

MANNIX COLLEGE

2019

STUDENT HANDBOOK



MANNIX GUIDE TO COLLEGE LIVING

This Handbook is designed to be your reference guide to the life of the College, it is not intended to be a legal document. It contains valuable information about the facilities and services available to residents, guidance for living together in harmony and reminders about your responsibilities whilst living at Mannix.

It is expected that each resident will have read the Handbook and fully understand the information contained therein. Failure to be conversant with the contents of this Handbook will not be an excuse for behaviour or actions that do not comply with College rules or otherwise meet our community expectations.

NOTE: As young adults, communication and correspondence from the College regarding all aspects of your residency and university progress will be made with you, the resident of the College. If under 18 years of age, the College will liaise with both you and your parents/guardians.

To the extent permissible by law, Mannix College expressly disclaims any liability that may otherwise be incurred due to any of the information contained in this Handbook.

I N T R O D U C T I O N

Mannix College is a university residential college affiliated with Monash University and located at the University's Clayton campus.

The College, which was established 50 years ago as a missionary endeavour of the Catholic Archdiocese of Melbourne, provides fully catered accommodation in a friendly and supportive environment for around 288 undergraduate and postgraduate students of Monash University.

Mannix College opened its doors to its first University residents in 1969. In 1974 the College became co-educational and has since provided accommodation to thousands of Monash University students.

For Mannix Collegians, life at College is about much more than simply having a convenient and secure place to stay. The College offers excellent accommodation, support and encouragement to student residents in their academic work as well as in their intellectual, cultural, physical, social and spiritual development.

By living in a broad and caring academic community, and through the many activities that take place at the College, Mannix Collegians develop skills and gain experience that they will take with them and will assist them in making a successful transition from school to university and from tertiary study to professional life.

Alone among the accommodation options available to Monash students, Mannix College is dedicated, as a traditional denominational university residential college, to the education of the whole person.

Monash University and Mannix College thus form a unique partnership in excellence in Australian higher education.

W E L C O M E F R O M T H E P R I N C I P A L

Thank you for choosing Mannix College in 2019! I am delighted that you are a member of the Mannix community and hope that your year is an enjoyable, successful and a fulfilling one.

In 2019 Mannix College will celebrate its 50th Anniversary. This significant milestone provides Mannix College the opportunity to celebrate the history of the College, engage with the Mannix community (in particular alumni), update our database and existing records, launch the Mannix College Foundation and showcase/promote the College to the Mannix community. As a new resident and future member of the alumni (Mannix Old Collegians Association) we hope you will embrace the opportunity to engage in our 50th Anniversary celebrations and assist the College in making it a great year!

This handbook is designed to provide essential information about Mannix College. It covers who's who at Mannix College, their roles, College Life, Community Standards and Conditions of Residency. In reading this handbook you will become familiar with all the ins and outs of being a Mannixian.

There is an expectation that all residents (new and returning) read this handbook.

The years spent at university are very special ones, and the opportunities that you will be provided at Mannix will only enhance and enrich your University experience:

- Academic Support
- Spiritual growth and support
- Lifelong friendships
- Sporting opportunities
- Cultural opportunities
- Social opportunities
- Community Service initiatives
- Networking opportunities
- Professional and personal development
- Employment opportunities
- Great facilities
- Dedicated pastoral support services
- Safety and security
- Secured Car Parking
- Quality Catering
- Superb location

Many of these opportunities would not be available to you if lived in a house, apartment or flat, so I urge you to take advantage of them.

When you enter Mannix you are not simply coming to a place to eat and sleep. Mannix prides itself on being a vibrant and engaging community, a community in which residents enthusiastically embrace the many activities and events that typify College life and live by our values of Dignity and Love (College Ethos).

The focus of all Mannix staff and the student leadership team (Resident Advisors and the Students' Society) is to create an environment that is friendly, supportive and harmonious, and that will contribute to the all-round development of each resident. In short we want our residents to flourish! But, with the best will and effort in the world, there is a limit to what we can do to create a positive and lively College community; so much more depends on the behaviour, involvement and participation of our residents.

Please be aware that I am always available to discuss matters of concern with you, individually or in groups. You should also feel free to approach Peter, Louise, Dom, Administration Staff, the Senior Resident Advisor, Resident Advisors, or a member of the Student's Society with any problems or concerns you have. I would be most disappointed if any resident felt that his or her concerns could not be expressed freely, or heard and responded to appropriately.

Mr Sean Brito-Babapulle (Principal)

COLLEGE HISTORY



The shield of Mannix College combines elements of Archbishop Daniel Mannix, Sir John Monash and the Dominican Order. From the shield of Dr. Mannix, the Gryphon and Crescents are taken together with the motto:

Omnia Omnibus – “All things to all people”

The shield of Sir John Monash, used by the University named after him, shows the inverted chevron, the Southern Cross, the open book and sword in pale blue surrounded by a crown of laurel. The black and white border is drawn from the shield of the Dominican Order.

Mannix College is part of the Catholic Archdiocese of Melbourne. From its beginnings in 1969 until 2003, the College was conducted on behalf of the Catholic Archdiocese by the Order of Friars Preachers (O.P.) founded by St. Dominic in the early years of the thirteenth century, not long after the rise of the universities. They continue to have a presence in Monash University through the provision of the University Chaplain.

Taking its inspiration from that educational tradition and the vision of Dr. Daniel Mannix (Archbishop of Melbourne May 1917 to November 1963), a leader and academic who worked tirelessly for the provision of a complete education for Australian Catholics, as well as for many other causes which feature in the history of Australia, Mannix College is a co-educational residential College that values the search for truth by all its members regardless of religious persuasion.

Any means by which the religious life of the College can be fostered is positively encouraged. Sunday Mass is celebrated in the Chapel. For those students of other faiths, every endeavour is made to support their spiritual needs.

COLLEGE MASTERS/PRINCIPALS

During its history there has been four Dominican Fathers who have served as Masters of the College, these were:

- Fr. Laurence Fitzgerald O.P. (1969 – 1980)
- Fr. Peter Knowles O.P. (1981-1989)
- Fr. Denis Minns O.P. (1990 - 1998)
- Fr. Kevin Saunders O.P. (1999 - 2003)

At the end of 2003 the shortage of suitable priests in the Dominican Order saw the position of Master of the College passed onto lay staff. Since then there have been two lay Principals of College:

- Mr. Damien McCartin (2004 - 2011)
- Mr. Sean Brito-Babapulle (2012 - Present)

MISSION AND VALUES

The Catholic view of life is for people to flourish and achieve the greatest joy and happiness possible. At Mannix we want you to have the time of your life. If we were using a metaphor for life at Mannix, we might adopt that of an open fire.

Our desire is for residents to experience an environment that is bright, one that radiates warmth. A place you want to gather around, whilst at the same time providing a sense of peace. Mannix should be a place you want to keep stoking and adding to, to keep the fire burning.

We believe the two pillars of our Catholic Ethos, Dignity and Love, enable us to provide the best possible environment for the open fire to burn brightly and safely, within. These pillars are like the nerve centre of the College - they direct and drive everything we say think and do.

What we are striving for:

Vision: To foster in our residents a desire and capacity to make a difference to the world

Mission: To provide a rich **environment which enables our residents to flourish as human beings

** The ideal environment should reflect our Ethos, namely every resident is:

intrinsically dignified and should treat themselves and each other with fundamental respect

called to will the good of the other for the sake of the other – i.e. being unconditionally others centred.

When people behave in a 'me centred' way, they might think it's just adding a log to the fire - making it burn with more vigour.

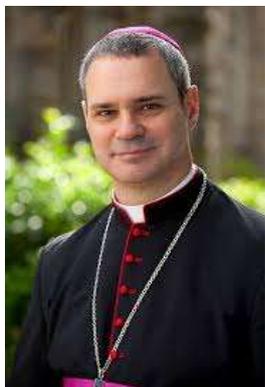
In reality, it's about the fire shifting from the confines and safety of the fireplace into the ceiling - that's when damage gets done - people get angry - some emotionally hurt or physically injured.

That's why we have behaviour expectations and consequences for when people step outside them. Challenge of antisocial, "me" behaviours is an important element of a loving climate - willing the good of the resident - knowing behaviour not challenged is in fact condoned. Wanting to ensure every resident acts with the dignity they have as a human being.

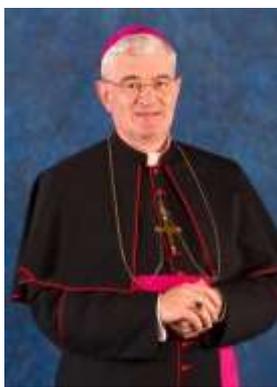
In this way the College aims to be a visible and active presence of the Catholic Church at Monash University.

THE COLLEGE COUNCIL

The governing body of the College is the College Council. The Council is chaired by the Most Revd. Bishop Peter Elliott (as appointed by Archbishop Comensoli as his Delegate). The Council, which generally meets four times per year, employs the Principal to provide leadership and direction for the College, while the role of the Council is to provide strategic direction and advisory support to College management.



Archbishop Comensoli



Bishop Elliott (Chair)

Council Members:

The Catholic Archbishop of Melbourne, The Most Rev. Peter. A. Comensoli

The Archbishop's Delegate, The Most Revd. Bishop Peter Elliott

The Principal, Mr. Sean Brito-Babapulle

Professor Bryan Horrigan – Representative of the University

Professor Constant Mews

Professor Rosemary Sheehan

Associate Professor Peter Howard

Mrs. Diane Carmody

Mr. Frank O'Loughlin

Mr. Craig Milner

Mr. James Fitzpatrick

Mr. Shane Healy

THE COLLEGE STAFF



Principal

The Principal of the College, Mr Sean Brito-Babapulle is responsible for the day to day leadership of the College in all its aspects, including for the welfare of all College members (residents, staff and guests) and for the administration of the College. The Principal is available to discuss any matter of importance with any member of the College.



Deputy Principal

The Deputy Principal, Mr Peter Muling, supports the Principal's academic, administrative, disciplinary and social role in the College. The Deputy Principal has a particular responsibility for the tutorial and academic programmes within the College. In the absence of the Principal, the Deputy Principal is the Acting Principal.



Assistant Deputy Principal

The Assistant Deputy Principal, Dr Louise Roos, shares with the Deputy Principal the academic, administrative, disciplinary and social role in the College. When the Deputy Principal is unavailable, the Assistant Deputy Principal holds the position of Acting Deputy Principal.



Business Manager

The Business Manager, Mr Dominic Kilduff is responsible to the Principal for the good management of the budget and finances, human resources and the College property. Students with financial difficulties should, in the first instance, consult with the Business Manager. When the Principal and Deputy Principal is unavailable, the Business Manager holds the position of Acting Principal.



Events and Admissions Manager

Ms. Sarah Morrison is the Events and Admissions Manager. She is responsible for the coordination of conferences, events, admissions, publicity programmes, marketing, guests and formal dinners within the College.



Director of Development

The Director of Development, Mrs Ruth Lew, is responsible for leading the Mannix College Foundation in developing institutional advancement strategies, oversee the fundraising activities, as well as building alumni engagement for the Foundation and Mannix College Old Collegian Association (MOCA).



Chaplain

The College Chaplain, (Fr Robert Krishna), resides part-time at the College and with the Principal/Deputy Principal shares in the responsibility for the spiritual well-being of residents. He can be of assistance to students who are affiliated to other religious denominations through the University Chaplaincy team. The Chaplain assists with the management of our chaplaincy team.



Finance Officer

Mrs. Janice St Ledger is the Finance Officer. She administers the daily accounts of the College, reports to the Business Manager for the management of the daily accounts of the College and assists with bank reconciliations, book keeping and general office duties.

Administration Assistants

The Administrative Assistants are responsible for the day-to-day operation of the front office. In previous years they have been former residents and Resident Advisors of the College. Current residents are invited to approach the front office with any queries regarding College systems, policies, procedures and guidelines. The Administrative Assistants will point you in the right direction for assistance if they cant help.

Catering

The Catering Manager, Mr. Peter Bradley, and his staff, have responsibility for delivering high quality meals for College residents and guests. He and the catering staff are open to suggestions concerning the dietary needs of the College community. Peter’s team includes Craig and Joel (Chefs); Francine and Val (Assistant Chefs), Caiden; Bob (Meals on Wheels); Connie, Linda, Mercedes, Muru and Michelle (Dining Room Attendants) and Casual Staff who work in the evenings and at Formal Dinners..



Peter Craig Joel Val Francine Bob



Michelle Mercedes Connie Muru Dylan

House Keeping

The Housekeeping team who maintain the cleanliness and domestic upkeep of the College. The Housekeeping team is provided by Spotless Cleaning Services. The housekeepers work from 8am to 4pm Monday to Friday and Sunday morning, covering all residential wings, common rooms, dining room and administration/guest areas.



