all students observe this policy.

## A.2 Policy on HIV Aids

AIDS education will be provided from time to time and students should become familiar with the policy of the University on HIV (AIDS) which is printed below.

### **The University's Response to HIV**

AIDS (Acquired Immune Deficiency Syndrome) is caused by a virus called Human Immunodeficiency Virus (HIV). The virus selectively infects and destroys a particular group of white blood cells, T4+ Lymphocytes, which are an integral part of the human immune system. With a decrease in the number of these cells, the body becomes increasingly susceptible to various other infections.

There is generally a long period between infection with HIV and the onset of severe HIV-related illnesses. After infection, most people enter a stage in which they have no sign or symptoms of HIV infection. During this period an infected person may transmit the virus.

HIV is transmitted from one person to another through body fluids. Epidemiological studies have documented three modes of HIV transmission:

- Through sexual intercourse with an infected person, most particularly anal intercourse.
- Through infected blood, blood product or donated organs, bone grafts, tissue or semen; or
- From an infected woman to her child in the womb, possibly during birth, or from breastfeeding.

Current knowledge indicates that persons who have a positive HIV antibody test or have a HIV-related illness do not pose a health risk to other people by ordinary social contact occurring in an academic, occupational, or educational setting.

As is true of any person with a life threatening illness, a person confronted with HIV-related illness needs support in order to cope with the feelings of vulnerability and fear created by the illness. In addition a person with HIV-related illness may need support when dealing with non-infected persons. Similarly, non-infected persons may need information and support when dealing with infected persons.

In this document the University states its commitment to creating an atmosphere characterised by support and concern for persons who have HIV-related illness.

### **A2.1 Principles**

- a. The University acknowledges that students and staff with HIV-related illness have the right to participate in the University to their full capacity.
- b. The University is committed to providing sympathetic and confidential assistance to staff and students who have HIV-related illness.
- c. The University is committed to providing persons with HIV-related illness with support where possible and sensitive consideration of their situation as it affects their education and employment.

- d. The University is committed to responding in an individual way to each person who has HIV-related illness.
- e. The University acknowledges its responsibility to establish an environment in which discrimination against individuals who have HIV-related illness does not take place.
- f. The University expects that students and staff who know they are infected with the HIV virus will at all times exercise their duty of care towards others.
- g. The University has procedures in place in the workplace to minimise the risk of transmission of HI virus or other infectious agents, such as the Hepatitis B virus, which are transmitted in a similar manner.

## A2.2 Summary of Current University Practices

Guided by Commonwealth and State legislation and existing University policies, the University is dealing with persons who have HIV-related illness in the following ways.

The University:

- Does not require that individuals inform it of their condition.
- Keeps all medical and counselling records confidential.
- Endeavours to mediate in disputes involving HIV-related illness.
- Investigates and remedies any alleged discrimination on the basis of HIV infection.
- Treats a job applicant who has HIV-related illness in the same manner as an applicant who has any other severe chronic disease.
- Normal procedures for special consideration when academic performance is affected by illness or any exceptional circumstances.
- Acts in all situations as though any unfixed human blood, tissue and body fluids with which students and staff may come in contact potentially carries infective agents.
- Takes all reasonable measures through its Occupational Health and Safety Committee to provide accurate information on the following:
  - the precautions to be taken on contact with human blood and tissues in any situation;
  - The biological and medical information known on HIV-related illness.
  - The transmission of HIV infection.
  - Makes available services for persons with concerns to HIV-related illness. These are listed in the following sections.

## **Appendix B: Intercollegiate Policies of the Residential Colleges of the University of Melbourne**

### **B.1 Undergraduate Transition and Orientation Intercollegiate Policy**

#### **Guiding Principles**

Transition and Orientation to tertiary study and the University, to each student's chosen college, and to the City of Melbourne (and in some cases to Australia) is a vital part of the start of a student's university life. Although each College has its own distinct foundation, identity and character, all have common aims and values with respect to the transition and orientation of new students. All College Transition and Orientation Programs should be framed within the vision, mission and values of the College and should reflect the values of The University of Melbourne and a civil community life. This Policy consists of guiding principles agreed by all Colleges as well as specific guidelines regarding activities and the interaction between Colleges during Transition and Orientation. However, these principles and guidelines are additional to recommendations that individual Colleges make to their students and do not replace them.

#### **Transition and Orientation**

All students, regardless of their personality or educational or cultural background, will experience a period of transition when they come to university. Coping with the very different academic demands of university is one of the biggest challenges faced by new students. As universities are large institutions that can be confusing, it is essential that new students understand and manage their administrative requirements. Getting used to a university campus, new city or even a different country can also be difficult, while having to establish new friendship groups, coping with new financial demands and achieving a study/life balance is challenging. Consideration should therefore be given not just to the social elements of Transition and Orientation, but also to addressing the academic, geographic and administrative changes that are associated with moving to both college and the University. Ensuring an effective transition for new students is an important responsibility for all members of each college to assist them in recognising and accepting transition as a natural period of adjustment and seeking help and advice when needed.

#### **Responsibility and Leadership**

The Head of College is primarily responsible for the Transition and Orientation of new students to the particular college. The responsibility for providing a safe and inclusive environment in all Transition and Orientation activities resides with the Head of College and those to whom are delegated Transition and Orientation Week leadership. It is the task of each college to ensure that all participants in activities are fully aware of their responsibility for their own behaviour and that of those around them. At all times their actions must comply with the Code of Conduct prescribed by each college. To fulfill the important responsibility of leadership for College Transition and Orientation, all student leaders must participate in the intercollegiate professional development programs held in October and February each year. They should refer to and observe all relevant intercollegiate and university policies including the "Transition and Orientation Week Policy," the "Intercollegiate Guidelines Concerning Parties," "Policy and Guidelines – Alcohol in University Colleges" and The University of Melbourne's Drug and Alcohol Policy. Student leaders should be

approachable and open to reasonable requests from new students to help them maintain a level of comfort, sharing as much information as possible to assist new students in making informed choices and a successful transition to college and university.

### **Transition and Orientation Program**

All Transition and Orientation activities should be documented in a program approved by the Head of College before the start of N-Week. Implementation of the program should continue during O-Week. Following the conclusion of O-Week, the effectiveness of the program should be evaluated by student leaders and the results given to the Head of College so that future leaders can benefit fully from prior experience.

### **Relationship between Colleges, the University and Local Community**

Each college has its own unique environment that appeals to different personalities, religious or cultural backgrounds. It is essential that Transition and Orientation activities honour this reality. A positive attitude should be encouraged to all parties, to one's own college, its personnel and other students, to other colleges, to the University and the broader community. The University of Melbourne Undergraduate Program should be promoted with particular emphasis given to Academic Orientation Day and the Faculty-based Host Group programs. Emphasis should be maintained on minimising any disturbance experienced by the broader community as activities which cause disturbance in the local Carlton/Parkville and wider Melbourne area, including the central business district, are contrary to the building of good community relations and damage the reputation of the colleges and their students.

### **Specific Guidelines for Transition and Orientation Activities**

In order to govern the nature of activities and the interactions between colleges, the University and the wider community during Transition and Orientation, this Policy further establishes the following guidelines and restrictions.

#### **Interaction between Colleges**

- The privacy of all colleges must be scrupulously respected;
- although private visits between college members are allowed, groups of students must not enter or pass through the grounds of another college without permission;
- any activity that denigrates another college is unacceptable;
- chanting or singing songs of a discriminatory or offensive nature outside other colleges is prohibited;
- causing any damage to another college's property will be treated as a serious offence and may be reported to the police as well as having internal college consequences;
- the deliberate attempt by students from any one college to pass themselves off as representing another college, with the effect of potentially damaging the reputation of the other college is prohibited and will be treated as a serious offence.

## **Interaction with the Local Community**

- Where large groups are moving through the local area, especially at night, every effort should be made to minimise disturbance to the local community, with acknowledgement by all students that loud shouting, whistling and screaming is unacceptable behaviour;
- communicating to groups through the use of megaphones should be kept to a minimum and only used when necessary to ensure the safety of the group;
- orientation activities should be carefully planned so that participants are not tempted or encouraged into theft of, or causing public damage to, private or public property, causing unnecessary disruption of the general public or local businesses, or causing any threat to the safety of any other person.

## **Event Planning & Management**

A detailed program should be developed which has input from students representing different cultural groups and ensures there is/are:

- a range of events which meet the needs of new students not only in making the social transition, but also the academic, geographic, and administrative transition;
- information regarding student services including the structure of the college and club positions, its culture and expectations, avenues for welfare and support, meals, IT and phone systems, general knowledge about the calendar, college events and sports;
- provision for new students to attend activities in The University of Melbourne *Undergraduate Orientation Program* designated as “Essential to Attend,” namely the Academic Orientation Day and Host Group Program. College Host Group tours should not be run at the same time as the University Host Group Program.
- a detailed management plan for each event, including mobile phone contact numbers for each event manager and leaders with various responsibilities ‘on the ground’;
- contingency plans for each event to cope with unexpected happenings or emergencies.
- responsible Service of Alcohol maintained at events where alcohol is present, with particular emphasis on ensuring that alcohol is not served to a person under the age of eighteen or to an intoxicated person;
- non-alcoholic drinks, including plain water, freely available;
- appropriate food which does not encourage further drinking provided;
- activities which are inclusive and welcoming of all invitees including those who are not of legal drinking age or choose not to drink;
- leaders present who are not drinking, who can encourage an appropriate standard of conduct for the safety and enjoyment of those attending the activities, as well as deal with any situations that arise;

- no activities which have the consumption of alcohol as the focus, including ‘pub crawls,’ ‘drinking competitions’ or any other activities which promote or result in the excessive consumption of alcohol and are contrary to the purpose of orientation;
- no activities scheduled between the hours of 12:00midnight and 8:00am to ensure that new students and leaders receive an appropriate amount of sleep;
- registration online through The University of Melbourne Event Registration Form for all activities held on campus.

### **Inclusiveness**

Awareness of cultural and other differences should always be considered in the planning and management of events to ensure that:

- all people are included in activities;
- people from culturally diverse backgrounds are treated with equal respect;
- decisions about venue and catering consider the needs of students from culturally diverse groups;
- advertising is culturally sensitive;
- no person or group from within or outside of the College is harassed or intimidated through the use of materials, including songs or chants of a discriminatory or offensive nature;
- the needs of all students are met, including those who choose not to drink or are under the legal drinking age, and those with food or other allergies;
- all activities are voluntary unless deemed otherwise by the Head of College.

### **Risk Management & Compliance**

As student leaders have an obligation to ensure that the care of all those who take part in Transition and Orientation activities is paramount, it is important to ensure that:

- no student is exposed to physical or psychological harm;
- all activities comply with Government, University and College policies. In particular, there are no activities involving full or partial nudity which is a criminal offence and a breach of sexual harassment laws;
- all reasonable steps are taken to ensure that possible risks are evaluated and minimised. Risk management forms and an alcohol management plan is approved by the Head of College for all activities.

## B.2 Fair Treatment Policy and Procedures (February 2016)

### 1. Overview

#### 1.1 General Introduction

The Residential Colleges and Halls of Residence of the University of Melbourne (“the Colleges”) are committed to the principle of equity in education, employment, community living and welfare for current and prospective students and staff of the Colleges, and will continue to develop equal opportunity and equity practices and programs compatible with their overall goals and responsibilities. The Colleges are equally committed to providing a safe environment that is, so far as is reasonably practicable, free from risks to health and safety. These commitments are consistent with the principles of justice and the pursuit of excellence, and conform to the spirit and intent of equal opportunity, anti-discrimination and occupational health and safety legislation. The Residential Colleges of the University of Melbourne seek to assist their members in achieving the highest standards in their personal lives, in their studies and in the professions they will enter; standards based on genuine compassion and respect for others.

