



**COLLEGES  
UNIVERSITY  
OF MELBOURNE**

## **THE RESIDENTIAL COLLEGES & HALLS OF THE UNIVERSITY OF MELBOURNE**

2. Undergraduate Transition and Orientation  
Intercollegiate Policy

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Intercollegiate Office

## **Undergraduate Transition and Orientation Intercollegiate Policy**

### **Guiding Principles**

Successful transition and orientation to tertiary study, the University, each student's chosen college, 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, there are common aims and values for 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 to by all colleges and provides specific guidelines for interactions 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 unaccustomed academic and social environment, and negotiating the seemingly complex administrative requirements, of university are challenges faced by every new student. 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 challenges 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. This transition assists new students in recognising and accepting transition as a natural period of adjustment and encourages them to seek help and advice.

### ***Responsibility and Leadership***

The Head of College is primarily responsible for the Transition and Orientation of new students including providing a safe and inclusive environment in all Transition and Orientation activities. 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/or February each year.

Student leaders must comply with 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", the "Discrimination, Sexual Harassment and Bullying Policy and Procedures" 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 Week N. Following the conclusion of Week O, 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 and Transition and Orientation activities should 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 minimizing any disturbance to the broader community including the local Carlton/Parkville and wider Melbourne area and central business district, to maintain good community relations and the good 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 members of different colleges 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 is prohibited;
- causing any damage to another college's property will be treated as a serious offence, is in breach of codes of conduct and may attract disciplinary action, and may be reported to the police
- 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 minimize disturbance to the local community. There should not be loud laughter, shouting, whistling or screaming;
- communicating to groups through the use of megaphones should be kept to a minimum and used only 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 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 available, 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, should be freely available;
- appropriate food that does not encourage further drinking should be 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 must not drink alcohol, must encourage an appropriate standard of conduct for the safety and enjoyment of those attending the activities, and must be prepared to deal with adverse situations as they arise;
- no activities should be held that 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 12.00 midnight and 8.00 am 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 safety and well being 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, including any activity 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 minimized. Risk management forms and an alcohol management plan is approved by the Head of College for all activities.

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