Ronny Ace Hannah Alex

Maintenance and House Attendant

The Maintenance Manager, Mr Jason Munchhof, is responsible for the maintenance of the College. He is assisted by the part-time students including Will De Silva, Harrison Rees and Sebastian Conheady and House Attendant, Mr Adam Van Rooyen. Adam is responsible for cleaning the public areas of the College, maintaining grounds and assisting the conference, maintenance and housekeeping teams.



Jason Adam Sebastian Harry Will

Security

The Security Officers are responsible for the overnight security of the College and for lock outs only. MSS Security Officers works seven nights a week from the front office and carry a mobile phone for after hour's duty. If the Security Officer is not working, the Duty RA can be contacted for all lockouts. In all cases involving emergencies the Duty RAS is the first point of contact. Please refer to Duty RA statement for more details.

RESIDENTIAL ROLES



Senior Resident Advisor (SRA)

The Senior Resident Advisor (***Mr Zi Kit Toh***) is the most senior student leadership position in College. The SRA assists the Deputy Principal and Assistant Deputy Principal in the administration and supervision of the RA team. They work as a link with students in clarifying administrative issues and providing ongoing support. The SRA is the College's Grievance Contacts Officer and is also responsible for the supervision of the RA's, room allocations, the RA roster and can assume the role of Deputy Principal on Duty.

Resident Advisors (RAs)

Resident Advisors are senior students who form the pastoral leadership team under the direction of the Principal. Mannix College has a team of thirteen RAs (1 Senior RA and 12 RAs), with at least one male and one female RA per floor. Each RA is responsible for the wellbeing of all members of the floor in their care and maintenance of good order within the College. RAs regularly report on the progress and status of residents on their floor to the Principal, Deputy Principal and other staff as appropriate. This is normally done in RA meetings, but occasionally in other forums as well. Residents should be aware that as the "on-the-spot" observers of all residents, and especially those on their own floor, it is a part of their pastoral responsibilities to observe, support and report on resident issues and behaviour.

The 2019 RA Team comprises:



Jacob Nate Harry Finn David Riley



Samantha Josie Brooke Tess Claire Eliza

DutyRA

The Resident Advisors will be rostered as Duty RA on weekends and after hours each day. The Duty RA is the initial point of contact if an emergency situation arises after hours when the office is not open. The Duty RA is responsible for the security of the building and enforcement of College regulations. If problems are encountered after hours, and a Resident Advisor is not available, the Duty RA or Security Officer is to be contacted. The contact number for the Duty RA is Ext 51700 or 0419122406. An after hour duty phone is located in the front lobby or next to the snack vending machines for student access.

RA Authority

Resident Advisors are delegated powers from the Principal of the College. They are required to follow and enforce the rules and standards of the College in accordance with the student conduct rules of the College.

RA Portfolios (these may be altered from year to year)

Deputy SRA:

The Deputy SRA assists the SRA with the management of the RA Team. In the absence of the SRA, the Deputy SRA chairs RA meetings. He/she also attends all MCSS meetings and provides a connection between the RA Team and the MCSS committee.

Secretary:

The secretary is in charge of minutes for RA meetings and all correspondence of the RA team.

Academic Advisors:

The academic advisors are responsible, in conjunction with the Deputy Principal, for the College's tutorial program, invitation to guests to the Faculty Dinners, the Mannix book swap and any other academic endeavours at Mannix College.

Major Events:

Organise the Mannix College Performance Extravaganza and work in conjunction with other college staff to organise the Newman Lecture and other guest speaker events and the College Open Day.

Community and Spirituality:

Charged with organising community events and activities, this portfolio also assists with St Vincent De Paul's, MEPA and works in conjunction with the MCSS and the Chaplaincy Team to advance the philanthropic endeavours and spiritual needs of the College as well as integrating Mannix College into the wider community.

Food & Exercise and Health & Well Being:

These two portfolios provide students with information and support for potential issues including mental health, nutrition and maintaining a healthy lifestyle. The Food & Exercise portfolio deals directly with the catering team regarding events and functions and day to day menu plans for residents.

Appointment of RAs

RA positions are advertised in August/September. Applicants should have a strong academic record (at least a WAM > 60) and the relevant personal qualities appropriate to College life and a position of responsibility. RA selection is by a panel including Principal, Deputy Principal, Assistant Deputy Principal, SRA's and President of the MCSS. Preference for RA's is given to past or present residents of Mannix College.

It is the role of the Resident Advisor to support all students in their integration into the College community and to the University. The RA will encourage all domestic and international students to participate in the social, sporting, cultural, community service and academic life of the College, as well as to share some of their own cultural experiences, as a means of bridging cultures.

The Mannix College Students' Society (MCSS)

MCSS President

The MCSS President is responsible for managing the Student Society committee at Mannix College. He or she is a member of the College Council (in their year of presidency) and represents the whole student body.

All residents are members of the Mannix College Students' Society (MCSS). The MCSS organises cultural, social and sporting activities within the College. These include:

- The social program including aspect of orientation week, the Mannix College Ball, the Annual Dinner and the many other events throughout the semester;
- The sporting program, including inter-collegiate competition;
- The provision of newspapers, and sporting equipment;
- The College Play, and
- The publication of the College student magazine, "The Gryphon".

2019 positions: President – Sebastian Conheady; Vice President – Anna Purtill; Secretary – Charlee Hawkes ; Treasurer – Cameron Webb; Sports Directors – Angus McKenzie and Sophie Schwerkolt; Social Directors – Finn Orford and Wei Tan; Cultural Officer – Harvey Gibbs; College Ball – Liam Mahoney; Communications (Design) – George Johnston; Communications (Content) – Elliot Bleathman; Community Service – Bailey Webb

Reviewed December 2018

The 2019 MCSS Team Comprises:



Seb Anna Charlee Cameron Elliott George



Finn Wei Liam Harvey Angus Sophie Bailey

At least once in each semester there shall be a General Meeting of the undergraduate members of the College called by the MCSS. Attendance at these meetings is compulsory for all MCSS members. The Principal will attend at least part of these General Meetings.

With the Principal, Deputy Principal, Assistant Deputy Principal and Resident Advisors, the members of the MCSS committee form part of the leadership team of the College. A supportive spirit of cooperation and mutual understanding is maintained within this team.

Student Leadership Team

The RAs & MCSS work together as a team on each floor. The teams for 2019 are as follows:

- Bot East - RA's: Eliza Grills, David Lavender, MCSS: George Johnston, Harvey Gibbs
- Bot West – RA's: Jacob Pope, Josie Hughes, MCSS: Bailey Webb, Elliot Bleathman
- Mid East – RA's: Harrison Monk, Claire Paulet, MCSS: Anna Purtill, Cameron Webb
- Mid West – RA's: Brooke Hatton, Riley Smart, MCSS: Sebastian Conheady, Wei Xin Tan, Angus McKenzie
- Top East– RA's: Nate Flacks, Sam Gravener , MCSS: Sophie Schwerkolt, Finn Orford
- Top West – RA's: Zi Kit Toh, Finn Goldstraw, Tess Edwards Jurca, MCSS: Cahrlee Hawkes, Liam Mahony

Study Centre Assistants

Employed on a casual basis assisting the College with after-hours administration of the Study Centre. They assist with a variety of tasks including monitoring the Study Centre, handing out board games and assist with the production of the College annual (From East To West). The 2019 Study Centre Assistants comprise:



JOANNA ZARA OLIVIA JAKE MITCHELL KELSI ROHAN SAM MIKA ALEX

COMMUNITY STANDARDS

BEHAVIOUR GUIDELINES

Preamble:

College Ethos:

Consistent with the high standards set by our Ethos and our view that:

- behaviours not challenged are condoned
- support for a fellow human being will always involve a balance of tenderness and toughness
- the greater good of the community must assume priority over that of the individual
- behaviours consistent with the Ethos build strong communities; those at odds with it, fracture them.

it is important residents understand the College will always, without fail, challenge behaviours and attitudes which are contrary to the Ethos. It has no other option otherwise its actions would be inconsistent with this very outlook.

Please ensure you have a clear understanding of the following Community Standards.

NOTE: At Mannix we have a broad series of expectations for behaviours and only one rule:

Rule: 4:29

Do not use harmful words but only helpful words; the kind that build up and provide what is needed. So that what you say will do good to those who hear you.

Social Model of Human Interaction: Consistent with its Ethos, the College references a model of human interaction, which it refers to as the 'Red - Blue Triangle' Framework. The key tenets of this model can be summarised as follows.

There is an expectation all members of the college community strive to:

- focus on what can be done next, rather than what has happened
- take responsibility for their own behaviours, instead of seeking to abrogate such
- provide feedback to support others as opposed to blaming people, which assumes a knowledge of intent
- be accountable for actions rather than assuming a victim paradigm

Values - Beliefs - Guiding Principles - Practices (VBGPP): Consistent with being driven by a core Ethos, the College's policies are structured, whereby the daily practices are aligned with principles, guided by deeper beliefs and ultimately core values. The Community Standards clearly follow this structure.

Successful living at Mannix College is dependent upon all residents and guests showing respect, common sense and consideration for others. Compliance with Australian legislation, pertaining to Workplace Health & Safety, Harassment & Discrimination and the Responsible Consumption of Alcohol, is mandatory.

Residency at Mannix is granted on the understanding the chief business of residence is the pursuit of scholarly excellence. Residents who are less than committed to their studies will forfeit their right to a place in College. Acts of vandalism, excessive noise or disruptive or offensive behaviour, including alcohol/drug abuse, may also incur forfeiture of the right to remain in College.

You have the right to a safe living environment. It is expected you and your guests will display reasonable and respectful behaviour to others at all times. Abusive behaviour including physical, psychological, sexual and racial harassment, hazing, intimidation or bullying of any kind will not be tolerated.

Behaviour Guidelines Objectives. To foster the:

- Understanding of and respect for the rights of others
- Development of responsibility, self-control; self-awareness and accountability for one's own conduct and behaviours
- Promotion of honesty, fairness and respect for others;
- Capacity of residents to learn and to develop to their full potential
- Development of rational conflict resolution

VBGPP to guide the expectations for behaviour at Mannix College.

BEHAVIOURS:

Underpinning Values

We value...

- The Mannix Community and the rights of all members of the Mannix Community
- Learning, including the right to learn & support others learning, without undue or unfair distraction or disruption

Underpinning Beliefs

We believe...

- A person's rights are not enjoyed automatically; they can be taken away by the behaviours of others
- The culture and climate in a residential community:
 - has a significant impact on the wellbeing of all members of the community;
 - are impacted by the behaviours of individuals
 - are enhanced when members support one another by holding each other accountable

Guiding Principles

Therefore, we will:

- Build regulations around a common rights – expectations – responsibilities framework
- Develop guidelines for behaviour based around fair, reasonable expectations

Practices:

Thus in practice you will see... the expectations for behaviour with respect to upholding the physical, social and psychological safety of each other (as outlined in Conditions of Residency document):

Note:

Any behaviours determined to be contrary to the Ethos of the College will be challenged and consequences applied, consistent with the guidelines outlined in the Residency Agreement.

Challenging inappropriate behaviours

The ideal College environment is one where all members of the community work to Rule: 4:29 and challenge the inappropriate behaviours of others in order to support them.

Residential Advisors are employed by the College to support residents to work within the expectations. They have been given the authority by the Principal to challenge students and to hold those who contravene the College policies accountable for their actions. RAs will challenge residents out of support for the climate of the College and the rights of others. It is expected residents will respect the role of the RAs in these situations. Failure to change behaviours once challenged will be viewed as a conscious choice and treated with the utmost seriousness.

OUTCOMES/CONSEQUENCES:

Underpinning Values

We value...The climate and culture of our community and the personal development of our residents

Underpinning Beliefs

We believe...

- The culture and climate of the college must be maintained for the good of the entire college community.
- Our residents should be treated as young adults who can and should account for their actions and moreover should face up to the consequences of their actions.
- Taking responsibility for our actions is the surest way to protect our rights & those of others.

Guiding Principles

Therefore, we will...

- Ensure follow up of incidents is designed to support the culture & climate of the college community by: having certainty of follow up; applying logical consequences wherever possible
- maintain respect and supports the development of individuals by: developing a clearly articulated process; identifying a set of principles to govern the process of applying consequences for breaches of behaviour guidelines

Practices

Thus in practice you will see...

- Breaches of behaviour expectations followed up in a calm, respectful manner according to clearly articulated guidelines (See Residency Agreement)

Principles to guide Leadership's engagement with the Mannix Expectations

We will...