The Colleges operate in a local, national and international context in which some groups do not enjoy human rights equally with others. The Colleges have specific legal obligations to take reasonable and proportionate measures to create an educational and employment environment that is free from unlawful discrimination, sexual harassment and bullying. In addition, the Colleges seek to create an educational and employment environment in which the wellbeing of all students, staff and visitors is protected. To this end, unlawful discrimination, discriminatory harassment, vilification, sexual harassment, bullying, victimisation and serious misconduct or criminal behaviour are prohibited by the Colleges.

The Colleges recognise the particularly devastating impact of sexual offences and reiterate that sexual misconduct or violence in all its forms is unacceptable and will not be tolerated by the Colleges.

The Colleges aim to ensure that their structures and practices are free from any unlawful discrimination (both direct and indirect). However, anti-discrimination law recognises that treating people equally does not necessarily mean treating people in exactly the same way. Accordingly, there may be circumstances (e.g. in relation to certain equity groups) where a College will adopt policies or take special measures that lawfully discriminate between groups of individuals. Special measures are temporary measures for the benefit of a particular group to enable them to enjoy their human rights equally with others. An example of a special measures program within a College is the provision of specialist services to assist Indigenous students. In relation to special measures, the Colleges aim to develop programs, policies and resources in education and employment which redress, where appropriate, the effects of past discriminatory practices within the community, including the Colleges’ communities, and to take positive steps to overcome inequality of opportunity.

Where necessary, the Colleges must make reasonable adjustments to requirements, conditions or practices for individuals with relevant attributes so that they may enjoy equal opportunity.

This Policy specifically addresses the following:

- Discrimination, Discriminatory Harassment, Vilification;
- Sexual Harassment;
- Bullying;
- Victimisation; and
- Serious misconduct and criminal behaviour.

### **1.2 Aims**

**The Colleges aim to:**

- Ensure that there is no unlawful discrimination, sexual harassment, discriminatory harassment, vilification, bullying, or victimisation of students or staff;
- Inform the College communities on the general goals and philosophy of equal opportunity together with the rationale for policies and practices which are adopted;
- Provide the College communities with information about the Colleges' condemnation of unlawful discrimination, sexual harassment, discriminatory harassment, vilification, bullying and victimisation;
- Ensure that all Colleges' policies, procedures, official documentation and publications accord with equal opportunity and occupational health and safety principles and are amended as necessary to accord with these principles;
- Support and assist all College Heads, senior academic and administrative staff and tutors to exercise their leadership and authority to ensure a supportive, flexible, safe and diverse work, living and study environment;
- Establish and maintain clear processes within the Colleges to deal with complaints concerning matters covered by this Policy;
- Recruit, train, indemnify, support and advise specialist Fair Treatment Contact Persons and External Advisors and Conciliators;
- Provide advice and support to students and staff in relation to complaints on matters covered by this Policy.
- Align this Policy as closely as possible to the Discrimination, Sexual Harassment and Bullying Policy and Procedures of the University of Melbourne while making sure that the particular needs and structures of the Colleges as primarily residential communities are taken into account.

### *1.3 Scope*

This Policy applies to all students, as well as employees, volunteers, contractors and other workplace participants (collectively referred to as "staff") engaged in activities reasonable connected with one or more of the Colleges. Such activities may extend beyond College premises to activities organised by a College and approved by its senior staff.

Notwithstanding any other provisions, this Policy does not apply to International House and Medley Hall, being Halls of Residence to which the relevant Policies and Procedures of the University of Melbourne apply. Nor does it apply to Trinity College which has its own Policy and Procedures.

### *1.4 Definitions*

For the definitions of terms used in this Policy, see Appendix A.

### *1.5 Relevant College Officers and Staff*

All students and staff (including contractors and volunteers) have an obligation to abide by this Policy. In addition, there are officers and staff members of the Colleges who have specific roles in relation to the application of this Policy:

- Heads of Colleges
- Senior Academic and Administrative Staff, Tutors
- Health & Safety Officers
- Fair Treatment Coordinator
- Fair Treatment Contact Persons and External Advisers
- Fair Treatment Conciliators (referred to in this Policy as 'Conciliators')
- External Consultant to the Heads of Colleges

Each College has a legal responsibility to prevent unlawful discrimination, sexual harassment, discriminatory harassment, vilification, bullying, and victimisation. A College can be liable for the behaviour of its employees and agents. The Colleges have a positive duty to take reasonable and proportionate measures to eliminate discrimination, sexual harassment and victimisation. The Colleges have a duty to provide reasonable adjustments for people with disabilities to help the person with a disability to perform their job or access education and goods and services. These legal responsibilities mean that College Heads, senior academic and administrative staff and tutors have a responsibility to:

- Monitor the working and living environment to seek to ensure that acceptable standards of conduct are maintained at all times;
- Model appropriate behaviour themselves;
- Promote this Policy within their work area and the College community;

- Support the right of all students or staff to have their complaint lodged, listened to and respected;
- Refer a person who has a concern about matters covered by this Policy to a Fair Treatment Contact Person or External Adviser who can provide initial advice and clarification and inform the Fair Treatment Coordinator that they have done so;
- Take appropriate action if they observe or are informed about behaviour that may breach this Policy, by reiterating this Policy and that any behaviour in breach of this Policy is unacceptable, may result in disciplinary action being taken, and must immediately cease and not recur.

A Fair Treatment Coordinator, (a senior and experienced College staff member e.g. The Deputy Head), is appointed for each College by the College Head and is accountable to the same. The Fair Treatment Coordinator facilitates the implementation of this Policy within the

College by ensuring the appointment of Fair Treatment Contact Persons or External Advisers, the provision of training for their College community and Fair Treatment Contact Persons and the implementation of the complaints procedures, and by advising the College on policies, programs, initiatives and strategies recommended to enhance legislative compliance and promote student and staff access, equity and diversity.

The External Consultant, appointed by the College Heads and accountable to the same through the Chair of the College Heads, assists the Colleges to implement the Policy by preparing educational materials, organising and conducting training programs, assisting the College Fair Treatment Coordinators, Fair Treatment Contact Persons, External Advisers and Conciliators and College Heads as required in the handling of complaints, and by making recommendations on policies, programs initiatives and strategies to enhance legislative compliance and promote student and staff access, equity and diversity. The External Consultant will also encourage liaison and networking among Fair Treatment Coordinators and convene regular meetings to enable this to occur.

### **Fair Treatment Contact Persons and External Advisers**

Each College recruits, trains, indemnifies and supports suitable senior long term staff members (both academic and administrative) to become Fair Treatment Contact Persons, and if required, suitable tutors to the role of Fair Treatment Contact Persons. These Fair Treatment Contact Persons provide advice to staff and students and are an important part of the Complaints Procedure. In addition, external suitably qualified persons are jointly appointed by the College Heads to act as External Advisers or as Conciliators, as required. This Policy will be available to students, staff and the wider College community, including visitors to the Colleges and prospective students.

### **1.6 References**

- Age Discrimination Act 2004 (Cwlth);
- Australian Human Rights Commission 1986 (Cwlth);
- Charter of Human Rights and Responsibilities Act 2006 (Vic);

- Disability Discrimination Act 1992 (Cwlth);
- Disability Standards for Education 2005 (Cwlth);
- Equal Opportunity Act 2010 (Vic);
- Equal Opportunity for Women in the Workplace Act 1999 (Cwlth);
- Fair Work Act 2009 (Cwlth);
- Privacy and Data Protection Act 2014 (Vic);
- Occupational Health and Safety Act 2004 (Vic);
- Occupational Health and Safety Regulations 2007 (Vic);
- Racial and Religious Tolerance Act 2001 (Vic);
- Racial Discrimination Act 1975 (Cwlth);
- Sex Discrimination Act 1984 (Cwlth).

### **College References**

See relevant individual College policies concerning conditions of employment and/or residence and codes of conduct

## **2. Discrimination**

### **2.1 Overview**

The Colleges aim to ensure that their structures, practices, policies and guidelines are free from unlawful discrimination, both direct and indirect. They will not tolerate unlawful discrimination, discriminatory harassment, vilification or victimisation by staff or students against any staff member or student.

Discrimination, discriminatory harassment and vilification (in relation to specific attributes only) and victimisation are prohibited under the Equal Opportunity Act and Federal legislation (including the Disability Discrimination Act, the Sex Discrimination Act, the Racial Discrimination Act and the Age Discrimination Act).

Unlawful discrimination, discriminatory harassment, vilification and victimisation are unacceptable in any circumstances. Complaints regarding any such alleged conduct will be dealt with in accordance with the Complaints Procedure and accompanying guidelines. Under individual College policies dealing with student and staff behaviour, unlawful discrimination may be regarded as misconduct and may result in disciplinary action being taken.

## 2.2 Policy

### 2.2.1. Unlawful discrimination

Students and staff must not unlawfully discriminate against other students or staff. Discrimination can be either direct or indirect and is based on a person's attribute or perceived attribute, such as a person's age, sex, sexual orientation, disability or impairment, race, political or religious belief or activity, pregnancy, or marital, carer or parental status (see Appendix A for a full list of attributes).

Direct discrimination occurs when a person treats, or proposes to treat, someone with an attribute or who is perceived to have the attribute, less favourably than someone without that attribute, or with a different attribute, in the same or similar circumstances.

In relation to disability discrimination, direct discrimination also occurs if an employer does not make, or proposes not to make, reasonable adjustments for a disabled person and a failure to make a reasonable adjustment has the effect of, because of the disability, that person being treated less favourably than a person without the disability in the same or similar circumstances.

#### **An example of direct discrimination:**

A staff member is not recommended for a professional development course because her manager tells her that "it won't be much use to you because you're pregnant and will leave soon". The manager instead offers the course to another staff member, with similar experience and qualifications, who is not pregnant. This is potentially direct discrimination on the basis of pregnancy because the staff member has been treated less favourably than someone who is not pregnant, in the same or similar circumstances.

Indirect discrimination generally occurs when a rule, practice or policy appears to be neutral, but in effect has a disproportionate impact on a particular group of people who share an attribute. It arises out of practices which are fair in form and intention but discriminatory in impact and outcome. Under the relevant legislation, indirect discrimination occurs when a person imposes (or proposes to impose) a requirement, condition or practice:

- that someone with an attribute does not or cannot comply with; and
- has or is likely to have the effect of disadvantaging the person with the attribute; and
- that is not reasonable in the relevant circumstances.

Therefore the Colleges are obliged to consider and implement adjustments to requirements, conditions or practices (that are reasonable in the relevant circumstances) in order to avoid indirect discrimination. In relation to disability discrimination, indirect discrimination also occurs if:

- an employer or service or accommodation provider requires, or proposes to require persons to comply with a requirement or condition; and
- a person with a disability would be able to comply if the employer or service or accommodation provider made reasonable adjustments, but they did not do so; and

- the failure to make reasonable adjustments has, or is likely to have, the effect of disadvantaging persons with the disability.

This provision does not apply if the requirement or condition is reasonable, having regard to the circumstances of the case.

**An example of indirect discrimination:**

- All staff and students are required to attend a particular special event for the College and there are consequences for not doing so. However, several are unable to do so because it is a day of great religious significance to them. While the requirement (i.e. to attend on that particular day) applies equally to all students and staff, it may have a disproportionate impact on those of a particular religion (i.e. they cannot comply with the requirement and a higher proportion of people who are not of that religion can). If the condition is not reasonable in the circumstances, it may amount to indirect discrimination against the student and staff members on the basis of religion.