- Avoid unnecessary confrontation or embarrassment
- Ensure there is certainty of follow up
- Be assertive without compromising respect
- Maintain appropriate processes and record keeping in follow up
- communicate directly with the residents (parents/guardians of underage residents may be contacted depending on the seriousness of the breach)

It is assumed that all residents will understand and make themselves familiar with the following documents:

- College Handbook 2019
- Conditions of Residency
- Alcohol Policy
- Drugs Policy
- Admissions Policy
- Social Media Policy
- Discrimination, Harassment, Hazing, Bullying and Intimidation Policy

Note:

As a Monash University student, breaches of the College Community Standards which are also contrary to the rules of the University, may be reported to the relevant University authorities. In such circumstances, the University may pursue disciplinary action separate to that of the College. In serious situations, this could result in suspension or expulsion from the University.

THE A TO Z OF COLLEGE LIFE

ACADEMIC GOWN

Residents receive an academic gown on the day they enter College. Students wishing to sell their academic gowns back to the College must hand in their gown upon their departure of the College at the end of the year. Academic Gowns must always be worn to formal dinners unless otherwise stated by College Administration.

ACADEMIC SUPPORT ESSENTIALS

Offering expert practical assistance to all Mannix students as they strive to excel in their studies at Monash University

- Academic Support at Mannix aims to assist each Collegian to be the best student at Monash he or she can be, thus maximising academic potential and career prospects while at the same time enabling Mannix students to make the most of the rich and rewarding social, cultural, sporting and spiritual life at College.
- Academic Support facilities and services are provided at no extra charge exclusively to those Monash students who are current residents of Mannix.
- Two of the senior students appointed to the Resident Advisor leadership team have portfolio responsibility for academic matters and liaise with the students in relation to their studies.
- Academic Support at Mannix is closely linked with pastoral care in the belief that a happy student will be a student who is enjoying and performing strongly in his/her University course.

There are a number of aspects to ACADEMIC SUPPORT at Mannix College:

1. College Study Centre (Hart Academic and Spiritual Centre)

- Quiet, secure study spaces available right where students live.
- The Hart Academic and Spiritual Centre is open 24/7 during semester time and the exam period and is fully air-conditioned. You have access to computers, printer and a number of study areas.
- Monash University IT network Wi-Fi and cable broadband Internet coverage, networked printer (printing charged to Monash student account), free scanner.
- Reference and academic books, recreational reading and periodicals.
- Drinks area (gathering commons) available providing free hot drinks to Study Centre users at all times.
- Casual employment opportunity: each year a team of returning students is employed by the College as Study Centre Assistants/Library Assistants. The Study Centre Assistant weekly roster is displayed in the Study Centre.

2. College Tutorial Program

- A dedicated team of approximately 30 Monash University-approved specialist tutors, many of whom are Old Colls, are employed by the College to assist students in major subject areas and any other areas of need.
- Tutors are normally available to students for consultation onsite on a weekly basis during semester time and the exam period and are contactable by e-mail and social media.
- Expert assistance provided in Medicine (1st and 2nd year), Law, Engineering, Accounting & Finance, Mathematics, Physics, Statistics, Chemistry, Music, Languages (French, German, Italian, Spanish, Japanese, Chinese), Biology & Biochemistry, Bio-Medical Science, Geosciences, Psychology, Physiotherapy. *Other subject areas may be added to the College Tutorial Program if there is a written request from students.*
- The frequency of tutorials will be dependent on the number of students enrolled in a particular course.

In keeping with the normal practice in University Colleges, supplementary tutorials are provided for the academic assistance of residents by both resident and non-resident tutors. All tutors have been approved by the University Faculties to provide tutorials at Mannix. Whilst formal tutorials are not always the format of these classes, it is considered essential for first year students to meet their subject tutors and to keep in regular contact with them as to progress in their academic work. Information as to how the tutorials will be provided in the College will be available to residents early in the academic year. Later year students are also encouraged to avail themselves of this academic support. If academic assistance is required in any subject area the Deputy Principal or Academic RAs should be approached.

If you have any questions about Academic Support then contact Mr. Peter Muling.

A D M I S S I O N S

Residency agreements are provided at Mannix College between February and November (with some exceptions). Contracts are normally a full academic year. At the end of each year, a residents' contract will become void and reviewed.

Readmission to the College in the following year is dependent on a number of conditions; these may include good academic progress, involvement and contribution to college life, good behaviour/discipline and a good financial record. Residents are not guaranteed accommodation in the following year if they do not meet the criteria above.

Where a student's behaviour or actions has given cause for concern, that student will be provided the opportunity to address that concern with the Deputy Principal or Principal prior to a final decision being made.

To remain in residence, a resident should maintain a WAM of greater than 50.0 for a full-time course load.

B U R S A R I E S , S C H O L A R S H I P S A N D A W A R D S

Cardinal Knox Scholarships

The Cardinal Knox Scholarships (worth approximately \$15,000 in total) are awarded in memory of James Robert Cardinal Knox, Archbishop of Melbourne 1967-1974 and have been generously made available by the Catholic Archdiocese of Melbourne. The scholarships are available to both later year and first year students on the following basis:

Later-Year Students:

- Scholarships of the value of \$950 each are awarded to later year students returning to College.
- Scholarships are awarded on the basis of academic results in each Faculty in the previous year (Semester Two results) where appropriate.
- Up to ten are awarded in Semester One

First-Year Students:

- Scholarships to the value of \$700 each are awarded to first year students in semester two.
- Scholarships are awarded on the basis of first semester examination results in each Faculty where appropriate.
- Up to eight are awarded in Semester Two

HD Recipients

Residents maintaining a high distinction average in their academic studies each semester receive a \$50 gift voucher in recognition of their achievements. This is awarded to those residents who do not receive a Cardinal Knox Scholarship each semester.

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Recipients of Scholarships and HD awards will be considered by a committee, which shall consist of the Principal, and a member of Council who is also a member of the academic staff of Monash University – they will assess recipients based on the Guidelines determined by Council.

Academic and Community Recognition Awards:

Principal's Award

The Principal's Award of \$1000 for Academic Collegian of the Year is awarded to the student who, in the Principal's view, has best combined dedication to study in the previous academic year, with a commitment to the other personal, social, sporting and cultural values for which the College stands.

Student Achievement Award

The Student Achievement Award of \$600 is given to a second year or above student(s) who, in the Principal's view, has made a significant contribution to the collegiate life of the College by the end of the current academic year.

Fresher Award

The Fresher Award worth \$600 is given to a first year student(s) who, in the Principal's view, has made a significant contribution to the collegiate life of the College by the end of the current academic year.

Collegiate Spirit Award

The Collegiate Spirit Award recognises those individuals who have made outstanding contributions to the community, culture and spirit of Mannix College during the year. The recipients have been selected on recommendations from Staff, Student Leadership, and Residents and received a \$100 gift voucher each.

Keith Frearson Trophy and Monash Blues Female Football Trophy

The Keith Frearson Trophy is presented at the Sports Dinner to the most outstanding Mannix Male Student Football Player for the Monash Blues. Professor Frearson was a long-time resident at Mannix College and an ardent Blues supporter. The Monash Blues Female Football Trophy is presented to the most outstanding Mannix female Student Football Player for the Monash Blues.

Student Leadership Programs

The Principal at Mannix will award a limited number of scholarships (up to \$7,000) for residents to attend student leadership conferences. In previous years, students have attended NAAUC (National Association of Australian University Colleges) and NSLF (National Student Leadership Forum) conferences.

Bursaries

The Principal at Mannix will award a limited number of bursaries to students whose academic progress is satisfactory and who are in genuine financial need. The College has made funds totalling \$10,000 available for these scholarships. Application forms are circulated in May.

C H A P L A I N C Y

Fr Robert Krishna O.P. is the College Chaplain. Fr Robert can be contacted on robert.krishna@op.org.au or 0424 309 834. He is available for consultation by appointment and is available for students of all faiths or none.

St Dominic's Chapel

St Dominic's Chapel is located in the Hart Spiritual and Academic Centre and is named after the great Dominican theologian and educator St. Dominic (1170-1221), not the Business Manager Dominic Kilduff! The Dominican order has been connected with Mannix College since its opening in 1969, so it was natural that the Chapel should

be named after the founder of the Dominican order. The chapel is divided into a small dedicated chapel and a larger chapel. The larger chapel area has a multipurpose use for meetings, seminars and conferences. There is a meeting room, sacristy, confessional and reflective courtyard located in the Hart Spiritual Centre.

COMMUNITY LIFE

The aim of College staff (including Resident Advisors) is to assist and support residents. When performing their duties, they are to be permitted reasonable access to the areas for which they are responsible and their requests of residents to take certain action are to be heeded. Conduct by a resident which interferes unreasonably with the work of staff or causes harm or embarrassment to them is viewed seriously and shall amount to a breach of the conditions of residence.

Access to Rooms

The Principal, Deputy Principal, Assistant Deputy Principal or Business Manager, or anyone delegated by them, shall have the right to enter any room or area of the College at all reasonable times for emergencies, cleaning or maintenance and, at such other times as they deem necessary, for inspection of College property.

CONFERENCES AND ACADEMIC GUESTS

On occasions the facilities of the College are made available to outside groups for meetings and conferences. Conference guests and academic guests (staying in Gryphon House) may be resident in the College at times throughout the year. Members of the College should understand that conference groups and academic visitors are accommodated as a means of subsidising fees, which would be appreciably higher without them. Guests should always be treated with courtesy and respect. Many of these academic guests are accomplished in their own sphere of academic pursuits. Students are encouraged to engage in conversation with these professional guests if the occasion presents itself. If there are any issues with guests, please notify the College office.

DOOR LOCKS

The system offers keyless entry into the College, bedrooms and facilities, thereby eliminating a metal key. Each resident is issued with a fob or a wristband fob. To access the college, bedroom or college facilities you must swipe the card/fob on the reader. There are two types of card readers (see below) – Type 1 and Type 2.



Card Reader Type 1



Card Reader Type 2



Green exit button

External door to the College, student residential wings and gymnasium have a Type 1 lock on them. Some are mounted on bollards while others are mounted on walls next to the door (box like structure). To gain access through these doors you must swipe your fob on the black circle. Please note there is a four (4) second delay before the magnet on the door releases and you can gain access. Do not force the door. To exit these doors you will notice a green exit button (see picture below). Depress this button to release the door magnets. The door will release immediately.

Room doors and most facility doors have a Type 2 lock on them. A green light will illuminate on this door, once you swipe your fob across the black square box, the green light indicates you can turn the handle to open the

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door, a red light will come on to indicate that you have no access. If you notice these doors flashing with a red/yellow light, this indicates that the battery inside the lock is becoming depleted. Please notify the College office immediately so batteries can be changed.

Please do not store your fob near strong magnets or electrical fields as its memory may be erased. Please see the office during office hours if you have any problems with your fob or door lock or misplace your fob.

EMERGENCIES

To telephone the emergency services from your room, dial 0000.

FACILITIES

Apartments in Gryphon House

25 apartments are available for recommended academic guests of the University, Monash Medical Centre, CSIRO and the Australian Synchrotron, conference guests, recommendations from Council members and the Fellows of the College, and family or friends of staff and residents.

Rates are determined by the Principal, Business Manager and Events and Admissions Manager. Prices are subject to change.

Accommodation is provided in an air conditioned queen or twin room with an ensuite. The room has been provided with an energy saving device/switch. Your room card must be inserted into the device to activate power to the room. We urge all guests to ensure that their room door is locked at all times. Swipe your card against the lock to enter the room. A green light will indicate you have opened the door.

Your swipe card can be used to enter the guest laundry located on the 2nd floor of Gryphon House. You will find a coin operated washer and dryer in there. Cost is \$1.00 for a wash and \$1.00 for a dry. The College is not responsible for items left in the laundry.

Gryphon Lounge, Business Centre and Kitchen

The Gryphon Lounge, Business Centre and Kitchen area is for the exclusive use of Gryphon House guests. Facilities should be left in a clean and tidy state at all times. Simple cooking items, crockery and cutlery are provided. Items in the refrigerator/freezer are left at your own risk. We suggest you label all food and beverage items. Guests are expected to clean all items and surfaces using the cleaning products provided.

Free internet access and basic printing is provided in the Business Centre. If you require printing of larger documents, please see the College office during office hours. Guests should not access restricted sites online. Internet is provided for email, travel and academic purposes only. You should contact the College office if you require internet access in your room, access can only be granted by Monash University as they need to create a guest username and account for you, a small fee may be levied. This should be done during office hours only.

Please note corridors and lounge area are covered by security cameras.

Senior Common Room (SCR)

The Senior Common Room is normally for the use of Council Members, Fellows of the College, College staff and Gryphon House Guests. Each Wednesday evening the room is used for pre and post formal dinner drinks and nibbles. Residents and University staff will be invited by the Principal or Deputy Principal to attend these events. From time to time the venue may be used for presentations, seminars and meetings. The room is equipped with lounge chairs, coffee tables, audio-visual equipment, College memorabilia, bar and access to the outdoor café area.

Middle Common Room (MCR)

The Middle Common Room has been set up as a space for senior students (3rd Year and above, MCSS and RA) to come together and socialise in a relaxed and comfortable environment. This is a quiet space for residential use only featuring a pool table, dart board, lounge area, TV, sound system and outdoor café area. Access to this area is provided via your fob key. Please ensure you keep this area clean and tidy at all times and that noise is kept to a minimum. Alcohol is permitted in this area, but should not be in a glass container. If residents leave this area in a mess, their access will be removed. This room is for senior residents only – 1st and 2nd years should not use this room.

Junior Common Room (JCR)

The JCR is for the use of all residents and is located upstairs in the main administration building. The JCR is split up into two rooms, the small JCR and the JCR Hall. The small JCR has a TV, bar, sound system, pool table, foosball table, ping pong table, couches and access to the outdoor café area. The JCR hall has a theatre style set-up and Foxtel. The music rooms can be accessed from the JCR Hall. Functions are conducted by the MCSS on Thursday nights during semester in the JCR.

Private Dining Room – Fitzgerald Room

The private dining room (Fitzgerald Room) is located between the Dining Room and Offices. This facility is used for private dining events, conference functions, meetings and overflow for College formal dinner events. A small kitchenette and audio-visual equipment is provided in the room. Bookings for the room must be made with the College Office.

Tutorial Rooms

There are five dedicated tutorial rooms located in the College. These are for the use of residents and tutors. Priority is always given to the formal College tutorial program. The rooms can otherwise be used for small discussion groups and work groups. Each room is equipped with audio-visual equipment. Permission to use the audio-visual equipment in the room must be received in advance from the Principal, Deputy Principal, Business Manager, Events and Admissions Manager.

Tutorial Room 1 – Shea Room

The room is located adjacent to the Gymnasium and Mannix Courtyard. The room is used for small group meetings and College tutorials. Quiet discussions and group work can be conducted in this room. The room is equipped with audio-visual equipment. Priority is given to formal College tutorials at all times.

Tutorial Room 2 – McMullen Room

The room is located adjacent to the Gymnasium and Hoevers Lane. The room is used for small group meetings and College tutorials. Quiet discussions and group work can be conducted in this room. The room is equipped with audio-visual equipment. Priority is given to formal College tutorials at all times.

Tutorial 3 – Knowles Room

The room is located adjacent to the College Study Centre. The room is used for small group meetings and College tutorials. Quiet discussions and group work can be conducted in this room. The room is equipped with audio-visual equipment. Priority is given to formal College tutorials at all times. The room may be used during the year as an overflow room for Chapel patrons.

Tutorial 4 – Saunders Room

The room is located adjacent to the College Study Centre. The room is used for small group meetings and College tutorials. Quiet discussions and group work can be conducted in this room. The room is equipped with audio-visual equipment. Priority is given to formal College tutorials at all times. The room may be used during the year as an overflow room for Chapel patrons – priority is given for all Chapel events.

Tutorial 5 – Minns Room

The room is located adjacent to the Gathering Commons. The room is used for small group meetings and College tutorials. Quiet discussions and group work can be conducted in this room. The room is equipped with audio-visual equipment. Priority is given to formal College tutorials at all times.

Boardroom – Mannix Boardroom

The Mannix Boardroom is located next to the College Chapel and adjacent to tutorial rooms 3 and 4. The room is for the use of conference guests, Fellows, Council Members, MCSS and Resident Advisors. The room can be accessed 24 hours a day. Audio-visual equipment is located in this room. The room may be used during the year as an overflow room for Chapel patrons – priority is given for all Chapel events. Bookings for this room can be made through the College Office.

The Hart Academic and Spiritual Centre

The Hart Academic and Spiritual Centre are named after Archbishop Denis Hart. His Grace approved the \$16 million capital development and refurbishment at Mannix College in 2012. Archbishop Hart also approved a \$3 million loan from the Catholic Archdiocese of Melbourne to support the redevelopment and refurbishment. The centre was named in honour of His Grace. The centre includes a chapel, Study Centre, boardroom, tutorial rooms, gathering commons, meeting room, reflective courtyard, Study Centre Lane and Gryphon House.

Study Centre Lane

Study Centre Lane is located between West Wing and the Study Centre. This is the main thoroughfare for students from the residential wings to University. A security gate is located on the Cobain Street side. You will also find a quiet outdoor reading area for your use. We ask residents to be quiet when using this area or walking to the University. This area is covered by security cameras.

Kitchen Lane – Hoevers Lane

Hoevers Lane is located between East Wing and the Gymnasium/student laundry. The lane is named after Fr. Richard Hoevers O.P., the founding Deputy Principal of the College. You will find access to Parker Street from the lane. There is a security gate located on the Parker Street side adjacent to the staff accommodation (Deputy

Principal and Assistant Deputy Principal Residences). You will find a chair swing, the herb garden and clothes line located in the lane.

West Wing Courtyard

The West Wing Courtyard is located between the student common rooms and West Wing. Outdoor seating and a grassed area is located here for student use. Please ensure that you keep noise to a minimum as resident rooms are located adjacent to the courtyard. Access to the walkway, Bottom West and East Student Common Rooms is possible. Please keep these doors closed at all times for security. Outdoor chairs and a large chess board are provided for student use. These items are located in the store room in the centre of the courtyard. Please ensure items are returned to these locations after use.

East Wing Courtyard

The East Wing Courtyard is located between the East Wing and West Wing. Outdoor seating and a grassed area is located here for student use. Please ensure that you keep noise to a minimum as resident rooms are located adjacent to the courtyard. Access to the walkway, Bottom West and East Student Common Rooms is possible. Please keep these doors closed at all times for security. Outdoor chairs and a large chess board are provided for student use. These items are located in the store room in the centre of the courtyard. Please ensure items are returned to these locations after use.

Car parking

There is limited residential and staff parking located around the College. Parking is located on Parker Street, Cobain Street, Wellington Road, and Princess Highway/Dandenong Road. These car parks are for staff and residents only. Limited guest permits for the Wellington Road car park can be obtained from the College office during office hours. Access to the main secured residential car park off Dandenong Road is via a swipe fob system. Fobs are available from the College office. A fee will be levied for the use of a residential parking bay (off street or on street). Please contact the College office regarding parking bays.

Gathering Commons

The gathering commons is located in the foyer of the Hart Academic and Spiritual Centre. You will find a coffee machine, small kitchenette and seating area here for resident and chapel use. No resident or guest should take food or beverages from this area into the Study Centre, tutorial rooms, boardroom or chapel.

St Dominic's Chapel

St Dominic's Chapel is located in the Hart Spiritual and Academic Centre and is named after the great Dominican preacher and educator St. Dominic (1170-1221) - not the Business Manager Mr Dominic Kilduff (!) The Dominican order has been connected with Mannix College since its opening in 1969, so it is appropriate that the Chapel be named after the founder of the Dominican order. The chapel is divided into a small dedicated chapel (54 seats) and a larger chapel (additional 94 chairs). The larger chapel (auditorium) area has a multipurpose use for meetings, seminars and conferences. There is a meeting room, sacristy, reconciliation room and also a reflective courtyard located in the spiritual centre.

Chapel Auditorium

This space is for the use by the conferencing department and the Chaplaincy team only.

Gymnasium

The Gymnasium is available 24 hours a day for residents. Limited access is available for staff and guests. There are treadmills, bikes, cross trainers, recumbent bikes, rower, free weights and weight machines.

Terms & Conditions of use for the Gymnasium

THIS GYM IS OWNED AND MANAGED BY MANNIX COLLEGE.

1. Using the Gym indicates that you accept the Terms and Conditions of use. If you do not accept the Terms and Conditions then do not use the gym.
2. Your safety is our main priority.
3. This gym is unsupervised.
4. You must be 16 years or over to use the gym.
5. You understand that exercise may be a risk to your physical health and safety if not done properly. **YOU ARE ADVISED TO SEEK MEDICAL ADVICE BEFORE USING THE EQUIPMENT IN THIS GYM.**
6. It is specifically your responsibility to make sure that you are capable of doing the exercise provided by any programme you follow or any equipment and apparatus that you use. Always seek the advice of a professional for any questions you may have regarding any medical condition prior to using the gym. If you have any concerns about your physical condition, you must not do any strenuous physical activities without first obtaining medical advice.
7. You have an obligation and responsibility to yourself, as well as to other users of the gym to conduct yourself in a safe manner.
8. You must not use the gym while under the influence of drugs or alcohol or while suffering from or experiencing any other condition that might impair your judgement.
9. Smoking is not permitted anywhere inside the gym
10. No animals, other than guide dogs as permitted by law, are permitted in the gym.
11. You are not allowed to bring crockery, glass or food into the gym.
12. Bottled water only is allowed in the gym. This is strongly recommended during exercise. A drinking fountain and water filler is provided in the gym for your use.
13. You are responsible for checking, ensuring and maintaining the safety and safe operating condition of any and all equipment that you may utilize while present in or using the gym. You use and accept those items "as is" and use them at **YOUR OWN RISK**.
14. All persons entering do so at their own risk. Mannix College will not accept responsibility or liability for any injury, loss, fatality or damage whatsoever caused to any person or property.
15. Read all notices and information provided before using the machines.
16. You bring all personal belongings to the gym at your own risk. We do not accept liability for any loss or damage to these items. We recommend that you do not bring valuable items to the gym.
17. You agree that all persons (including your family or guests) entering the gym does so at your or their sole risk and liability. All such persons waive any and all claims against Mannix College, its officers, agents, and employees for any injuries, damages, or losses.
18. All gym users specifically assume all risks of injuries, damages or other such losses while using any equipment. They should exercise due care in these circumstances and should make their own personal insurance arrangements.
19. You confirm that you and any of your guests using the gym do not have any injury or illness that could be aggravated by use of the gym or any of its equipment or apparatus.
20. Facilities are available on a 'first come, first served' basis and we are not responsible if any piece of equipment is temporarily unavailable.
21. The management may, at times, withdraw all or some of the facilities for certain periods of time to carry out cleaning, repairs, alterations, maintenance or security work or for reasons that are beyond its control.
22. You understand that the gym may be closed at any time and that these terms are not a promise that the gym will be open or available for use at any particular time or date.
23. The management reserves the right of admission to the gym and may refuse access to any person (whether resident or guest) whose conduct is injurious to the character or interest of the gym or a danger to their or another's safety.

24. Patrons are required to bring a towel and wipe down the equipment after use for hygienic purposes. Always use your towel on the equipment.
25. Warm up before using free weights and weight machines.
26. All persons using the gym are required to wear appropriate clothing - Wear a shirt and closed in shoes at all times.
27. Replace free weights when you finish using them. Be considerate towards other gym users.
28. YOU ASSUME ALL RISKS AND RESPONSIBILITY FOR ANY HARM, LOSS, DAMAGE, PROPERTY DAMAGE, PERSONAL INJURY, OR DEATH TO YOU OR OTHERS RESULTING FROM, ARISING OUT OF, OR ANY WAY IN RELATION TO YOUR USE OF OR PRESENCE IN THE GYM'S FACILITIES EQUIPMENT AND APPARATUS.
29. YOU HEREBY AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE GYM FROM AND AGAINST ANY CLAIM, CAUSE OF ACTION, LIABILITY OR JUDGMENT RESULTING FROM, ARISING OUT OF, OR IN CONNECTION WITH YOUR PRESENCE IN AND/OR USE OF THE GYM, ITS FACILITIES, EQUIPMENT OR APPARATUS.
30. You understand that this disclaimer of liability is intended to be as broad and inclusive as permitted by the laws of Australia and agree that if any portion is held invalid, the remainder will continue in full legal force and effect.
31. These terms and conditions shall be governed by and construed in accordance with Australian law. Disputes and claims arising out of or in connection with the use of the gym or these terms and conditions shall be subject to the exclusive jurisdiction of the Australian courts.
32. THIS DOCUMENT IS SIGNED BY THE OWNER OR TENANT FOR HIM OR HERSELF AND ON BEHALF OF HIS/HER FAMILY AND GUESTS.
33. BY USING THE KEY FOB TO THE GYM OR PROVIDING IT TO ANOTHER PERSON OR PERSONS (DIRECTLY OR INDIRECTLY) WHO SUBSEQUENTLY MAKE USE OF THE GYM YOU ARE AGREEING TO THESE TERMS AND CONDITIONS. YOU THEREBY ASSUME RESPONSIBILITY TO ENSURE THAT EACH SUCH PERSON KNOWS THE TERMS AND CONDITIONS OF USE.