In determining whether a person discriminates against someone, it is irrelevant whether or not that person is aware of the discrimination, or whether or not it is intentional. Unlawful discrimination also includes discrimination against a person because they are an associate of someone with an attribute. For example, it is discriminatory to treat someone less favourably because they are friends with a person of a particular race or religion.

**2.2.2. Discriminatory Harassment**

Discriminatory harassment means any conduct of a person towards another person on the basis of an attribute of that other person that is reasonably likely, in all the circumstances, to humiliate, offend, intimidate or distress the other person. Discriminatory harassment is based on a person's attribute, such as their sex or disability. Sexual harassment is dealt with separately under this Policy. Staff and students must not discriminatorily harass other staff or students. Discriminatory harassment can include physical, visual, verbal and non-verbal behaviour.

Examples of discriminatory harassment include behaviour such as:

- Making derogatory comments or taunts about a person's religion;
- Continually asking a person about their sexual orientation;
- Emailing or using social media to send insulting jokes to someone about a particular racial group to which that person belongs;
- Making offensive non-verbal gestures referring to a person's race.

What is acceptable to one person may not be acceptable to another and may constitute discriminatory harassment.

In determining whether a person discriminatorily harasses another it is irrelevant whether or not the first person is aware of the harassment, or whether or not it is intentional.

Discriminatory harassment includes harassing a person because they are an associate of someone with an attribute. For example, it is discriminatory harassment to tease someone because a family member of that person has a disability.

### 2.2.3 Vilification

It is unlawful, under State and Federal law, to vilify a person or group of people on the basis of their religion, religious practices or race. Vilification involves engaging in conduct that incites hatred against, serious contempt for, or revulsion or severe ridicule of, that other person or class of persons.

It is not unlawful racial or religious vilification to engage in conduct that is undertaken:

- reasonably and in good faith in the course of a genuine academic, artistic or public discussion, publication or debate; or in private.

Examples of vilification include behaviour such as:

- publishing claims that a racial or religious group is involved in serious crimes without any proof;
- repeated and serious verbal or physical abuse about the race or religion of another person; or
- encouraging people to hate a racial or religious group using flyers, stickers, posters, a speech or publication, or using websites or email.

The Colleges aim to provide a supportive environment to people of all races and religions. Staff and students must not engage in racial or religious vilification.

## 2.3 Victimisation

Section 5 below (Victimisation) applies to complaints of discrimination, discriminatory harassment or vilification.

## 3. Sexual Harassment

### 3.1 Overview

Students and staff at the Colleges have a right to live, work and study in an environment that is free from sexual harassment. Sexual harassment is unlawful under the Equal Opportunity Act and the Sex Discrimination Act and is prohibited by the Colleges. Sexual harassment is unacceptable in all circumstances. Complaints about sexual harassment will be dealt with in accordance with the Complaints Procedure. Under individual College policies dealing with student and staff behaviour, sexual harassment may be regarded as misconduct and may result in disciplinary action being taken.

### 3.2 Policy

Students and staff must not sexually harass other students or staff. To determine whether sexual harassment has occurred from a legal perspective, it is necessary to ask whether:

- the behaviour was unwelcome;
- The behaviour was sexual in nature; and
- a hypothetical 'reasonable person', having regard to all the circumstances, would anticipate that the harassed person would feel offended, humiliated or intimidated by the other person's behaviour.

#### 3.2.1 'Unwelcome' Behaviour

Unwelcome behaviour is behaviour that is uninvited, unwanted, and unreciprocated by the recipient/s. Sexual harassment is not sexual interaction, flirtation, attraction or friendship that is invited, mutual, consensual or reciprocated. This is because this is not 'unwelcome' behaviour and it would not be reasonable to anticipate that this behaviour would offend, humiliate or intimidate.

Sexual harassment can occur unintentionally. A person's intention or motive is not relevant when determining whether the alleged behaviour constitutes sexual harassment.

It is not necessary for the person who has been harassed to have told the harasser that the behaviour was unwelcome for the behaviour to constitute sexual harassment.

#### 3.2.2 'Sexual' Behaviour

Behaviour that has a sexual element or implication is considered to be sexual in nature. Such behaviour includes physical, visual, verbal and non-verbal behaviour. Examples of behaviour of a sexual nature that could constitute sexual harassment include:

- indecent assault, rape or stalking (which are also criminal offences and may be dealt with in accordance with section 6 of this Policy);
- displaying pornographic or sexually explicit material (posters, screen savers etc);
- unwelcome physical contact, gestures or other non-verbal communication;
- sexually explicit emails, sms messages, comments, jokes or conversations;
- sexual insults or taunting;
- asking someone for sex;
- making promises or threats in return for sexual favours;
- sexual orientation-based insults or taunts;
- sexually explicit humour on College sporting posters;
- nudity;

- offensive posts on Facebook, College intranet, or other social networking sites.

Behaviour need not be repeated or continuous; a single incident or comment can amount to sexual harassment. Sexual harassment may be perpetrated or experienced by a person of any sex, gender identity or sexual orientation.

### 3.3.3 'Reasonable Person Test'

The 'reasonable person' test requires examination of the particular circumstances. Factors such as the relevant ages of the complainant and the respondent, the context in which the harassment occurred and the nature of the relationship between the parties may be relevant when determining what was reasonable in the circumstances.

The fact that not everybody would be offended by the behaviour does not mean that it will not amount to sexual harassment, and it may be sexual harassment even if that sort of behaviour has previously been accepted within a particular work or learning environment. Behaviour that might be acceptable to the reasonable person in one set of circumstances may not be acceptable in another.

## 3.3 Victimisation

Section 5 below (Victimisation) applies to complaints of sexual harassment.

## 4. Bullying

### 4.1 Overview

In accordance with its obligations under the Occupational Health and Safety Act, the Colleges are committed to providing staff, students and visitors, so far as is reasonably practicable, with a working, living and learning environment that is safe and free from risks to health. This includes risks associated with bullying.

Staff members and students are required to treat students and members of staff with respect for their rights, duties and aspirations. Bullying is not an acceptable part of the Colleges' culture and impacts negatively on the humane and scholarly values inherent in the ideals of a modern university College.

The objectives of this aspect of this Policy are to, so far as is reasonably practicable:

- prevent bullying;
- provide a healthy and safe environment for staff and students;
- manage all reported incidents of bullying through the Complaints Procedure; and
- make staff and students aware of the assistance available to them in situations of bullying.

This aspect of this Policy is not intended to diminish supervisory or managerial prerogative to direct or control how work is done in the workplace other than to ensure so far as practicable, the health and safety of staff and students.

Bullying is unacceptable in all circumstances. Complaints about bullying will be dealt with in accordance with the Complaints Procedure.

Under individual College policies dealing with student and staff behaviour, bullying may be regarded as misconduct and may result in disciplinary action being taken.

#### **4.2 Policy**

Student and Staff members must not engage in behaviours that constitute bullying towards other students or staff.

Bullying is repeated, unreasonable behaviour directed toward a student or staff member, or a group of students or staff by student/s or staff member/s, which creates a risk to health and safety.

Bullying behaviour may be obvious and direct or extremely subtle and indirect. Such behaviour includes physical, visual, verbal and non-verbal behaviour.

Examples of behaviour that could constitute bullying include:

- physical or verbal abuse;
- yelling, screaming or offensive language;
- excluding or isolating a student or staff member;
- deliberately withholding information that is vital for effective performance;
- spreading rumours or innuendo about someone;
- psychological harassment;
- unjustified criticism or complaints;
- intimidation;
- assigning staff members meaningless tasks unrelated to their job;
- giving staff members impossible jobs;
- interfering with someone's personal property or equipment;
- deliberately changing work arrangements, such as rosters and leave, to inconvenience particular staff members.

##### **4.2.1 Examples of Bullying**

- A student was subjected to behaviour by another student over a number of months, including: offensive language and insults; he was teased in front of other students during tutorials; and knew that this person had been spreading rumours about him in College. The

behaviour this student was subjected to humiliated and intimidated him. As a result, he became stressed and anxious and found it increasingly difficult to remain resident in College.

- A casual staff member was recently assigned a new supervisor. Since this time, the staff member was no longer included in team meetings and her work roster would frequently be changed without due notice or explanation. The staff member felt very distressed about the treatment she received and became anxious and scared to lose her job.

#### 4.2.2 Elements of Bullying

Behaviour is considered 'repeated' if it occurs more than once. The requirement for the behaviour to be 'repeated' refers to the persistent nature of the behaviour and may involve a series of diverse incidents.

Unreasonable behaviour means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine, threaten, or intimidate another person.

Bullying can include actions of individuals or a group, and may involve using a system of work or assessment as a means of victimising, humiliating, undermining or threatening an individual or group.

The risk to health or safety created by bullying includes any risks to the psychological or physical health of the staff member or student.

Bullying can occur unintentionally. A person's intention or motive is not relevant when determining whether the alleged behaviour constitutes bullying.

#### 4.2.3 Bullying is Not:

- reasonable comment, advice or administrative action (including negative feedback) from an academic or administrative staff member on work, academic performance or behaviour;
- reasonable management action;
- reasonable disciplinary action;
- the implementation of organisational change;
- the allocation of work in compliance with systems;
- conflict or differences of opinion between individuals;
- a single incident of bullying-style behaviour.

An example of reasonable management action (that would not be considered bullying):

- A staff member works in a busy College office and the work required is routine. On a regular basis, the staff member falls behind schedule with her tasks. To help develop her skills and improve her performance, her supervisor recommends the staff member attend a training

course. The staff member felt humiliated and singled out, even though her supervisor assured her that she intended to assist her.

#### 4.2.4 Single Incidents

Under this Policy and Complaints Procedure, bullying is defined as repeated, unreasonable conduct that creates a risk to health and safety. A single incident of unreasonable behaviour that creates a risk to health and safety may have the potential to escalate into bullying and therefore should not be ignored. A student or staff member with a concern about a single incident of bullying-style behaviour may raise this issue with their supervisor, the Fair Treatment Coordinator, the College's Human Resources officer, or a Health and Safety Officer.

#### 4.3 Victimisation

Section 5 below (Victimisation) applies to complaints of bullying.

### 5. Victimisation

This section applies to victimisation in relation to complaints of unlawful discrimination, discriminatory harassment, vilification, sexual harassment and bullying.

Victimisation is when a person subjects (or threatens to subject) another person to a detriment (which can include humiliation and denigration) because that other person has made a complaint or been involved in a Complaints Procedure, or because the first person thinks the other person intends to make a complaint or be involved in a Complaints Procedure. Students and staff must not victimise other students or staff. Victimisation will not be tolerated by the Colleges. It is unlawful under State and Federal equal opportunity legislation and, in certain circumstances, may amount to adverse action in breach of the Fair Work Act.

Victimisation can include physical, visual, verbal and non-verbal behaviour. Examples of victimisation include behaviour such as:

- Students sending rude and aggressive notes to another student and their friends because that student has complained about the behaviour of a friend of theirs
- A supervisor humiliating a staff member because that staff member gave evidence in support of a colleague in relation to a complaint against the supervisor. A person may be found liable for victimisation even though the original allegation is not proven. For example, even if an original complaint of bullying is not substantiated, it may constitute victimisation for a manager to give a staff member a poor performance review because that staff member previously made a complaint against the manager. A person does not have to be the subject of the complaint to have victimised another person, so long as the victimisation is because of a complaint against a person. For example, it is victimisation if a manager refuses to provide work to a staff member who has made a complaint of sexual harassment against another staff member in the workplace.

Victimisation also includes victimising a person because another person associated with the first person has made a complaint. For example, it is victimisation for a lecturer to penalise a student because a friend of that student made a complaint of discrimination about the lecturer.