Alfresco dining area

The alfresco dining area is located adjacent to the main dining room. Access to the alfresco dining area is from the door located left of the high table. This area can be used during meal times or when a function or event is held. Noise should be kept to a minimum while using this area, it should be left tidy and clean at all times. You will find outdoor seating and BBQs located in this area. The BBQs are for use by kitchen or administrative staff only. A free BBQ facility for student use is available located adjacent to the sports court and gazebo.

Hart Academic Centre

The Academic Centre is open 24 hours a day – 7 days a week – it contains the library, tutorial rooms, Mannix Boardroom, gathering commons and toilets. Access is via the use of your fob key. No food or drink is permitted in the Study Centre or tutorial rooms. Food or drink must be consumed in the gathering commons. Noise should be kept to a minimum at all times.

Library

The Sir Michael Chamberlin Library is located within the Hart Academic and Spiritual Centre. It is open 24 hours a day/7 days a week. This area is for quiet study only. Tutorial rooms attached to the Study Centre can be used for quiet discussions and work groups when not being used for College Tutorials. The Study Centre is named after a former Deputy Chancellor of Monash University who was also one of the founders of Mannix College. The Study Centre contains study desks and chairs, Monash configured student PCs, stand-alone USB scanner, B&W laser printer and WIFI.

The Library provides a quiet, friendly, air-conditioned environment in which to think, write and conduct research. In addition to the collection of reference and general books, including a fiction section, the Study Centre currently subscribes to a range of quality periodicals covering religious and current affairs, science, business and culture.

College Study Centre Assistants (LA) are on duty after hours at specified times in accordance with the LA duty roster posted in the Centre. LAs are responsible for maintaining peace and quiet in the Academic and Spiritual Centre. Please do not leave laptops, iPad, mobile phones or any valuables unattended in the Centre. The Centre is covered by security cameras. The facility is for the use of Mannix College residents and authorised guests only.

Gazebo Student BBQ area

The Gazebo is located adjacent to the sports court and east wing. The Gazebo area has seating and BBQs provided for student use. The BBQs are electric and are free; please ensure you clean them after use. Please keep noise to a minimum when using this area as residents' rooms are located next to it. Smoking is permitted next to the grandstand area and not in the gazebo area. There is an ashtray device provided to extinguish butts.

Vending Machines

There are two vending machines provided for the use of students, staff and guests and are located in the dining room foyer area. There is a drinks machine and a snack machine. Coins are available from the coin change machine located in the gymnasium. Credit cards, cash or notes can be used with the machines.

Sports Court and Lights

The sports court is located at the back of the College adjacent to the residential car parks and maintenance shed. The sports court is for the use of residents only. The sports court is made of artificial turf, so residents must wear sports shoes while using it. The sports court can be used from 8:00 am to 10:00 pm. Noise must be kept to a minimum while using this area as it may disturb our neighbours. No food or drink should be taken on to the court. The court has lights. The lights can be turned on by obtaining a key from the duty officer or MCSS Sports Directors. Lights can only be used up until 10:00 pm. Please notify the College Office if anyone is injured while using the sports court.

Student Laundry

The student laundry is located adjacent to the gymnasium and Hoevers Lane. You will require your fob key to gain entry. This facility is for the use of residents and conference guests only. A coin change machine is located in the gymnasium. Residents have access to washers and dryers, ironing boards, irons and a water trough.

Laundry Tips:-

- Do NOT use the top loading detergent in the new washing machines. Only front loading washing detergent can be used.
- We recommend OMO, Radiant or Drive washing powder. You can use fabric softener with your wash. We recommend Cuddly softener,
- One cup of concentrated soap is sufficient for a load of clothes. Excessive soap causes over sudsing, and can cause machine to shut down before completion of cycle.
- Avoid overloading the machine. If you have to forcefully push clothes into the machine that would be considered overloading.
- Please remove your laundry promptly after each wash and dry cycle, so that others may use the machines.
- Double check your pockets. Items like ink pens and tissues do not do well in laundry equipment. Small items may clog drain.
- Costs are \$1.00 per load for washing and \$1.00 per load for drying. You can only use \$1.00 coins and change is not given.
- Clean out the lint screen filter in the dryer before using it every time. It is located next to the door of the dryer.

The dryers will run for approximately 45 minutes which should be sufficient time to dry most items of clothing. Residents should keep this area tidy. Washing machines and dryers must not be overloaded or be interrupted mid-cycle.

Residents are not to hang washing outside their windows, there is a clothes line provided in Hoovers Lane for this purpose. The College takes no responsibility for clothing left in the laundry or on the clothes line.

Staff Laundry

The staff laundry is located next to the student laundry and gymnasium. This facility is for the use of housekeeping and conference staff only.

Student common rooms

There are six student common rooms located adjacent to the west wing courtyard and east wing. Each floor has its own common room, considered a gathering place for residents in the corridor. The common rooms contain an Xbox games room (Xbox provided), kitchenette, dining area, TV room (Foxtel and DVD provided) and lounge area. Each floor in College has a common room provided and each common room is equipped with a digital display screen. An operable wall is located between the two common rooms on each floor; these are kept closed throughout the year. Approval from the office must be obtained if you want this operable wall opened during the year. The operable walls are opened during the summer months for conference and school groups. Noise should be kept to a minimum and the common rooms should be left in a clean and tidy state after use. The College reserves the right to shut down the common rooms if left in a mess.

Furniture is not to be taken from the common rooms into the gardens under any circumstances. As this causes damage to community property, a fine will be imposed on each person responsible for moving or utilising the moved furniture. Common rooms are to be left clean and tidy. Failure to meet this requirement will result in a fine for the students concerned or closure of the common room for a specific period.

Xbox Games Rooms

The Xbox games rooms are located in the student common rooms. Residents will find comfortable seating, large plasma screen TVs and an Xbox-one games console located in these rooms. Residents should share the facilities with other residents. The College provides some games for student use. Please note the College is not responsible for residents own personal games/controllers left unattended in the room. Please ensure that you keep remotes charged after use. Do not remove the Xbox games or consoles from the Xbox games rooms.

Bike Shed

The bike shed is located adjacent to the back residential car park and the West Wing. Access to the bike shed is via your fob key and is only provided to residents with a bike registered by the College. All residents who have a bike must register this with the College office. No bikes can be stored in student rooms for OH&S reasons. You should provide the make, type and colour of the bike to the College Office.

The bike shed is covered by security cameras. All residents should ensure that their bikes are secured with a heavy duty chain or D-lock while stored in the bike shed. The College takes no responsibility for bikes left in storage. We recommend that you take out personal insurance for bikes.

Bicycles must not be kept in rooms or in corridors. All bicycles are to be removed at the end of the academic year unless prior arrangement is made with the Business Manager. Bicycles left without prior arrangement may be sold and the proceeds donated to charity.

Music Rooms

The music rooms are located adjacent to the Junior Common Room Hall. Access to the rooms is via your fob key and permission must be obtained in advance from the College office. The facility is for the use of music students only. No food or drink is permitted in the music rooms. The rooms are air-conditioned. Music students are provided pianos, a drum kit, music stands, sound proofed rooms and seating. Please keep the room's neat and tidy at all times. The music rooms are available for use most days from 7:00 am to 10:00 pm. Students may not be able to use the music rooms while conferences, speeches or seminars are conducted in the JCR Hall.

F A X M A C H I N E

The College fax machine is available for students to send and receive messages for a fee. In 2019 the charges are:

<u>Send:</u>	Australia	\$1.00	Per 5 Pages or part thereof
	Overseas	\$3.00	Per 5 Pages or part thereof
<u>Receive:</u>	No charge.		

The fax number is (03) 9905 0995.

F E E S

Residential fees for College are paid at the Front Office. We accept EFTPOS, credit cards (Visa and MasterCard – a 1% credit card fee applies), cheques or cash for upfront payments, and direct debit or credit card for instalment payments. If there are any issues with fees please consult the Finance Department.

F E L L O W S

The Mannix College Council, following the recommendation of the Principal, appoints a number of distinguished persons who are known as Fellows of the College. The Fellows wherever possible shall support and advise the Principal in the pursuit of the following College interests and objectives:

- Academic excellence among student residents and the fostering of the intellectual life of the College
- Philanthropy that is of direct benefit to the College
- Development of College facilities and services
- Reputation of the College as a Catholic residential college affiliated with Monash University

Each year the Fellows group conduct a series of lectures/debates with high profile guests offering interesting topics for our residents. Fellows also assist the students when required and engage with the College community.

F I R E S A F E T Y & E V A C U A T I O N

Fire Safety and Evacuation Notices are located behind each residential room door. Please acquaint yourself with this information in case of an emergency.

Each Resident Advisor is assigned as a Floor Warden. The Floor Warden is responsible for the correct evacuation of their corridor and must be obeyed.

Residents Responsibilities during an evacuation:

- If a fire is detected, raise the alarm if it has not already been raised.
- Close your window and door (leaving the door unlocked) and proceed to your evacuation point. Make sure your Floor Warden sights you, as this person is responsible for ensuring the floor is clear and all residents are accounted for.
- Regardless of circumstances, whenever the appropriate alarm is raised all students and staff must evacuate the floor immediately.
- Residents are to congregate in the back car park (primary evacuation area) unless advised to move elsewhere. Residents in the administration area evacuate to the front car park of the college (secondary evacuation area).
- Residents in the Junior Common Room or Dining Room evacuate via the fire exit doors on Parker Street if they cannot evacuate through the front administration foyer area.
- Note: Do not stand under the walkways, even if weather is inclement. You must move away from the buildings and stand in the appropriate area designated for your floor in the car park.
- Nobody is to re-enter the building until the official "All clear" has been given by the Chief Fire Warden or the Metropolitan Fire Brigade officer.

False Alarm

Fire alarms, if activated, immediately result in fire brigade attendance at substantial cost to the College (minimum \$2,500). If it is found that a resident has deliberately set off the alarm system, the offender will be charged with this call out fee. If the offender is not discovered or comes forward, the cost of the fire brigade attendance may be borne by the MCSS and therefore by all residents through increased subscription fees. If an alarm is set off by smoke through an honest mistake then owning up as the responsible party is helpful and may well avoid the offender being charged or fined. Tampering with fire equipment will result in exclusion from College.

Fire Regulations

Fire regulations prohibit cooking (including microwave ovens), electric bar radiators or burning candles or incense in rooms. Doors facing Parker and Cobain Streets must not be left open nor propped open. Hose reels must not be tampered with under any circumstance. Residents should not use these fire doors to enter or exit the building unless for fire evacuation purposes.

Fire detectors and door closers

Smoke detectors, heat detectors and fire sprinklers are fitted in every residential room as well as corridors and common area. Detectors may be activated by heat or if the glass bulb at the centre of the sprinkler is broken. If activated, a fire siren will immediately sound and the Fire Brigade summoned. The subsequent minimum callout charge for the brigade may be charged to the resident of the offending room if it is a false alarm.

Tampering with these detectors in any way, including covering of the alarm, or tampering with the fire service equipment endangers the lives of fellow residents and is cause for disciplinary action and may result in immediate dismissal from College.

Faulty smoke detectors should be advised to the front office as soon as you are aware of a fault.

Each student room has been equipped with a smoke detector, which is hardwired back to a central fire panel. At no times should you cover these fire detectors, if you do so, you may have your residency contract terminated. Hairspray or steam can set these fire detectors off.

In accordance with Monash City Council regulations, each student door has been fitted with a self-closing fire door device. Students unfortunately are not able to leave their doors ajar due to fire regulations and requirements. Please note that your room doors are alarmed. The College office will be notified if you are constantly leaving your door ajar. Repeat offenders may be fined. We regret that you are not permitted to leave your door open, but the door closers are installed to minimize the spread of smoke if a fire occurs in a student room.

FOOD & FUNCTIONS

Barbeque

An electric barbeque is located in the gazebo adjacent to the sports court. This is available to residents except on Wednesday evenings. The key is available from the Resident Advisor (RA) on duty. The barbeque and the surrounding area must be left clean and tidy and all rubbish disposed of.

Dietary Requirements

Those requiring regular vegan/vegetarian meals (e.g. gluten free) should record their name in the register located in the Dining Room. Vegan/Vegetarian meals may be limited at times to ensure registered vegan/vegetarians get a meal.

Students with special dietary requirements should speak to the Catering Manager in the Catering Department Mon-Fri 10:00 am – 6:00 pm or on extension 50998 about their needs. Every reasonable effort will be made to meet a resident's special dietary requirements (e.g. gluten free, nut free and peanut free) as advised by the resident. Please note that very specific dietary requirements may not be catered for at Mannix, please discuss with Administration.

Dining Room

Meal Times

	Breakfast	Lunch	Dinner	
Weekdays	7:00-9:30	12:00-1:45	6:00-7:00pm	
	Breakfast	Brunch	Lunch	Dinner
Saturday	8:00-10:00	10:00-12.00	12.00-12.45	No Dinner
Sunday	8:00-10:00	10:00-12.00	12.00-12.45	6:00-7:00pm

On most Wednesdays the entire College comes together to celebrate formal dinners. It is compulsory that all residents will attend the Wednesday night dinner, if you are unable to attend, please notify the Deputy Principal via email as to reason for your absence. For more information see Formal Dinners.

Students unable to attend lunch at College during the week may make lunch at the sandwich bar at breakfast. Those availing themselves of this service must write their name on the sheet provided.

Second servings are available after 6.30pm Sundays to Fridays (excluding Wednesday evenings).

Dining Room Guests

Each member of the College is entitled to three (6) complementary meal tickets for guests per year. These pre-printed vouchers are supplied at the beginning of the year for each student resident. One voucher per guest must be handed to the catering staff before the guest may receive a meal – you must right the name of your guest on the meal ticket. The guest in the dining room must be accompanied by a resident, who is responsible for handing the kitchen staff the voucher (random checks are carried out). Unused meal tickets from first semester may be used in second semester. Failure to hand in the voucher prior to receiving the meal will result in an on-the-spot \$50 charge to the host which will be paid to the College St. Vincent de Paul group/Caritas Group.

Additional meal tickets may be bought from the Front Office at the following prices:

Breakfast	\$5
Lunch	\$10
Brunch	\$10
Dinner	\$15

If the College office is closed, the Catering Manager on duty must be informed of all guests entering the dining room. The Catering Manager informs the Front Office of all guests the following working day.

Residents' parents/guardians, grandparents and siblings are not charged for meals unless they are residing in the College. You must use meal tickets for any friends, boyfriend or girlfriend. Residents that have siblings living nearby should not abuse the privilege during the year.

Dining Room Regulations

- Appropriate footwear and clothing must be worn in the Dining Room at all times as well as an acceptable form of dress in a public area. At no time may pyjamas or sleep attire be worn in the Dining Room. No bare feet allowed.
- Students may only take two pieces of fruit from the dining room per day. No other provisions (food, cutlery or crockery) are to be taken from the Dining Room without permission of the Catering Manager on Duty. The exception being cut lunches taken from the Dining Room at breakfast.
- Students are expected to clear their tables of crockery and cutlery and leave the chairs neat and tidy before vacating the Dining Room/Alfresco Dining Area. Place dirty items of food waste in the servery. Dining room tables or chairs must not be moved.

Feedback

Feedback is welcome. An RA will liaise with the catering manager regarding feedback. Residents can provide constructive feedback to the RA.

Formal Dinners

Formal dinners are held most Wednesday evenings during semester and are a unique and special feature of the College. Students are reminded that this is the one formal gathering of the College members as a community of scholars and should be viewed as important to the maintenance of the collegiate spirit.

Formal dinner commences at 6.30pm, unless students are invited to attend High Table, in which case they will gather in the Senior Common Room at 6.00pm. Students must be seated in the dining room prior to the arrival of the members of the Senior Common Room at 6.30pm. (Special Dinners start at 7:00pm, see below). Academic gowns must be worn at all Formal Dinner occasions, unless the Principal directs otherwise.

Students must always ensure that sporting, social, work and other commitments are clear on Wednesday evenings so that they can fully participate in this important College tradition. Failure to attend without prior approval of the Deputy Principal, other than exceptional circumstances, can result in termination of the residential contract. RAs will regularly take a roll of attendance at the direction of the Deputy Principal.

Residents should not be on their mobile phones during the dinner. Place in the white baskets provided.

No late meals are provided on these nights as you are expected to attend Formal Dinner on time.

Faculty Dinners and Afternoon Teas

Faculty Dinners and Afternoon Teas are occasionally interspersed with Formal Dinners. These events provide a means for students in the various Faculties to meet with the academic staff of the University in their subject areas. Students and Tutors are encouraged to invite their lecturers and tutors from the University and to avail themselves of this academic and social occasion. A process is in place for residents to invite academic staff to dinners/afternoon teas. We strongly encourage for this opportunity to be taken up. Again, this tradition is a defining feature of the Collegiate Community, and whilst it affords an occasion to meet socially with your academic lecturers and facilitators, it also provides an opportunity to further develop excellent hosting skills.

Dinners: Faculty members meet in the SCR for pre-dinner drinks at 6.30pm and dinner is served at 7.00p.m. Students not attending the Faculty Dinner have tea at 5.45pm on these evenings. It is essential RSVP requirements are met to assist with planning and logistics – including table settings, invitation lists and catering.

Afternoon Teas: Faculty members meet in the SCR for nibbles and drinks at 4.30pm. Formalities occur at 5.00pm and the evening finishes at 6.00pm. Guests are then welcome to join residents in the dining room for a College dinner.

Global e-mails, including invitations to Faculty nights/afternoon teas and important coming events, etc., will be sent via the Monash email address or Facebook to students. Students must ensure that the College has your Monash e-mail address to receive these e-mails i.e. **not** an external web based address.

Late Meals

Students may request a late meal by signing the register available in the dining room foyer. Requests are to be made before 5:00pm each day. No late meals are available on Formal Dinner nights. Late dinners may be collected until 7:45pm Sunday to Friday. It is important that residents take responsibility to collect late meals. It is not the duty of student leaders to do so.

Upstairs Kitchen

The upstairs kitchen is available to residents except on Wednesday evenings. Bookings must be written in the booking diary and the Duty Resident Advisor (RA) must be contacted to unlock the door. Residents using the kitchen must ensure that it is left clean and tidy, even if there is a booking to follow. Contact the Duty RA immediately if the kitchen is found to be unclean. If not kept clean, the kitchen may be closed. All residents must undergo a kitchen induction with the College Catering Team before they will be allowed use of this facility.

F O B S

Fobs remain the property of Mannix College. All fobs must be returned to the College on departure. All residents who are not staying in College during the mid-year break must hand the fob into the Front Office before departing. At the end of the year, you must return your fob to the office or a \$50 per day fee will be charged.

If you have locked yourself out of your room:

1. During office hours on working days, go to the Front Office. Staff will provide you with a spare fob. Open your door and immediately return the spare fob to the office. Do not approach the Resident Advisors during these hours.
2. Outside office hours you may approach the Resident Advisors on your floor, before contacting the Duty Resident Advisor by telephoning 51700. If possible do not call the RA at unreasonable hours.

Lost fobs must be reported immediately to the office. There is a \$50 replacement charge that will be passed onto the resident for a new security fob.

There is a room transfer charge of \$50.00 applicable to any student who wishes to change rooms during the year. This covers administrative and cleaning costs. Approval must be sought from the Deputy Principal.

Residential car park fob system

The back residential car park off Dandenong Road/Princess Highway is accessed by swiping your fob key on the bollard device before you enter the car park. Only residents who have a motor vehicle will be given access to this fob key. To exit the car park, motor vehicles must be driven over the sensor located in the car park in front of the gate. There is a pedestrian gate for non-motor vehicle access. You must use your fob key to use the pedestrian gate. A permit is required to park your motor vehicle in this area. Please notify the office if non-permit vehicles are parked in this area.

Instructions for key fobs

Each resident is provided with a fob key to access the College, your student room, the Study Centre and student laundry. If you want access to the secured residential car park, gymnasium, bike shed or music rooms, this must be obtained from the College Office. If you lose your fob key, you will be charged \$50 to obtain a replacement fob key. At the end of year if you do not return your key to the office you will be charged \$100. If you misplace or lose your fob key notify the office or duty officer immediately, so your lost fob can be removed from the system and a new one issued. You will no longer require a key to access your room, the fob key is programmed with all access requirements. Please ensure you carry your fob key with you at all times. Your fob key is required to enter the residential wings.

GUESTS

Overnight guests may be permitted, after discussion with the Deputy Principal. A fee may be charged according to the accommodation provided. If a fee is charged the guest is entitled to take breakfast free of charge. Where a guest stays without charge for accommodation, the breakfast charge will apply or any other meals. Charges are to be paid at the office beforehand or, in an emergency, the day after the guest's arrival. The penalty for infringement of this regulation may be suspension/dismissal. Residents are responsible for their guests while in College. Any damage caused by guests of a resident will be the responsibility of the resident.

If you would like to arrange for a guest to stay in your room, the office must be notified before 12:00 pm, Monday to Friday. We can arrange for a mattress to be placed on your floor at a cost of \$20 per night which includes breakfast for a maximum of 3 consecutive nights.

HOUSEKEEPING

The College Cleaners work from Monday to Friday 8:00 am to 4:00 pm. Bathrooms, common rooms and passages are cleaned. Student rooms are vacuumed once a week. Rooms should be left in a tidy state to facilitate cleaning. Rooms must be made available for cleaning at least once a fortnight (this is an occupational health and safety requirement by the College).

Linen

Room linen is the property of Mannix College. Students may provide their own linen if preferred, however the student will be responsible for its washing. College linen is washed once per week. Please leave soiled linen outside your door on the allocated day. Replacement sheets will be provided. Deliberate damage to linen will result in disciplinary action.

ILLNESS OR INJURIES

It is important that your Resident Advisor be informed immediately if a student contracts an illness or suffers an injury of a serious nature. The RA will notify the Assistant Deputy Principal or Deputy Principal in emergency situations. If a resident suffers an injury considered to require more than basic first aid assistance, then an ambulance is routinely called to transport that person to hospital or the casualty unit.

Ambulances charge the patient for this service. In addition to normal personal health insurance coverage, all residents are strongly advised to take out 'Victorian Ambulance Service Subscription' to avoid the possibility of hefty charges from the Ambulance Service. The College does not cover ambulance charges or medical bills. RAs are not permitted to dispense medications including common treatments e.g. Paracetamol or antihistamines. It is the responsibility of residents to provide their own medication.

The College reserves the right to contact your 'Emergency Contact' Person if it deems it necessary.

IMPORTANT PHONE NUMBERS

Name		Phone Number
Resident Advisor	Duty Officer	0419 122 406/51700
Mannix Front Office		9905 0990
Jason Munckhof	Maintenance	9905 0939
Peter Bradley	Catering	9905 0998
Emergency		000
Police	emergency	000
Local Police	Oakleigh	9567 8900
Local Police	Clayton	9543 3888
Fire Brigade	emergency	000
Ambulance	emergency	000
Southern Health Services	Monash Medical	9594 6666
Lifeline	24 hour service	131 114
Suicide Line	24 hour service	1300 651 251
Monash Switchboard		9902 6000/99
Monash Sports		9905 4102
Monash Health Services		9905 3175
Monash Counselling Service/24 hr support centre		9905 3020/1800 350 359
Monash Parking		9905 3059
Monash Security		9905 3333
Monash Residential Services		9905 6200
Monash Pharmacy		9905 3130
Monash Clubs and Societies		9905 4159
Monash Student Services/Monash Connect		9902 6011
Monash E-Solutions		9903 2777
Monash Student Association		9905 3138
Monash Equity/Disability		9905 5704
Monash Dental Services		9905 1000
Monash Australia Post Office		9544 6057
Faculty of Arts	General enquiries	1800 666 274
Faculty of Art Design and Architecture	General enquiries	9903 1517
Faculty of Business and Economics	General enquiries	9903 1400
Faculty of Education	General enquiries	9902 6011
Faculty of Engineering	General enquiries	9905 3404
Faculty of Information Technology	General enquiries	9902 6011
Faculty of Law	General enquiries	9905 3300
Faculty of Medicine, Nursing & Health	General enquiries	9905 4301
Faculty of Science	General enquiries	9902 0274
Dandenong Airport Shuttle		9782 6766
Yellow Cabs		8351 9331
Silver Top Cabs		131 008
Monash City Council		9518 3555
Emergencies only please:		
Sean Brito-Babapulle	Principal	0419 907 646
Peter Muling	Deputy Principal	0431 012 890
Dominic Kilduff	Business Manager	0407 653 810
Fr Robert Krishna O.P.	Chaplain	0424 309 834

I N S U R A N C E

Mannix College provides limited contents insurance for student possessions. The insurance covers damages caused by fire or flood, and theft as a result of a break and enter.