A student or staff member may raise a concern about victimisation using the Complaints Procedure.

## **6. Serious Misconduct or Criminal Behaviour**

### **6.1 Overview**

Serious misconduct or criminal behaviour (as defined in Appendix A) is unacceptable and will not be tolerated by the Colleges. Sexual misconduct and sexual violence in particular are viewed by the Colleges as completely unacceptable and will not be tolerated in any circumstances.

Complaints about serious misconduct or criminal behaviour will be dealt with in accordance with the Complaints Procedure, however it may be necessary to depart from the process set out in the Complaints Procedure given the seriousness of the alleged conduct. In all circumstances, ensuring that complainants are supported and that their safety and wellbeing are protected will be the first priority of the Colleges.

Under individual College policies dealing with student and staff behaviour, serious misconduct and criminal behaviour may result in disciplinary action being taken against a student or staff member.

### **6.2 Policy**

Students and staff must not engage in serious misconduct or criminal behaviour. Examples of behaviour that might amount to serious misconduct or criminal behaviour include, but are not limited to:

- assault or physical violence;
- blackmail;
- serious or repeated bullying, sexual harassment, discrimination, discriminatory harassment, vilification or victimisation;
- use or sale of illicit drugs;
- threats to kill or inflict serious injury;
- sexual offences;
- sexting;
- stalking a person;
- using technology to menace, harass or cause offence to a person;
- abuse of a position of power or responsibility within a College;
- theft, dishonesty or fraud; or

- deliberately making false or vexatious allegations against another student or staff member.

Whether or not particular conduct amounts to serious misconduct or criminal behaviour will be a matter for the relevant College to determine in each particular case.

### 6.2.1 Sexual Offences

In this Policy, references to sexual offences include (but are not limited to) all forms of sexual violence and unwanted sexual behaviours such as rape, rape by compelling sexual penetration, sexual assault, unwanted kissing or touching or compelling someone to engage in unwanted sexual touching, assault with intent to commit a sexual offence, threats to commit a sexual offence, sexual offences against children, child pornography offences, obscene exposure and unlawfully capturing images of or observing another person's genital or anal region. In certain circumstances, sexual harassment may amount to sexual assault. Sexual assault is a criminal offence. It is unacceptable in any circumstances and will not be tolerated by the Colleges.

### 6.2.2 Consent

Sexual offences against adults generally involve a lack of consent to the sexual conduct. Consent involves a person providing free agreement to the sexual activity. This may be indicated by words or physical conduct.

There is no valid consent where:

- the person indicates, either by words or conduct, that they do not wish to engage in the sexual activity;
- force is used or threatened to be used against a person to coerce them into engaging in the sexual activity;
- a person is asleep or unconscious; or
- a person is so affected by alcohol or other drugs, as to be incapable of freely agreeing to the sexual activity.

The law in Victoria sets clear age limits for when you can legally have sex. This is called the age of consent. In Victoria it is unlawful to engage in sexual activity with a child under 12 years old, even if they agree. It is also unlawful to engage in sexual activity with a child between the ages of 12 and 16, if you are more than 2 years older than them.

### 6.2.3 Unlawful Sexting

It is a criminal offence to distribute or threaten to distribute an intimate image of another person in circumstances contrary to community standards of acceptable conduct. In particular, it is a criminal offence to engage in sexting by distributing intimate images of another person:

- under the age of 18; or
- over the age of 18 without their consent.

"Intimate images" include videos or photos of a person engaged in a sexual activity, or in a manner or context that is sexual (including photos depicting the person naked).

#### 6.2.4 Using Technology to Threaten, Menace, Harass or Offend

It is a criminal offence to use a carriage service (including mobile phone, email, internet and social media):

- in a way that reasonable persons would regard as being menacing, harassing or offensive; or
- to make a threat to kill or cause serious harm if it is intended that the victim fears the threat will be carried out.

#### 6.2.5 Stalking

Stalking is a criminal offence against both Commonwealth and Victorian legislation. Stalking involves engaging in a course of conduct with the intention of causing physical or mental harm to the victim, including self-harm, or of arousing apprehension or fear in the victim for his or her own safety or that of any other person. This might be through, amongst other things:

- following the victim;
- contacting the victim (by any means);
- publishing information on the internet;
- making threats;
- keeping the victim under surveillance;
- entering or loitering near the person's residence or place of work.

In certain circumstances, serious bullying behaviour may amount to stalking.

### ***6.3 Reporting Serious Misconduct or Criminal Behaviour***

Where a staff member or student witnesses, becomes aware of or experiences serious misconduct or criminal behaviour, they are encouraged to seek advice and report the behaviour in accordance with the Complaints Procedures set out in Section 7 below.

However, due to the seriousness of alleged serious misconduct or criminal behaviour, the Colleges may depart from the procedures set out in the Complaints Procedures. In particular:

- the Colleges may take such interim actions as necessary to address concerns regarding a complainant's safety, well-being, or participation in work, study or College life. This may include requirements that an alleged respondent:
  - avoids places where a complainant will be or is required to refrain from contacting the complainant;
  - does not attend College until the matter has been investigated.

Such interim measures do not mean that the Colleges have made any finding as to whether or not the alleged conduct the subject of a complaint has occurred.

- In certain circumstances, a College or staff member may have an obligation to report information to the police;
- The Colleges may instigate an investigation into allegations of serious misconduct or criminal behaviour regardless of whether a complaint has been lodged in accordance with the Complaints Procedures;
- Unless a complainant requests the matter be referred to Stage 2 (Conciliation), in the case of sexual offences in particular, the College will proceed directly to Stage 3 (Investigation and Determination). This may also occur in relation to other allegations of serious misconduct or criminal behaviour, depending on the circumstances;
- The Colleges may report allegations that potentially amount to criminal conduct to Victoria Police. Whilst the Colleges will consider and place priority on the wishes of the complainant, the Colleges retain the right to report all potentially criminal behaviour to Victoria Police;
- Information obtained by the Colleges as a result of a complaint, a conciliation or investigation may be sought by Victoria Police pursuant to their statutory powers to investigate and obtain information relating to suspected criminal behaviour.

Students and staff may make use of external supports and avenues for complaint (including through the bodies outlined in part 7.9 (Complaints to External Bodies) below) at any stage. In particular, in the case of allegations of criminal behaviour such as sexual assault, a complainant may contact Victoria Police at any stage. The Colleges will be supportive of complainants reporting criminal behaviour to the Police and nothing in this Policy should be taken as limiting the right of a student or staff member to contact the Police.

#### **6.4 Support**

Support is available for complainants subjected to serious misconduct or criminal behaviour from the Fair Treatment Coordinator, Fair Treatment Contact Persons, External Advisers or through their College counselling service. Each of the Colleges is committed to working with complainants in these circumstances to ensure that their physical safety and pastoral wellbeing are properly cared for. In assisting the complainant, a College will work to ensure that the principles of natural justice are maintained for the complainant and the accused. It will work to ensure a safe and well-supported environment in which the complainant may seek redress. It will assist the complainant to engage as appropriate with the University, the Police, medical and external counselling services.

## 7. Complaints Procedure

### 7.1 Overview

The complex nature and social intimacy of College life, and its diverse student and staff population, makes it likely that there may be instances where certain behaviours, actions or decisions may be construed as inappropriate. This Complaints Procedure aims to provide in the first instance an advisory function, whereby students and staff may seek clarification on College policy and behavioural norms and expectations. Where a student or staff member perceives that unlawful discrimination, discriminatory harassment, vilification, sexual harassment, bullying, victimisation or serious misconduct or criminal behaviour has occurred, this Complaints Procedure provides a process by which such concerns can be raised and addressed.

Any student or staff member with a concern about matters addressed by this Policy may seek advice from a Fair Treatment Contact Person or External Adviser. Often, individuals will initially raise the concern with a manager, supervisor, colleague, tutor, counsellor, human resources officer, health and safety representative or other staff member. Regardless of who a person contacts initially, that initial contact should immediately inform the Fair Treatment Coordinator of the contact and refer the person to a College Fair Treatment Contact Persons or External Adviser who can provide initial advice and clarification.

As a consequence of raising a concern, if the person or the Colleges decide that some responsive action is required under this Policy, the concern becomes a complaint to be resolved using this Complaints Procedure.

### 7.2 Complaints Procedure: Introduction

A student or staff member with a complaint about unlawful discrimination, discriminatory harassment, vilification, sexual harassment, bullying, victimisation and/or serious misconduct or criminal behaviour against a student or staff member, or a group of students or staff, can make a complaint to the College. Where complaints involve serious misconduct or criminal behaviour, there may be a departure from the process set out below as detailed in section 6.3 above.

The Colleges may decline to entertain a complaint that took place more than 12 months before the complaint was lodged, or if the respondent is no longer a student or staff member of a College. In doing so, the Colleges will consider the particular circumstances of the complainant and the nature of the complaint.

Where practicable, complainants should maintain and have available accurate records of the alleged conduct, including the time and place of the alleged incident(s) and the names of any witness(es).

The Colleges aim to deal with complaints as quickly as practicable and to achieve early resolution of complaints. This is in line with dispute resolution best practice principles and safeguards both the wellbeing of those involved in the complaint and the wider College community. For example, the Fair Treatment Coordinator may establish at an early juncture a timeframe for the conduct of stages of the complaints procedure. In doing so the Coordinator makes clear what is expected of the parties involved, as well as providing a means of monitoring progress against such a timeframe. The Coordinator may also allow for alternate Fair Treatment Contact Persons or External Advisers to

be engaged during the Conciliation stage, or take any other reasonable action, to respond to unforeseen delays.

### 7.2.1 Procedural Fairness and Confidentiality

The principles of procedural fairness apply to the complaints procedure as a whole.

Primarily, this means that:

- the College will not make a decision that could adversely affect either party unless it has given that party an opportunity to present their case;
- the decision-maker will not be biased towards a party or have a separate interest in the complaint.

**The College aims to maintain the confidentiality of complainants and respondents.**

Only the Fair Treatment Coordinator, Fair Treatment Contact Person and those staff members or Tutors, or External Advisers or Conciliators involved in advising on, conciliating, investigating or resolving the complaint will have access to material relating to the complaint. However, the Fair Treatment Coordinator will keep the Head of College informed of all matters raised and how they are being dealt with.

In order to enable effective resolution of the complaint and to prevent gossip, rumour and interference by persons not involved in the complaint, the College will inform all complainants and respondents of the need for them also to maintain confidentiality.

### 7.2.2 College Initiation of a Complaint

In general, the complainant influences the progress of the complaint through the Complaints Procedure. However, in some circumstances, the seriousness of the allegations will mean that the College is under a legal obligation (e.g. to keep the work and study environments safe and without risks to the health of staff and students) to ensure that a matter is investigated beyond that which the complainant intends or wishes. For this reason, where it is appropriate in the circumstances, the College may initiate a complaint or progress a complaint without the involvement of the complainant. Where appropriate, this may involve de-identifying details of the complainant.

The College will provide the respondent with written notification of the complaint should the complaint progress to either Stage 2 (Conciliation) or Stage 3 (Investigation and Determination).

At any stage of the Complaints Procedure, or when a concern cannot be addressed using this Complaints Procedure, the College may consider and implement actions as necessary to address concerns regarding individuals' safety, well-being, or participation in work, study or College life. These actions do not imply any wrongdoing or any case to answer.

## ***7.3 Complaints About Fair Treatment Coordinator or Head of College***

Where there are complaints about the Fair Treatment Coordinator the Head of College will act as the Fair Treatment Coordinator for the purpose of these complaints procedures and assume the role and responsibilities of the Fair Treatment Coordinator. Where there are complaints about the Head

of College, the Chair of the College Council will act as Fair Treatment Coordinator for the purpose of these complaints procedures and assume the role and responsibilities of the Fair Treatment Coordinator. The Fair Treatment Coordinator will not exercise any responsibility for dealing with complaints about their own behaviour or that of the Head of College

#### *7.4 Stages of the Complaints Procedure*

There are three stages to the complaints procedure:

- Stage 1 (Advice and Informal Resolution);
- Stage 2 (Conciliation);
- Stage 3 (Investigation and Determination).

The stages will generally, although not always, be undertaken in progression. However, in certain circumstances it may be appropriate to skip one or more of the stages. The processes to be applied in any particular matter are reserved to the absolute discretion of the College.

If police become involved in a particular complaint, the College may adapt these procedures or wait for the outcome of the criminal investigation as appropriate in the circumstances.

#### *7.5 Stage 1 (Advice and Informal Resolution)*

The aim of Stage 1 is to clarify the concern as perceived by the complainant or respondent and to facilitate informal resolution.

Individuals who have a concern should consult one of their College's appointed Fair Treatment Contact Persons or one of the Colleges' appointed External Advisers.

Fair Treatment Contact Persons and External Advisers can assist the complainant or the respondent by:

- Clarifying whether the alleged behaviour may constitute unlawful discrimination, sexual harassment, discriminatory harassment, vilification, bullying, victimisation, serious misconduct or criminal behaviour;
- Providing information about this Policy and the Complaints Procedure;
- Advising of their rights under relevant legislation;
- Advising of the options available to them, including making a complaint to an external body;
- Encouraging the person to seek the type of support that they need and provide referrals as appropriate;
- Exploring strategies to resolve the matter.

At this stage, it is preferable that individuals seek to resolve the issue themselves directly. However, if this is unsuccessful or inappropriate, after consulting a Fair Treatment Contact Person or External Adviser, a student or staff member who seeks informal resolution of his or her complaint in this

stage of the Complaints Procedure may ask the Fair Treatment Coordinator to arrange for a suitable person (eg. supervisor or tutor) to speak to the respondent on their behalf, and privately convey the individual's concerns, reiterate the College's Policy to the respondent (without assessing the merits of the case), and, if necessary, take practical steps to ensure, as far as possible, that the behaviour that allegedly occurred ceases and cannot recur.

At this stage there is no requirement for the complainant to lodge a written complaint. It is not necessary for the respondent to be involved in Stage 1. However, the Fair Treatment Coordinator will be kept informed by the Fair Treatment Contact Persons or External Adviser of all inquiries and their outcome.

The complaint may end at Stage 1, either because it is resolved or because neither the complainant, the respondent, nor the College progress it to Stage 2 (conciliation) or Stage 3 (investigation and determination). Alternatively, the complaint may progress to Stage 2 or Stage 3 at the request of one of the parties or the College.

### **7.6 Stage 2 (Conciliation)**

Stage 2 is about conciliation. Conciliation is a process in which a neutral third party (the conciliator) attempts to assist the parties to resolve the complaint through a mutually accepted agreement.

Conciliation only occurs if both parties agree to it voluntarily. It may not occur if it is inappropriate in the circumstances, for example in relation to certain allegations of serious misconduct or criminal behaviour.

Conciliation usually occurs at the request of the complainant. However, the person who is the subject of a complaint is also entitled to request Conciliation, and should seek the advice of a Fair Treatment Contact Person or External Adviser before proceeding.

For a conciliation to occur, the complainant must be willing to be identified to the respondent. The complainant must put the complaint in writing to the Fair Treatment Coordinator, in the form of a brief summary (up to two pages) of the particular incident/s. The respondent will be provided with details of the allegations. The respondent will be given the opportunity to seek advice from a Fair Treatment Contact Person or External Adviser and may submit a short written response (of up to two pages) to the complaint to the Fair Treatment Coordinator, within five working days. A copy of any written response will be provided to the Conciliator and complainant.

Upon referral of the request, the Fair Treatment Coordinator will review the complaint and related documentation. If conciliation is appropriate, the Fair Treatment Coordinator will invite the parties to participate. If conciliation does not proceed, the parties will be referred to their respective Fair Treatment Contact Person or External Adviser to discuss further options.

The conciliation process will be conducted through the complainant and the respondent meeting with the conciliator either together or separately. The role of the conciliator is not to make a formal finding but to assist the parties to reach a mutually agreed resolution.

The complainant and respondent are each entitled to have a support person during the conciliation, but not a legal representative or advocate.

The complaint may end at Stage 2, either because the complaint was resolved through conciliation or because neither the complainant, the respondent, or the College progresses the complaint to Stage 3. Alternatively, the complaint may progress to Stage 3 at the request of the complainant or the respondent or the College.

### **7.7 Stage 3 (Investigation and Determination)**

Stage 3 is about investigating the complaint and making determinations based on the investigation.

If a complainant, respondent or the Fair Treatment Coordinator on behalf of the College, wishes to refer the complaint for an investigation, they must make a written request for investigation to the Head of College (or to the Chair of the College Council in the case of a complaint about the Head of College) and include details of particular incident(s) and any supporting documentation. A Fair Treatment Contact Person or External Adviser for the complainant and a separate Fair Treatment Contact Person or External Adviser for the respondent can assist them to prepare the request.

In consultation with the College Fair Treatment Coordinator and External Consultant, the Head of College/Chair of College Council will review the complaint and related documentation and then make a decision regarding whether to proceed with an investigation. The Fair Treatment Coordinator will notify the parties as to whether an investigation will be conducted.

The respondent will be provided with details of the allegations if they have not already been provided. If the respondent has not already done so, they will be given the opportunity to seek advice from a Fair Treatment Contact Person or External Adviser and to respond to the complaint in writing within ten working days. A copy of any written response will be provided to the Fair Treatment Coordinator and to the investigator/s.

The investigation will be conducted in a manner that the Head of College or Chair of College Council considers appropriate in the circumstances. Investigations will be conducted by either a panel or an individual investigator.

Under individual College policies dealing with student and staff behaviour, discrimination, discriminatory harassment, vilification, sexual harassment, bullying, victimisation, serious misconduct or criminal behaviour may be regarded as misconduct and may result in disciplinary action being taken. An investigation undertaken under this Policy will be considered equivalent to an investigation undertaken under the relevant College policy and no additional investigation will be required.

#### **7.7.1 Potential Outcomes from an Investigation**

Potential outcomes from an investigation include the following:

- a finding that the complaint was not substantiated;
- a finding that the complaint was substantiated or substantiated in part;
- steps to restore the complainant to the position that the complainant was in prior to the incident(s) that led to the complaint;
- training in this Policy and related matters;

- referral to other support services or strategies;
- counselling;
- further monitoring of the situation;
- statement of regret or apology, where appropriate;
- requirement to change processes or procedures;
- disciplinary action in accordance with relevant College policies. This may include (amongst other things):
  - exclusion, suspension or expulsion from the College;
  - rejection of applications for employment or engagement with the College;
  - non-admission or conditional admission of new members or residents to the College;
  - the imposition of conditions on continued residence or membership of the College;
  - termination of membership of the College or any group associated with the College;
  - or
  - termination of employment or engagement with the College.

The parties will be informed of the findings and relevant outcomes of the investigation.

#### 7.7.2 Process to Manage Investigation and Delivery of Outcomes

In relation to undertaking an investigation or to deliver any outcomes from an investigation, the process for delivering outcomes will be managed in accordance with each College and Hall's respective Disciplinary Policy or Code of Conduct as appropriate

#### ***7.8 False or Misleading Allegations***

Knowingly making a false complaint under this Policy is a serious matter and is unacceptable. For this reason, all staff and students should be aware that where a College is satisfied that a complaint is malicious, frivolous or vexatious, the complainant may face disciplinary action.

#### ***7.9 Complaints to External Bodies***

While staff and students are encouraged to use the Colleges' Complaints Procedure, particularly in relation to minor or non-criminal complaints, the College will be supportive of staff and students bringing their complaint to a relevant external body, particularly in the case of serious matters, such as serious misconduct or criminal behaviour. Nothing in this Policy should be taken as limiting the right of a student or staff member to contact an external body or pursue their complaint through the mechanisms provided by that external body.

Staff and students may, at any time, seek advice from and/or lodge a complaint with, relevant external bodies, which may include (depending on the circumstances):

**University of Melbourne Department of Health, Counselling & Disability Services**

Counselling Service, Level 2, 138 Cardigan Street, Carlton

<http://www.services.unimelb.edu.au/counsel>

Phone: (03) 8344 6927 / 8344 6928

**Victoria Police**

Melbourne North Police Station (open 24 hours), 36 Wreckyn Street, North Melbourne

Phone: (03) 8379 0800

**Victoria Police Sexual Offences and Child Abuse Investigation Team**

Phone: (03) 8690 4056

**Victorian Equal Opportunity and Human Rights Commission**

<http://www.humanrightscommission.vic.gov.au/>

Phone: 1300 292 153

**Australian Human Rights Commission**

<https://www.humanrights.gov.au/>

Phone: (02) 9284 9600

**Fair Work Ombudsman**

<https://www.fairwork.gov.au/>

Phone: 13 13 94

**WorkSafe Victoria**

<http://www.worksafe.vic.gov.au/>

Phone: (03) 9641 1444 or 1800 136 089

A College student or staff member who is also a student of the University of Melbourne is entitled to seek advice from and/or lodge a complaint under the University's relevant Policy and Procedures if their concern relates to another student of the University.

If a student or staff member pursues a complaint with an external body the College may determine to suspend or terminate its Complaints Procedure. In these circumstances, the College may consider and implement other actions as necessary to address concerns regarding individuals' safety, well-being, and participation in work or study.

***7.10 Complaints to Other Colleges***

Where a complaint involves students or staff from different Colleges or more than one College is otherwise involved in a complaint, the Fair Treatment Coordinator from each College will confer to determine how the Complaints Procedure will proceed. Generally, the College with the greatest degree of connection to the complaint will take responsibility for managing the Complaint. This may be the College where the conduct occurred or the College of the respondent.

In some circumstances, it may be necessary for advice to be sought about the handling of the complaint, from an appropriate external arbitrator appointed by the Chair of Heads and acceptable to the Heads of both Colleges. Where appropriate, the complaint may be referred to the external arbitrator for decision. This may occur, for example, where:

- the Fair Treatment Coordinators of the Colleges cannot agree on the process for managing the complaint;
- it is not clear which College has the greatest degree of connection to the complaint; or
- the matter is so complex or there are so many Colleges or individuals involved that it would be in the interests of efficiency and natural justice for the matter to be referred.

## 8. Acknowledgment

The Colleges gratefully acknowledge that this Policy originated from the Discrimination, Sexual Harassment and Bullying Policy and Procedures developed and endorsed by the University of Melbourne.

## 9. Definitions

In the Colleges' Discrimination, Sexual Harassment and Bullying Policy and Procedures, the following definitions apply:

**Attribute** means the following attributes, as defined in the Equal Opportunity Act (Vic) and relevant Federal legislation (see section 1.6 References):

- age;
- breastfeeding;
- employment activity;
- gender identity;
- intersex status;
- disability;
- industrial activity;
- lawful sexual activity;
- marital status;
- parental status or status as a carer;
- physical features;
- political belief or activity;
- pregnancy;
- race;
- religious belief or activity;
- sex (i.e. gender);

- sexual orientation;
- an expunged homosexual conviction;
- personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.

**Bullying** is repeated, unreasonable behaviour directed toward a staff member or student, or a group of students or staff by a student or staff member, that creates a risk to health and safety.