In all cases there is a general excess of \$1,000 per claim. This means there is no cover under \$1,000. If rooms are unlocked there cannot be a break and enter claim. Ensure your room is locked when unattended, and understand there is a \$1,000 excess.

The College strongly recommends that each resident takes out their own personal effects insurance.

M A I L

All resident mail is placed in the pigeon holes located in the dining room foyer, sorted by family name. The office staff makes every attempt to have the mail out at 12 noon. Bulky items, Registered or Express Post Items are kept at the office; residents are notified in writing if a parcel is waiting for them (notification slip). For security reasons mail is not distributed until 12 noon. This gives many residents the opportunity to collect their mail as they enter the Dining Room.

Whilst in College your mailing address is: "Your Name"
Mannix College
22A Wellington Road
Monash University Vic 3800

Postage

A limited quantity of \$1 postage stamps is available at the front office. The post box is located on the corner of Parker St and Wellington Road. The University has its own Post Office that can assist you with posting large envelopes or packages (located adjacent the Banks inside the Campus Centre).

M A I N T E N A N C E

At the commencement of the year, you should have received from the College office a double sided document which outlines how to log a maintenance job. If you have not received this document you can collect one from the College office. A logged maintenance job may take a few days to be addressed. Therefore, in addition to the on-line log system, please report urgent maintenance jobs to the College office during office hours. If there is an emergency maintenance requirement over the weekend, please log the request on-line and contact the Duty RA. A reminder that maintenance staff normally finish work for the day at 4:00 pm.

Damage due to fair wear and tear will be repaired free of charge. Please do not contact the Duty Resident Advisor after hours to assist with repairs, except in the case of an emergency.

N E I G H B O U R S

The College forms a part of the local civic community and members of the College are required at all times to respect the rights of the neighbouring households to courtesy, privacy, quiet and protection of their property. Residents should be mindful of the noise emanating from their rooms, sports court or common spaces, in particular heavy bass or loud music. Please keep noise to a minimum when walking to Dooley's or the Nott.

N O I S E

All students need hours of quiet every day to both study and sleep. Each College member is required to cooperate in keeping the noise level down. Doors to rooms from where any noise is emanating **MUST** be kept closed. Music in bedrooms is to be minimised. Please avoid running and shouting in corridors, slamming doors or loud conversation in the courtyards or stairwells. On function nights, the whole College is to be quiet by 1:00 am. Gatherings should be relocated to the JCR at these times. Fines will be imposed for disruption or excessive noise after these times.

There will be some occasions in which the College as a whole celebrates. Those who wish to study or do not participate at such times should go to the University Study Centre or some other quiet place.

Excessive or Unreasonable Noise

Excessive or unreasonable noise is defined as noise that interferes unnecessarily with the freedom of others to study or sleep. What is regarded as excessive or unreasonable will vary from person to person and complaints will be assessed on an individual basis. Complaints may be based on loudness or persistence or both. Comments of an offensive nature that can be overheard may constitute harassment as well as excessive noise.

As a general rule, excessive noise is unacceptable at any time. Given that sensitivity to noise varies among individuals, the resident(s) concerned must comply with any ruling from a Resident Advisor or a member of College staff in relation to noise. Failure to comply immediately may result in further disciplinary action.

When the study curfew is in place prior to exams, the conditions are to be respected. Where a student fails to comply with the regulations an on the spot sanction may be applied without warning.

N O T I C E B O A R D S

Use of digital display screens

There are digital display screens located in a variety of locations around the College – dining room (menu board), dining room foyer, student common rooms, front foyer, reception, chapel, apartments and Study Centre. Information of College events, functions and marketing are displayed on these signs. Information can be displayed by providing it to the College Office on a USB, this will be vetted for suitability by the College Office staff. RAs and MCSS Committee members have limited access in student common rooms. Notices are not to be displayed indiscriminately around the College. Please do not sticky tape notes to windows or brick surfaces. Only use blue tak,

Academic notice boards next to tutorial rooms

A notice board on the academic program is located between tutorial rooms 1 and 2 on the ground floor of the walkways. Notices regarding the formal tutorials are posted on this board. You will also find information relating to the tutors and Study Centre assistants here as well. The board is maintained by the Deputy Principal, Senior Tutor and Librarian and Academic RAs.

O F F I C E H O U R S

The Front Office is open from 8:30 am to 4:30 pm weekdays unless otherwise advised. The office staff can assist you with fee payment, telephone credits, faxes, forms and general information. Office staff can be contacted on 50990. The office is closed on public holidays.

OLD COLLEGIANS ASSOCIATION (MOCA)

All students who have resided at the College for at least one semester automatically become life members of the Mannix Old Collegians Association (MOCA) once leaving the College. These members elect the MOCA Committee, who is responsible for managing the affairs of the Association. The current President of MOCA is Mr James Fox (2019).

MOCA's primary purpose is to promote networking and fellowship between Old Collegians, primarily through social events and reunions, and to strengthen the connection between Old Collegians and the College. Ultimately MOCA acts to keep alumni in touch with each other and with happenings in the College. MOCA also serves to provide support to the College by encouraging its development and perpetuation, and to represent the interests of Old Collegians in any College-related matters.

MOCA operates as an important value-adding conduit between Old Collegians, current students, College staff and Council. It aims to contribute to the Mannix family through means such as:

- Organising and promoting social events and reunions for Old Collegians;
- Publishing regular newsletters and social media for Old Collegians;
- Maintaining the alumni pages on the College website;
- Promoting the involvement of Old Collegians in College affairs;
- Recognising the achievements of Mannix College Monash graduates;
- Supporting the development of the Sir Michael Chamberlin (Mannix) Study Centre;
- Promoting joint MOCA/MCSS events, such as MOCA Sports Day;
- Assisting MCSS and its members in relation to careers networking and advice, mentoring and other matters;
- Selling Mannix merchandise in conjunction with MCSS;
- Acting as a custodian of the traditions and standards of Mannix College.

There are over 5,700 Old Colls that have gone before you who have also had the privilege of passing through this great College. The Mannix experience is something special and common to only us, so make sure you become actively involved with MOCA when you leave the College to continue to make the most of this special part of your life.

2012 President – Mr Andrew Garrick

2013 President – Mr Andrew Swan and Mr Michael Ham

2014 President – Mr Andrew Swan

2015 President – Mr James Fitzpatrick

2016 President – Mr James Fitzpatrick

2017 President – Mr Nathan Dickson

2018 President – Mr Jacob Chacko and Mr James Fox

P A R K I N G

The front car park is for use of temporary visitors, guests and staff only. It is strictly monitored by the City of Monash and a fine is imposed on any cars parked without a permit. Visitors must report to the front office for temporary permits, even for short periods of time. If the office is closed, you may ring '51700' to reach the Duty RA who can issue you with a valid parking permit. The College will not be held responsible for any fines received for cars parked without valid parking permits.

Mannix College has limited car-parking facilities for residents available within its boundaries and along its perimeter. Space is limited and access restricted. There is a charge (including a refundable bond) for parking permits (Car Parks A to D).

- *Later-year students* are given first choice for places in the Mannix College compound (located at the back of the College) and other available parking spaces. Applications are provided with the offer pack at the end of each year. Additional forms are available from the front office.
- *First-year students* may apply for car park permits on the perimeter of the College but there is no guarantee of available spaces. Application forms are provided with the residential offer pack. Additional forms are available from the Front Office. Freshers may also apply for a place in the College compound (at the back of the College) if spaces are available. Students are advised not to bring cars to the College unless they have previously organised a car park. These places are allocated at Administration's discretion.
- All permits and fobs must be returned to the office at the end of each academic year. Bonds will be forfeited by departing residents if these are not returned.
- Any interference with the automatic gate or other abuse of the car park, such as reckless driving, will lead to immediate forfeiture of the permit and the bond, as well as further disciplinary action.
- Cars are to be parked within designated car spaces. Failure to comply may result in your parking permit being revoked.
- Car parking permits and electronic fobs are not transferable. Fines will be imposed for breaches of this regulation.
- Residents that do not have a valid Mannix Car Parking permit, should not park in designated Mannix College parking bays.

The College is not responsible for the safekeeping of any car left in the College compound or on its perimeter. All cars are parked at the owner's own risk. **Please note that if the office is closed and you need a parking permit, you must contact the RA on duty who is able to issue you with a parking permit.

Motor cycles: There are three parking bays for motorbikes in the back secured car park. There is a charge (including a refundable bond providing the fob is returned) for this parking permit. Motorcycle engines must be switched off when situated near the residential buildings.

PHOTOCOPYING

If time permits, office staff will also photocopy small numbers of items for residents at \$0.10 per copy for A4 paper, \$0.20 for A3 or \$0.20 A4 and \$0.40 A3 coloured paper. We recommend students use the University facilities for photocopying bulk items. Colour printing is also available at the University.

PHOTO/VIDEOS

Residents and guests agree and understand that photos and video taken of them during their stay at Mannix College by College photographers/videographers may be used by administration for marketing, website and publication purposes for the College.

PRIVACY

Each resident has the right to personal privacy. To enter another resident's room uninvited or to invade personal space is a breach of this right. These matters come under the College's residency agreement.

The College subscribes to the Monash policy concerning the confidentiality of personal information held by the University and the College. For this reason, all residents are required to provide the College with the necessary authority to obtain from the University academic results, at mid-year, end-of-year or at other times when official results are published, in order to be able to monitor progress, offer such assistance as may be warranted, continue to reassess and appraise the College Academic Assistance system and to assess eligibility for re-entry into College.

Reviewed December 2018

The College will not disclose personal information (including room and telephone numbers and home addresses) to people outside the College, other than in accordance with any legal or academic obligation unless explicit permission is given in writing.

No resident may enter another resident's room without permission from the occupier of the room. Neither the Resident Advisors, housekeepers nor the Deputy Principal are able to give permission so please do not ask.

Permission has been given in your contract to use video/photos of you for official College communications, marketing and promotion purposes.

P U B L I C A T I O N S

Mannix College adheres to Federal and State legislation relating to anti-discrimination and affirmative action in the matter of College publications including The Gryphon, From East to West, The Mannix Messenger, the Orientation Handbook and any posters or displays including those in common rooms. Further, as a residence owned by the Catholic Archdiocese of Melbourne, and affiliated with Monash University, the College and its residents are committed to adhere respectfully with the policies and practices of these organisations. This policy also covers residential rooms.

No publication can use the name of Mannix College or the College logo without the permission of the Principal, or in his absence the Deputy Principal. Any material which is defamatory or otherwise offensive or illegal must not be published. Breaches of this requirement may result in legal action being taken by either the College or by individuals.

Publications in College will avoid obscene language, photographs, caricatures and other artwork, captions etc. that discriminate with respect to: race, colour, national or ethnic origin, nationality, religion, sexuality, gender, marital status, occupation, intellectual or physical impairment and disability, and other criteria as may be specified in current legislation.

If alcoholic events are advertised, the advertising and provision of non-alcoholic beverages must clearly be highlighted on any poster, promotional communication or advertising material.

The publications will heed the guidelines of Monash with respect to gender-inclusive language and language use for minority groups. The publication should be submitted to the Principal or Deputy Principal prior to publication or displaying. NB: It is important in a Catholic College that the language and the innuendo are not offensive or contrary to our ethos.

The Gryphon, produced by MCSS, provides an historical record of each year to which ex-residents should be able to look back without embarrassment or offence. It should be readily comprehensible to all residents, their families, members of the College Council, Monash University and the wider community. At the beginning of each year residents and editors (publicists) will be informed explicitly of these obligations by the Principal.

P U B L I C T R A N S P O R T

A security bus allows safe movement at night around the Clayton campus. The campus bus to Caulfield/Peninsula Campus operates at regular times from the Bus Loop opposite Mannix College.

Information regarding Public Transport is available in the PTV App, Monash Diary, and at the Monash University Campus Centre Information Desk. Bus services run to shops and local train stations.

MYKI public transport cards must be carried at all times on public transport. These can be topped up at the bus loop and purchased from train stations, newsagents, university etc. Make sure you swipe on and off as fines for fare evasion are hefty.