**Complainant** means a student or staff member who makes a complaint.

**Complaint** means a complaint made to a College (whether formally or informally) by a student or staff member regarding unlawful discrimination, sexual harassment, discriminatory harassment, vilification, bullying or victimisation and may include a grievance of a student or staff member concerning any other unfair treatment as defined below.

**Complaints Procedure** means the procedure outlined in this Policy and any accompanying guidelines that are applied by a College in relation to a complaint.

**Direct discrimination** is one form of discrimination prohibited under the Equal Opportunity Act 2010 (Vic) and relevant Federal legislation (the other being indirect discrimination). Direct discrimination occurs when a person treats, or proposes to treat, someone with an attribute less favourably than someone without the attribute (or with a different attribute) in the same or similar circumstances.

In relation to disability discrimination, direct discrimination also occurs if an employer does not make, or proposes not to make, reasonable adjustments for a disabled person and a failure to make a reasonable adjustment has the effect of, because of the disability, that person being treated less favourably than a person without the disability in the same or similar circumstances.

**Discrimination** means either direct or indirect discrimination, on the basis of an attribute.

**Discriminatory Harassment** means any conduct of a person towards another person on the basis of an attribute of that other person, that is reasonably likely, in all the circumstances, to humiliate, offend, intimidate or distress the other person. Discriminatory harassment is unlawful only in relation to the attributes of sex and disability.

**EO Act** means the Equal Opportunity Act 2010 (Vic).

**Indirect discrimination** is one form of discrimination prohibited under the Equal Opportunity Act 2010 (Vic) and relevant Federal legislation (the other being direct discrimination). Indirect discrimination occurs when a person imposes, or proposes to impose, a requirement, condition or practice:

- that someone with an attribute does not or cannot comply with; and
- has or is likely to have the effect of disadvantaging the person with the attribute; and
- that is not reasonable in the relevant circumstances.

In relation to disability discrimination, indirect discrimination also occurs if:

- an employer requires, or proposes to require persons to comply with a requirement or condition; and
- because of the disability, the person would comply if the employer made reasonable adjustments, but the employer did not do so; and
- the failure to make reasonable adjustments has, or is likely to have, the effect of disadvantaging persons with the disability.

This provision does not apply if the requirement or condition is reasonable, having regard to the circumstances of the case.

**OH&S Act** means the Occupational Health and Safety Act 2004 (Vic).

**Reasonable adjustment** means any adjustment that does not impose an unjustifiable hardship on the person making the adjustment.

**Respondent** means a student or staff member against whom a complaint is made.

**Serious misconduct or criminal behaviour** means behaviour in breach of this Policy which is particularly serious or could amount to a breach of the criminal law, including (but not limited to): assault or physical violence; blackmail; serious or repeated bullying, sexual harassment, discrimination, discriminatory harassment, vilification or victimisation; use or sale of illicit drugs; threats to kill or inflict serious injury; sexual assault; sexting; stalking a person; using technology to menace, harass or cause offence to a person; abuse of a position of power or responsibility within a College; theft, dishonesty or fraud; or deliberately making false or vexatious allegations against another student or staff member.

**Sexual harassment**, under the Equal Opportunity Act 2010 (Vic) and the Sex Discrimination Act 1984 (Cwlth), is when a person:

- makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to another person; or
- engages in any other unwelcome conduct of a sexual nature in relation to another person.
- in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated or intimidated.

**Staff or staff member** means an employee, contractor, volunteer or other workplace participant currently engaged by a College or an official College visitor but does not include conference guests.

**Student** means a current student of a College.

**Victimisation** is when a person subjects (or threatens to subject) another person to a detriment (which includes humiliation and denigration) because that other person has made a complaint or been involved in a Complaints Procedure, or because the first person thinks the other person intends to make a complaint or be involved in a Complaints Procedure.

**Vilification** means any form of conduct that incites hatred against, serious contempt for, or revulsion or severe ridicule of another person or class of person on the grounds of their race or religious beliefs or practices.

*Adopted in principle by the Heads of Residential Colleges and Halls on 13 April 2010, after consultation with their respective governing bodies.*

*Reviewed by Heads and adopted, with amendments, on 11 October 2011.*

*Further reviewed by Heads and Fair Treatment coordinators and adopted, with amendments, on February 12<sup>th</sup> 2013, 10 November 2015 and February 19 2016.*

### **B.3 Guidelines Concerning Parties**

Parties and other events on College premises are not normally open to members of other Colleges. The only exception is where a general invitation is issued by the Student Club Committee of the host College after consultation with, and approval from, the host Head of College.

Even where such approval has been obtained, posters and notices advertising such parties or events should not be distributed or displayed in other Colleges without the explicit consent of the Head of College in which they are to be displayed or distributed. They are to be confined to official notice boards.

On some occasions it may be permitted for individual students to invite a guest who is a member of another College to a College party or event. On each occasion this should be clarified with the Student Club Committee and the Head of College. Such permission is granted on the understanding that the host student is responsible for the behaviour of his/her guest, for their timely departure (and for any damage they may cause).

The intercollegiate rule is that the serving of alcohol and other beverages will cease at midnight, music will cease at 12.30 a.m. and “all quiet” around Colleges will be at 1.00a.m. These times are outer limits and Colleges often have earlier closing times which are to be respected.

Raids and excursions in numbers to other Colleges are forbidden at all times.

The implementation of these Guidelines is for each College to work out in its own way and could well be discussed by each Head with each new Committee.

Signed by all Heads of College.

## **B.4: Alcohol in University Colleges Policy & Guidelines**

### **1. Rationale**

In the current societal climate, where little is done to restrict drinking and many forces combine to encourage it, misuse and abuse of alcohol is a major health and safety issue. It is now generally recognised by health experts that young people up to the age of 25 are particularly susceptible to serious and potentially permanent brain damage from excessive drinking because their brains are still developing up to that age. In addition, the likelihood of an individual suffering injury or taking risks is greatly increased when even relatively moderate amounts of alcohol are consumed.

All members of the Residential Colleges, and especially those charged with organising and supervising events, must therefore work together to ensure that an environment and a culture are created in which the short-term and long-term risks associated with alcohol are minimised.

### **2. Aim and Scope of Policy**

The purpose of this policy is to provide general guidelines for the management of the use of alcohol at College events, whether organised by the College administration or its Resident Student Clubs. This does not replace individual College policies. The Policy also applies to all events organised by intercollegiate bodies. The Heads of Colleges actively encourage and promote moderation in the use of alcohol and a responsible attitude towards it in the College Community, as part of their overall concern for College residents. They are committed to minimising alcohol related harm to individuals and property. They are also concerned with the standing of the Colleges within the community.

This policy applies to all staff, students and visitors to the Colleges. The Heads of Colleges will also be responsive to the needs of staff and students with alcohol-related problems through appropriate support and referral mechanisms.

### **3. Compliance**

All College activities involving alcohol must comply with the law. The Liquor Control Reform Act 1998 (the Act) is the primary piece of legislation regulating the supply and consumption of liquor in Victoria. The terms of this Act apply in Colleges as they do elsewhere. The Liquor Control Reform Regulations 2009 provide for a range of specific matters in relation to licensing and the regulation of liquor, including prescribing licence fees and application requirements. The regulations complement the Act and provide further detail to give effect to the intentions of the Act. It is, therefore, illegal to sell liquor on College sites, either directly or indirectly [e.g. through an admission charge or the sale of tickets to a function], unless the relevant license or permit has been obtained from the Licensing Commission.

### **4. Responsible Attitude**

Residents are expected to exercise maturity and community consciousness and accept personal responsibility in regards to their own alcohol consumption and to show care and consideration for other members of the residential community regarding their alcohol consumption

## 5. Education and College Culture

It is important that Colleges proactively educate their residents in all aspects of alcohol misuse and the risks it presents to health and safety. It is recommended that the Student Clubs be engaged in discussions around sensible drinking behaviour and how to best implement this policy in individual Colleges.

Colleges are encouraged to develop a culture that does not revolve around alcohol and where non-drinkers feel comfortable and included. Recognising that Transition and Orientation week is a vital part of setting College culture, it is recommended that Colleges use this time to both educate and model appropriate drinking behaviour. Speakers such as “Hello Sunday Morning” may be of assistance. Alcohol-free events and days are an important part of T and O week and other College programs.

## 6. Responsible Provision and Consumption of Alcohol

It is essential that RSA trained bar servers be employed to ensure that:

- alcohol is not provided to anyone under the age of 18 years;
- alcohol is not provided to anyone who is, or appears to be, intoxicated. If a person becomes abusive, College disciplinary procedures should apply. It is important to note that intoxication does not remove the onus of responsibility.

Event organisers need to adhere to the following guidelines:

- The maximum amount of alcohol available at a function should be controlled so that the anticipated allowance per person will be below the level likely to result in a blood alcohol concentration of 0.05. Further recommendations are contained in section 7.
- Substantial food should be provided at all functions at which alcoholic drinks are available. The provision of light alcohol beer is commended. The provision of highly caffeinated soft drinks (e.g. Red Bull) is not recommended due to the potential health risks when these substances are consumed with alcohol (e.g. Anxiety, Heart racing, fitting).
- Attractive, high quality, non-alcoholic drinks must also be available and must be displayed as prominently as alcoholic drinks. If drinks are being sold, non-alcoholic ones should be offered at a competitive price.
- No privately obtained beverages may be brought into an organised social function

Binge drinking is contrary to all safety and health guidelines. As such:

- No functions should be organised which have the consumption of alcohol as the main focus (e.g. Pub crawls)
- A function must not include any activity which encourages the excessive consumption of alcohol (e.g. a drinking contest).

- Alcohol drinking apparatuses which enable large volumes of alcohol to be consumed quickly are strictly prohibited.
- Pre-drinking is strongly discouraged.
- Alcohol should not be offered free of charge or below cost price as it may encourage excessive drinking.

## 7. Advertising

Advertisements for functions should not over emphasise the availability of alcohol, refer to the amount of alcohol available or encourage in any way the excessive consumption of alcohol. In advertising, equal reference must be made to the availability of non-alcoholic drinks.

Attendance at any function or entertainment must not be induced or encouraged by the offer of alcoholic drinks free or at reduced prices. Sexist and demeaning advertising is always inappropriate.

## 8. Appropriate Behaviour

At all functions an appropriate standard of conduct must be maintained; property and the safety of persons must be protected; littering must be minimised; and noise restrictions applying to indoor/outdoor functions must be observed, according to the stipulations of the Environmental Law, and as prescribed by the guidelines of the Heads of Colleges.

## 9. Amount of Alcohol Provided

As noted above in section 4, the amount of alcohol available at a function should be controlled so that the anticipated allowance per person will be below the level likely to result in a blood alcohol concentration of 0.05. This is the upper limit for an environment that can be considered reasonably free of unacceptable risk to health and safety (but see section 8 below).

The maximum amounts of alcohol to be served are to be calculated on the basis of the amounts per person set out in the following two tables (20% of very light or non-drinkers will be assumed).

### (a) Where male/female attendance is known:

Type of Liquor	First one and a half hours		Each extra hour	
	Alcohol (grams)	Liquor (litres)	Alcohol (grams)	Liquor (litres)
<b>For Males</b>				
Light strength beer or	30	1.5	10	0.5
Full strength Beer or	30	0.75	10	0.3
Light strength alcopops or	30	0.75	10	0.3

High strength alcopops or	30	0.6	10	0.2
Wine or	30	0.4	10	0.15
Spirits	30	0.1	10	0.04
<b>For Females</b>				
Light strength beer or	20	1.0	7	0.03
Full strength Beer or	20	0.5	7	0.2
Light strength alcopops or	20	0.5	7	0.2
High strength alcopops or	20	0.4	7	0.15
Wine or	20	0.25	7	0.1
Spirits	20	0.06	7	0.02

**(b) Where male/female attendance is unknown (assuming 50:50 ration):**

Type of Liquor	First one and a half hours		Each extra hour	
	Alcohol	Liquor	Alcohol	Liquor
	(grams)	(litres)	(grams)	(litres)
Light strength beer or	25	1.25	8.5	0.4
Full strength Beer	25	0.6	8.5	0.2
Light strength alcopops or	25	0.6	8.5	0.2
High strength alcopops or	25	0.5	8.5	0.17
Wine or	25	0.3	8.5	0.1
Spirits	25	0.08	8.5	0.03

## 10. Low Risk Drinking

Although the above amounts are recommended for creating an environment that can be considered reasonably free of unacceptable risk to health and safety, the Heads of Colleges also wish to draw attention to the position taken by the National Health and Medical Research Council (NHMRC) of Australia on low-risk drinking. The Council defines low-risk drinking as:

**Two standard drinks or less in any one day for men and women.**

Importantly, this guideline does not represent a 'safe' or 'no-risk' drinking level; neither is it a prescribed intake level. Rather, it represents a drinking level that, for healthy adults, will:

- keep the risk of accidents and injuries, or of developing alcohol related diseases, at tolerably low levels (compared with not drinking);
- reduce the lifetime risk of death from an alcohol-related injury or disease to less than 1 in 100 people who drink at that level.

The guideline drinking level is based on an average bodyweight. People with lower bodyweights (below 60 kg for men and 50 kg for women), should consider drinking less than the guideline level.

The NHMRC also warns that young adults up to the age of 25 are at particular risk of harm from alcohol consumption, in particular:

- young adults continue to be greater risk takers than older adults, but still have poorly developed decision-making skills — factors that are reflected in the high levels of injuries sustained by this age group.
- alcohol affects brain development in young people; thus, drinking, particularly binge drinking, at any time before brain development is complete (which is not until 25 years of age) may adversely affect later brain function.

It is strongly recommended that Colleges take every opportunity to emphasise the dangers associated with excessive consumption of alcohol, stressing the potential danger to health and the heightened risk of injury and accidents. The aim must be to make this message as clear and widely known as the parallel messages emphasising the dangers of smoking and drugs.

## B.5 Policy on Sport

Sport is a popular and active part of the social life of undergraduate college residents and the two Sports' Representatives work hard to co-ordinate fixtures and arrange competitions. Naturally, participation in any event arranged is purely a matter of personal inclination. All sporting events will adhere to both the Intercollegiate and University sporting regulations. Students should note that the College carries no insurance for individual students and it is recommended that students take out their own personal insurance for injury and property.

In recent times, the Heads of Colleges have expressed concerns regarding the issue of sportsmanship exhibited at Intercollegiate sporting events. The following principles have been affirmed by all Heads of Colleges and are regarded as appropriate for University College to continue to observe:

- |             |                                                                                                                                                                                                                                                                 |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Principle 1 | Intercollegiate sport should be characterised by fairness, adherence to the rules and mutual respect.                                                                                                                                                           |
| Principal 2 | Spectators, while enthusiastically supporting their own College, should not express scorn for other Colleges.                                                                                                                                                   |
| Principal 3 | No post-event behaviour on the part of any team should be regarded as tolerable if it is irresponsible and fails to show respect and courtesy towards others and/or brings the team's College or the Colleges generally into disrepute among reasonable people. |

All members of University College who wish to participate in Intercollegiate sport should abide by the following Guidelines drawn up by the Intercollegiate Student Council.

## **General Guidelines – ICSC, Safety Procedures**

- Each College must provide a First Aid kit.
- Ice packs should be provided for all contact sporting fixtures as well as netball, hockey, volleyball, cricket and athletics.
- No alcohol should be consumed by players or officials prior to training, before a match, or during any breaks in play.
- No person under the influence of alcohol or drugs should be permitted to take part in training or official fixtures.
- Only persons directly involved in a match (players, coach, medical personnel) shall be permitted in the playing area.
- Correct and appropriate clothing and footwear should be worn (i.e. spikes/stops, etc.)

## **Protective Devices**

- Mouthguards should be encouraged for all contact sports. They are available from Student Dental Health.
- SQUASH – protective eyewear should be worn. Glasses are available from the sports centre counter.
- CRICKET – batting helmets and boxes should be worn.
- SOFTBALL – batting helmets and full face, chest and leg guards for the catcher should be worn. These are provided in the ICSC softball kit.
- SOCCER/HOCKEY – Shin-guards should be worn.

**HIV and Infectious Diseases** (taken from the Australian Sports Medicine Federation Infectious Diseases Policy).

Reducing the risk of disease transmission requires the commonsense implementation of the following:

- All open cuts and abrasions must be reported and treated immediately.
- Players with open cuts, abrasions and nosebleeds should be prevented from further involvement until the bleeding is controlled and the wound is securely covered. Bloodstained clothing should be removed or cleaned.

ICSC referees/umpires should be made aware of these procedures and enforce them as required. Hepatitis B vaccination is recommended for all contact sport participants.

## B.6 Guidelines for Timing of Intercollegiate Events

To assist in the organisation of Intercollegiate events so that they are properly integrated with the calendars of each of The University of Melbourne Colleges and can be organised with adequate notice for each event, and so that full participation can be encouraged, the Heads of Colleges have agreed to the following guidelines for the staging of intercollegiate events (e.g. those organised by ICC, ICSC, and ICAC, including events e.g. Balls – organised by members of one College and intended to involve students from other Colleges). These guidelines cover all events, including meetings, social functions, and sporting and other fixtures and competitions.

1. By agreement with the Heads of Colleges prior to the commencement of each academic year (under 7 below), two Wednesday evenings per semester may be used for intercollegiate events organised by the ICC, ICSC, or ICAC.
2. Organisers of intercollegiate events are encouraged to hold them on Friday evenings and Saturdays, and on Sundays at times which do not clash with Chapel commitments (i.e. there should be no intercollegiate events between 5:30pm and 8:30pm). On some Sundays, 8:30pm is likely to prove a good time for certain intercollegiate events.
3. Monday and Tuesday evenings between 7:00pm and 9:30pm are reserved for the intercollegiate tutorial programme. Due to other programmes, which follow tutorials, no intercollegiate event should be held on Mondays. Any event on Tuesday should not begin before 9.30p.m. Balls may not be organised for a Tuesday.
4. On Wednesdays and Thursdays, fixtures and other events before 9:30pm should not involve Colleges, which hold tutorials on those nights. Thursday night is a tutorial night for all Colleges except International House, Ridley, and Whitley, which hold tutorials on Wednesday nights.
5. Intercollegiate events may not be organised for the last two teaching weeks of each University of Melbourne semester, nor during swot vac or the examination period.
6. Intercollegiate events should be timed so as not to coincide with University academic commitments. Subject to these guidelines, intercollegiate events should be held at night or on a weekend, rather than during the day on weekdays.
7. The ICC, ICSC and ICAC programmes for each year should be drafted by 1<sup>st</sup> December of the previous year, and submitted for approval by the Heads of Colleges at their December meeting.
8. Changes to the calendar may only be made with the agreement of a heads of Colleges' meeting.
9. Any departure from, or possible departure from, these agreed guidelines or the agreed calendar should be referred at the earliest possibility to the Chair of the Heads of Colleges.

Signed by all Heads of College

## Appendix D: Other Policies and Guidelines of the College

### D.1 University College Critical Incident Policy

#### **Purpose**

This document seeks to outline the Critical Incident Policy of University College and to set out arrangements for communication and review of the policy. A separate critical incident manual is distributed to Staff including RTs.

#### **Rationale**

Critical incidents by their very nature are disruptive events. The College has a duty of care towards all residents and visitors who may be affected by such an incident. It is important that the College is in a state of readiness to deal with them effectively and professionally. The guidelines outlined in this policy have been developed for this purpose.

#### **What is a critical incident?**

Critical incidents are events with serious repercussions that take place suddenly and unexpectedly or developments taking place over a longer period that come to a head in a sudden and dramatic manner. Such incidents can cause members of College to undergo unusually strong emotions, such as shock, distress or horror, which can interfere with the ability to respond in an adequate manner. Examples of such critical incidents are:

- suicide or attempted suicide;
- accidental death or serious injury;
- road traffic accidents;
- hostile intruder;
- physical assault, including sexual assault;
- serious threatening behaviour;
- serious illness
- mental disorders or serious and debilitating depression;
- theft, especially of a recurrent kind;
- fire or explosion;
- bomb threat;
- incidents involving firearms or bombs;
- environmental damage, such as flood, gas leaks and earthquake.

### **The importance of communication**

When a critical incident occurs, it is vitally important that effective communication takes place. Good communication enables the College to respond to the incident quickly, appropriately, and with a minimum of disruption to College life.

### **Who to Contact and the role of contact persons**

The College has issued staff including Resident Tutors with a manual on Critical Incident guidelines and they will in turn notify the appropriate staff depending on the type of Incident.

For incidents of a serious nature as outlined above, please contact:

- during office hours, Reception on 9347 3533;
- after hours, the Duty Tutor on 0416 113 147.

Even when incidents are less serious, e.g. a sporting injury, the College administration should be informed, that is, either the duty RT or the Dean of Students so that the College can take appropriate action.

## **D.2 University College Alcohol Policy**

### **Purpose**

This document seeks to outline the Alcohol Policy of University College.

### **Rationale**

In principle there is no reason why drinking alcohol cannot have a place in College life. However, the misuse of alcohol is one of the challenges facing society and young people. When excessively or unwisely consumed, it can lead to severe problems, including anti-social behaviour and addiction. It is vital for a residential community to have a sound alcohol policy which is agreed and observed.

### **What has been the history of alcohol at this College?**

University College has conventions which enable the drinking of alcohol by college residents to be done in a way that is mindful of the good of the individual as well as the college community. These agreements also reflect the policy of the Heads of Colleges to encourage and promote moderation in the use of alcohol and a responsible attitude towards it in the community of the Colleges.

### **What is the general policy on alcohol at the College?**

No college resident should feel pressure to drink alcohol. If members of the College community wish to drink alcohol, they are encouraged to do so responsibly and in moderation. The College is strongly opposed to any practices which encourage alcohol to be consumed in excess or under duress. Members of the College are encouraged not to drink alcohol if that is their preference.

### **Under what circumstances is the consumption of alcohol in College permitted?**

Alcoholic drinks may be consumed under the following circumstances:

(a) during commencement and valedictory dinner and any other official college meal or functions when the College serves alcohol

(b) at student club events where alcohol is served under responsible serving of alcohol policies and procedures in line with College licence to serve alcohol.

(b) in students' rooms, provided no party is held (no more than 4 people at any one time);

(c) Social drinking is permitted in the Rose Garden at certain times (see notice at entrance to Rose Garden). No party is to be held in the Rose Garden unless under the auspices of the Student Club and approved by the Dean of Students and Manager of Finance and Administration who is the nominee for the College's liquor licence.

Alcohol may not be consumed in the common areas of the College grounds and buildings (except the Rose Garden at certain times). Students are not permitted to bring alcoholic drinks into the Dining Hall.

Exceptions to this rule for special events may be permitted only with permission from the Head and Licensee (Manager of Finance and Administration).

### **What are the chief dangers of alcohol?**

Every individual reacts to alcohol differently, but whenever alcohol is consumed bodily processes take place which affect behaviour. When a great deal of alcohol is consumed the consequences can be unpredictable and potentially dangerous. Students are discouraged in the strongest terms from engaging in practices of overindulging in alcohol or drinking alcohol very quickly. All practices, procedures or equipment that encourage 'binge drinking' are strictly prohibited at University College.