R E S I D E N T I A L R O O M S

1. College furniture and fittings are not to be removed or exchanged without prior permission from the Business Manager.
2. Notices, signs or name plates shall not be attached to the doors.
3. Electric jugs/kettles must have an automatic switch-off feature. They should be used in common rooms and not in residential rooms as steam may set off room detector.
4. No cooking is allowed in the rooms (including microwaves, toasters etc.), please use student kitchen.
5. Fire evacuation orders are not to be removed from the backs of doors.
6. Steam from showers may set off your room detectors. If your room has an en-suite please close door leading to bathroom.
7. All electronic items should be test and tagged. A service (small cost) is available through the College.
8. Only Blu-Tak may be used to fix posters or notices to walls. It may not be used on ceilings. It is the resident's responsibility to remove all trace of it before they vacate the room. Failure to remove Blu-Tak may result in a fine. Adhesive tape or nails must not be used on any surface. Drawing pins may be used on the noticeboard.
9. Burning of incense or candles may trigger the fire alarm and is forbidden at all times. Electric radiators are not allowed.
10. Beanbags (except for those provided by the College in common rooms) are not permitted in student rooms.
11. No furniture or fixtures are to be brought into the College without express permission in writing from the Business Manager. If items are approved, these must be removed at the end of the year or a fine may apply.

Room Inventory

12. Each room is furnished with a desk, bed, study chair and bookshelf. It is the resident's responsibility to keep these and all surfaces clean and in good condition. Any damage to rooms other than general wear and tear will be repaired at the resident's expense.
13. Upon arrival, each resident must check that his or her room and contents are in good order and return the Room Inventory Form to the Office within 48 hours of arrival. If this is not done residents will be liable for losses and damages assessed on departure. Any damage to rooms other than normal wear and tear will be repaired at the resident's expense.
14. Each room has been supplied with a flywire screen. Damage or removal of the screen will result in a replacement charge to the resident of that room. Residents may request removal of the flyscreen in the Maintenance Register. The screen will then be removed for the remainder of the year by the Maintenance staff.

S E C U R I T Y

The College is locked at approximately 11:00 pm each night by the Duty RA and Security Officer. Both the Security Officer and Duty RA is on call 7 nights a week and is available every night. On occasions where the College is locked earlier, advice will be given to residents. Your fob will provide access through all main doors into the College.

You can do much to look after your own security by:

- Always locking your bedroom door when you are not there,
- Report any intruder or anyone who appears to be acting oddly to the Front Office or the Duty RA, and

Reviewed December 2018

- Ensuring you do not allow strangers to enter the College when you open the sliding doors or security doors.
- Ensure all entry doors, fire doors and wing doors are closed after you enter or exit them

Resident Advisors have a limited access Master fob for College rooms on their floor. Master fobs may not be given over to students at any time.

S E C U R I T Y C A M E R A S

Please note that Mannix College grounds, student common rooms, car parks and buildings are covered by 24/7 security cameras. There are no security cameras installed in residential wings or bathrooms. The cameras have been installed for security purposes only. Video footage is only accessible by the Principal, Deputy Principal and Business Manager.

As a resident you must understand that in order to promote the safety of residents, employees and College visitors, as well as the security of its facilities, Mannix College may conduct surveillance of any portion of its premises at any time, the only exception being private areas such as restrooms, showers, and dressing rooms.

Security cameras will be positioned in appropriate places within and around Mannix College buildings and used in order to help promote the safety and security of people and property. You must therefore consent to such security cameras being used at any time that Mannix College may choose.

As such residents, visitors or guests understand that they may be videotaped in the College. Any material videotaped will only be used for security and safety reasons. Video footage is accessed by only senior administrative staff, police and security.

S M O K I N G

Smoking is forbidden in all College rooms and buildings. The penalty for this breach is a hefty fine or community service in the first instance. Repeat offenders will be suspended/excluded from the College. Residents are asked not to smoke within 10 metres of any College door or window. There is a smoking area located in the back south west corner of Residential Car Park A for residents. There is an ashtray device provided to extinguish butts. Keep this area clean and keep noise to a minimum.

S T U D E N T S T A T U S

When residents change their student status during the year from full-time to part-time or defer, the student concerned must inform the Deputy Principal as soon as the change occurs. Failure to do so will be considered a breach of the conditions of residency. A full-time work load is classed as 4 subjects and/or 24 credit points per semester. If you are doing below 24 credit units per semester, the Deputy Principal must be notified by email and approval sought. Your residency agreement may be terminated if the College is not notified of changes to a full time work load.

TELECOMMUNICATIONS AND IT

Mannix IT Assistant 2019 Contact Info



Name: Edward Nelson | **Email:** mannixcollege.IT@gmail.com

The Mannix IT Assistant is employed by Mannix College to assist both residents and staff with IT related matters. They are available throughout the year. They have general expertise in IT and are not employed by Monash University. For more difficult IT matters, software and hardware repairs we urge you to seek assistance from E-Solutions (Monash University) or a computer technician. The services of the IT Assistant should not be abused!

Telephones

Residents have direct telephone lines into their rooms though telephones are not provided. A VOIP phone can be rented from the College Office for the academic year at a cost of \$100. See the office for further details.

IT Access

Residents may access Monash IT services via through the network ports and WIFI available in each bedroom. Residents should note that computer use in the College is subject to the IT Use Policy of Monash University as outlined in full at: <http://www.adm.monash.edu.au/unisec/pol/itec12.html>
Breaches of these guidelines will be investigated by Monash University and may result in disciplinary action. Please refer to the 'Resident Ethernet Connection Setup Guide' section of this handbook, for connecting your PC or Mac to the network via the network port.

Internet Access

Residents are welcome to bring their own personal computer. Network ports are available in every bedroom and WIFI is also available around the College. The College is on the Monash University network. The WIFI requires password access with Monash authcate.

While in your room, we recommend connecting your laptop or desktop to the blue network port that is provided.

Residents require the following to connect to the network port in their room:

- An Ethernet Port or Adaptor.
- An Ethernet cable, these can be purchased from the College office for \$5
- A Monash username and password.

Registration with Monash IT. Information on registering your computer is available in this handbook under the section titled 'Resident Ethernet Connection Setup Guide'. If you experience difficulties with your network port, please register your problem in the maintenance book held at the College office.

Internet Usage Costs

Monash University charges the College for downloading on the Internet. You have paid a \$75 deposit at the beginning of the year to cover internet charges incurred. Students may be cut off from the internet if excessive internet usage takes place.

Virus Protection

Residents are responsible for their own virus protection when using their own computers. Residents should be aware that as part of a University network they are vulnerable to viruses. The University will disconnect any resident who is found to be spreading viruses, even if this occurs unknowingly. Please see the College IT Assistant for further information or aid in the proper disposal of potential viruses.

Audio-visual equipment

Audio-visual equipment has been installed in the Private Dining Room (Fitzgerald Room), Dining Room, JCR, MCR, SCR, Tutorial Rooms, Boardroom and Chapel. Audio-visual equipment is for the use of conference guests, MCSS,

RAs, staff and tutors only. If residents require the use of audio-visual equipment please contact the Events and Admissions Manager for instructions.

RESIDENT ETHERNET CONNECTION SET-UP GUIDE

This IT document was prepared by David Ting December 2016

Window

1. Press the Windows key and R at the same time, this will open a dialog box.
2. Enter "CMD" and press enter.
3. Type "ipconfig /all", press enter.

```
Ethernet adapter Local Area Connection 2:
Media State . . . . . : Media disconnected
Connection-specific DNS Suffix . . . . . : 
Description . . . . . : Realtek PCIe GBE Family Controller
Physical Address. . . . . : 60-A4-4C-52-DB-6F
DHCP Enabled. . . . . : No
Autoconfiguration Enabled . . . . . : Yes

Ethernet adapter Local Area Connection: ←
Connection-specific DNS Suffix . . . . . : localdomain
Description . . . . . : Intel(R) 82579V Gigabit Network Connection
Physical Address. . . . . : 60-A4-4C-52-D9-37
DHCP Enabled. . . . . : Yes
Autoconfiguration Enabled . . . . . : Yes
Link-local IPv6 Address . . . . . : Fe80::2cf0:52a4:66c7:e62b%11(Preferred)
IPv4 Address. . . . . : 192.168.1.14(Preferred)
Subnet Mask . . . . . : 255.255.255.0
Lease Obtained. . . . . : Sunday, 30 November 2014 8:03:15 AM
Lease Expires . . . . . : Sunday, 30 November 2014 1:03:14 PM
Default Gateway . . . . . : Fe80::1:1%11
                               192.168.1.254
```

4. Write down the 12 character "Physical address" found under "Ethernet Adapter".
5. Using a computer that is either already connected to the Ethernet or is connected to the college Wi-Fi go to: <https://webnet.its.monash.edu.au/cgi-bin/addhost/register>.
6. Authenticate using your Monash ID and password.
7. Enter the physical address under "ethernet address"(each two characters separated by a colon e.g. '60:A4:4C:52:D9:37')
8. Enter your Monash email under description (e.g. 'sgfos2@student.monash.edu')
9. Click Register. Note: It may take up to 30 minutes and may require you to restart your computer.

Mac:

1. Click on the apple icon in the top left corner of the screen, select System preferences.
2. Click on "Network"
3. Scroll until you find "Ethernet" on the right hand side, select it and then click "Advanced..."
4. Select the Hardware Tab and write down the "MAC Address" in the format XX:XX:XX:XX:XX:XX



5. Using a computer that is either already connected to the Ethernet or is connected to the college WIFI go to: <https://webnet.its.monash.edu.au/cgi-bin/addhost/register>.
6. Authenticate using your Monash ID and password.
7. Enter the physical address under "ethernet address"(each two characters separated by a colon e.g. '60:A4:4C:52:D9:37')
8. Enter your Monash email under description (e.g. ' sgfos2@student.monash.edu')
9. Click Register. Note: It may take up to 30 minutes and may require you to restart your computer.

Mannix IT FAQ

Which Wireless should I connect to?

Eduroam, do not connect to Guest Wireless. You will be prompted for a username and password. This will be your Monash authenticate in the format username@student.monash.edu and your Monash password. These are all the changes that I feel are necessary. Please feel free to contact me via email if you have any queries.

I have followed the Ethernet Instructions but, I still don't have internet?

Check the following: Have you entered the Address correctly in the registration process. Wait 30 minutes (registration is not instant and can take 30 minutes or longer). Try using a different Ethernet port (Different room), yours may be faulty.

I don't have an Ethernet cable, where can I get one?

The office sells 1m Ethernet Cables for \$5. For larger cables you will have to buy them elsewhere, PC Case Gear (Mulgrave) is best for price or shops at Chadstone such as JB HiFi, but these will be more expensive.

My Computer doesn't have an Ethernet port, what do I do?

Wireless should be fast enough for most students but you can buy a "USB to Ethernet" adapter such as the ones sold by apple. <http://store.apple.com/au/product/MC704ZM/A/apple-usb-ethernet-adapter>

Do I need to register my Ethernet for different ports?

No, once registered your computer will work on all ports.

Can I Register more than one device?

Yes, repeat the same steps as the first time.

What is the difference between Ethernet and Wireless?

Ethernet is faster, Wireless is fast enough for most people. Some Monash services are only available when using Ethernet such as TV streaming.

I used to be able to connect to eduroam, but now I don't get any internet access?

Sometimes, especially after changing your Monash authcate password, you will need to re-input your Monash authcate username and password by 'forgetting' the network on your device and then reconnecting.

Is there a download limit?

Technically no, while there is no limit if you abuse the Internet your speed will be reduced and you may receive a warning, if you receive multiple warning you will lose network access.

How fast is the internet at Mannix?

1 gigabit per second, approximately 10 to 20 times the NBN.

Is there any content that is blocked on the Monash network?

Yes, all forms of torrenting and similar services are blocked.

Should I get a wireless router?

NO, there is no need for one at Mannix and the university does not like the use of routers on their network.

Should I get a Wireless Printer?

NO, wireless printer will not work on the Monash network. You have to use a cabled (USB) printer or use the Study Centre printer. If you already have a wireless printer you may use it but only as an usb printer.

Is there a file sharing network at Mannix?

No, such a network is against university policy, you may attempt to create one but this is 100% your risk and you may lose you network access both at Mannix and on campus.

I am getting a message saying that I can't access the Monash Network since I am under 18, what do I do?

You will have to contact Monash IT directly and sign an agreement.

T U T O R S

The Tutors, both residential and non-resident, monitor the academic progress of our students and assist in the intellectual and cultural development of College life. The Deputy Principal coordinates the tutorial programme. Any concerns about academic progress should be discussed with the Deputy Principal in the first instance or the Tutor so that appropriate assistance may be sought through the proper channels. Students are strongly encouraged to access this valuable academic support.

W A L K W A Y S

There are covered walkways between the administration wing, the student common rooms and residential wings. There are security doors located along the ground and middle floors of these walkways. Please ensure these doors are closed after hours for security reasons. No large gatherings or parties can be conducted in the walkways. A lift is provided for disabled student access to the middle and top floors. Residents should use the stairs provided to access the higher floors and wings at all times. The walkway has an electronic louvre system fitted. This will be operated by College staff only. This louvre system is rain sensitive. Please note that walkways are covered by security cameras.