### **What is expected of residents when they consume alcohol at the College or return having drunk off-site?**

Residents accept full responsibility for their behaviour at all times, both within and outside the college grounds. College residents are expected to show respect towards others in the college community and to the general public under all circumstances and not to bring themselves, their families or the College into disrepute.

### **What is expected of guests of college residents when they consume alcohol at the College or are brought in having drunk alcohol off-site?**

Each University College resident takes responsibility for any guest he or she brings into the College.

### **What pastoral care does the College have in relation to alcohol?**

Through the Dean of Students, and through the involvement of the student leadership, the College has pastoral concern for all residents who have difficulty in dealing with any issues arising from the consumption of alcohol. In certain circumstances students will be encouraged by the College to

obtain counselling. The Dean of Students can provide the phone number of the university counselling service which is available for any student wishing to discuss alcohol abuse or dealing with addiction.

## **D.3 Standard Privacy Statement for Residents of University College**

### **Privacy legislation**

The College has statutory obligations to comply with the Information Privacy Act 2000 and the Health Records Act 2001 in its treatment of personal and health information regarding students.

### **What we collect and why**

The College collects information about a student for a number of purposes. The main purposes are to enable proper administration of an individual's course of study and to assist the College to organise programs for the health and welfare of students and residents of the College. Information is also collected under Commonwealth or State Government legislation for the purposes of reporting annually to these governments and for administration.

### **Accuracy, security and storage of information**

The College holds personal information on computer and paper based records. It takes all reasonable steps to ensure that the information it holds is accurate and complete and that it is protected from misuse, loss, unauthorised access or disclosure.

### **Disclosure of information**

Information concerning enrolled residents is maintained by the College Administration. The College will not disclose personal information about you without your permission or unless permitted or required by law.

### **Examples of instances when personal information about you may be disclosed are:**

- informing Centrelink of your enrolment details if you are in receipt of payments;
- informing the Australian Tax Office of your taxation liability;
- assisting the police with personal information about you if you are alleged to have been involved in a criminal offence;
- publishing the names of residents.

### **Access to personal information**

- Access to and correction of your information are handled in accordance with the Freedom of Information Act 1982. Data obtained on the Enrolment form can be viewed and, if necessary, corrected.

If you have any queries regarding privacy, please contact the College's Business Manager, Sean Portelli on 9349 9103.

## D.4 University College Network and Internet Acceptable Use Policy

University College provides its authorised users (students, staff, visitors, and others) with internet access and electronic communications services as required for academic purposes and for the performance and fulfilment of job responsibilities.

University College forbids the use of its computers for any purpose that would breach copyright. In particular, Peer to Peer (P2P) sharing that involves downloading music or film is most likely a breach of copyright, and the University of Melbourne would insist that we disconnect the student from the Network.

*For academic and research purposes only* residents are permitted to copy one chapter or 10% of a work, or 10% of the total words of an electronic copy, or one article in a journal, and the owner of copyright must be adequately cited. "Copying" includes photocopying, printing, downloading, forwarding, scanning, quoting, or direct copying, and applies to printed, artistic and audio-visual works, websites, graphics, emails, and music. Downloading music is almost always an infringement of copyright.

Individuals may be found to be personally liable for breach of copyright. There have been cases of individual students at Australian universities being charged, with penalties of a harsh fine and/or jail. The College is affiliated the University of Melbourne and must comply with the intent of the University's Regulation 8.1.R7 – University Computing and Network Facilities.

The full Regulation may be viewed at '<https://www.unimelb.edu.au/Statutes/pdf/r83r2.pdf>'.

Unlimited download is included in the semester fee - subject to excessive use. Where excessive use results in a charge to the College, the College may pass this charge onto the Student.

### **For personal use, some relevant excerpts are below:**

A person authorised to use University computing and network facilities for University purposes may, subject to the approval of the head of department (or the head's delegate) who authorised that use, also use the facilities for limited, incidental personal purposes of a purely private nature provided that:

- the purposes are of a purely personal and private nature, and not for financial gain;
- such use does not directly or indirectly interfere with the University's operation of the facilities;
- such use does not cause noticeable additional cost to the University;
- relevant University policy, including but not limited to, University Computing and Network Facilities, Equal Opportunity, Sexual Harassment and Intellectual Property, is observed;

- information stored or transmitted using University facilities is subject to audit and other access by duly authorised officers of the University, whether or not the information is the property of the University.
- users must not interfere in any way with system software, files or data, unless authorised;
- users must not permit another person to have access to the user's, nor any other, account;
- users must not breach copyright by copying (either transcribing, downloading or electronically communicating) a copyrighted work.

Network and internet use is also conditional upon full compliance to the College's Student Handbook, Code of Conduct for Staff and to conditions imposed by the College's Internet Service Provider.

## D.5 Statement of Competency and Release for Use of The University College Gym

I warrant that:

- I am an experienced and competent user of exercise equipment.
- I have no physical, medical or other disability, which prevents me from safely and competently using weight training or other exercise equipment. I will advise University College if I develop any such disability and will subsequently only use the Gym in strict accordance with medical advice.
- I have inspected and been inducted with the exercise facilities at the University College Gym and as a competent user of such equipment I consider it is fit for the purpose.
- I agree to abide by the University College Gym Rules as amended from time to time.
- I acknowledge and agree that I use the exercise equipment at my own risk and I understand that the Gym is not supervised and I release University College from any liability for injury or loss caused to me by my use of the equipment and facilities (and indemnify University College from any injury or loss caused to others by my use of the equipment and facilities) except to the extent that such injury or loss is caused by the negligence of the College.

User Name.....

User Signature.....

Date.....

Inducted by.....

Signature.....

Date.....

PLEASE NOTE: **User onus applies.** Any person with a pre-existing medical condition should obtain a medical clearance prior to using the facilities. The National Health and Medical Research Council

and University College highly recommend that persons over the age of 35 undergo a medical check from their doctor prior to using the Gym.

### **Purpose**

The purpose of this procedure is to establish an approved process for use of the UC gym by students, staff and guests.

### **Policy Statement**

The College is committed to providing safe and hygienic gym facilities for use by students and guests. All person using the UC gym facilities should be aware of the below regulations.

### **UC Gym Regulations**

- UC Students must be provided with a gym induction by the sports rep prior to using any gym equipment.
- The Gym is available between 6:00am to 11:00pm – access is via programmed room fob (reception will program).
- There should be no excessive noise from the gym at any time, please be mindful of residential rooms above.
- When using the gym please ensure lights and air conditioning are turned on prior to beginning and turned off once finished.
- Equipment must not be moved.
- All equipment must be wiped down after use.
- If you discover a faulty piece of equipment please notify Reception or Maintenance immediately.
- Closed footwear must be worn at all times in the gym.
- Appropriate sporting apparel must be worn at all time.
- Do not use equipment you are unfamiliar with.
- Know your physical limits. Do not over train and use proper technique.
- Please ensure you do not spend too long on an item of equipment if someone is waiting.
- Weights must be returned to the racks after use.
- All gym users must familiarise themselves with equipment use description panels on the wall and item of equipment prior to exercise.

## **Statement of Competency and Release**

Gym users must be competent with Gymnasium equipment and release the College from any liability claims permitted by law. A *Statement of Competency and Release for use of the University College Gym* is attached. This statement and release must be signed for access to the Gymnasium.

## **D.6 Sport Guidelines**

University College is committed to giving residents the opportunity to participate in casual and organised sport to support and promote their well being.

### **Intercollegiate Sport**

Intercollegiate sport is the responsibility of the Student Club. Melbourne University Sport delivers the program under the auspices of the Heads Of College. There are two representatives elected to the Student Club Executive each year to oversee the organisation of male and female UC teams. The Sport Reps' responsibilities include (but are not restricted to):

- completing basic first aid training including instruction on CPR (to be paid for by College) before the start of O Week;
- appointing coaches for the respective teams. Ex-students are often keen to maintain the connection to UC by coaching sports' teams. However, as ex-students, they are not bound by the Code of Conduct so it is important that appropriate leaders are chosen for this role;
- organising and advertising training and game times;
- ensuring that a first aid kit is taken to all training and games. The first aid kits should be returned to Reception, particularly if any items are used, where it will be filled at the College's expense;
- ensuring that intercollegiate rules are adhered to, games are played in the right spirit and that good sportsmanship is displayed at all times;
- completing a Risk Management form in consultation with the Dean of Students for any 'formal' post match celebrations, including on the Balcony;
- sending lists of participants to the Dean of Students for the calculation of room points;
- attending ICSC meetings.

### **Other sports**

There are many and varied opportunities for residents to partake in events, competitions and/or casual activity that is not organised by UC such as walking/running around the nearby parks. Students do so at their own risk. This is the same for students who join a team outside of College or who use equipment or facilities off site.

UC students are welcome to use the multipurpose court for casual games, such as basketball and tennis. They should wear appropriate shoes. The lights are not operational after 10pm and the

courts should not be used after this time. Please note that the tennis court adjoins the Academic Apartment block and students should be mindful of noise.

There is a separate "Gym Policy" for use of the UC Gym.

### **Ambulance Cover**

All students are strongly advised to obtain ambulance cover as an ambulance is the safest way to transfer an injured (or sick person) to hospital. In the case of an ambulance being called, the cost is borne by the "patient".

## Appendix E: Costs

### Guide to Costs for Replacement or Damage 2017

#### Damage to Rooms (GST inclusive)

Painting a room	from	\$800.00
Resurfacing the floor	from	\$300.00
Recarpeting student room	from	\$800.00
Repair Blind or Curtain	from	\$250.00
Repairing furniture	from	\$200.00
Replacement door		\$1000.00
Replacement bed base	from	\$350.00
Replacement mattress	from	\$250.00
Desk Chair Repair	from	\$60.00
Clearing a Room should a student fail to comply satisfactorily		\$50.00

#### Other Accommodation Charges

Staying beyond contract dates without written approval from the Dean of Students and/or House, Conference & Events Manager		\$250.00
Daily casual accommodation rate		\$109.00
Administration charge to unlock bike left in front of College		\$15.00
Administration fee included for damages/repairs invoiced to students		\$15.00
Reconnection fee for door closer		\$50.00
Replacement gown (GST inclusive)		\$150.00
Replacement linen sets (GST inclusive)	from	\$100.00

### Key Replacement Costs (GST inclusive)

Room key (change barrel plus new keys) call out service charged applied	\$240.00
Fob key	\$30.00
Room key (metal)	\$35.00

### Interference with Fire Equipment

Refilling fire extinguisher	from	\$200.00
Loss of fire extinguisher	from	\$500.00
Interference with fire equipment	from	\$500.00
False fire alarm		minimum \$2,200.00
Setting off fire sprinkler plus any damaged caused by water		minimum \$2,000.00

### Additional Optional Charges 2017

Car park (from March to November) GST free	\$390.00 (per sem)
<i>(this includes the boom gate key-replacement cost \$30)</i>	

Guest meals	\$5.00
-------------	--------

Linen packs	Single \$190.00
Pack consists of face cloth, bath towel, bath mat, hand towel, pillow, pillowcase, 2 sheets, doona and doona cover.	Double \$220.00

(These packs remain the property of the student)

## Emergency Telephone Numbers

UNIVERSITY COLLEGE	9347 3533
MOBILE AFTER 5.00PM	0416 113 147
AMBULANCE, FIRE BRIGADE, POLICE	000
CARLTON POLICE	9347 1377
ROYAL MELBOURNE HOSPITAL	9342 7000
ST VINCENT'S HOSPITAL	9288 2211
POISONS INFORMATION CENTRE	13 11 26