

NEW COLLEGE



RESIDENT HANDBOOK
Version published February 2021

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INTRODUCTION (1.0)

1.1 Master's Welcome

WELCOME TO NEW COLLEGE!

New College was established in 1969. Its name is linked to that of the original New College established at Oxford University in 1379, although some have suggested that the name was chosen for the same reason as for the first New College – it was new in 1969! Based on the Oxbridge model of college life, seeking to educate the whole person, New College is a place that makes a difference to people's lives.

Our sister 'college', New College Postgraduate Village (NCV), is located diagonally opposite and is home to 315 postgraduate and undergraduate students from approximately 40 nations. While they are largely separate communities, both buildings are owned and managed by us.

Like New College, it is also concerned with the intellectual, social and spiritual development of the residents.



University colleges occupy a special place in the life of the contemporary university, acting as a bridge between the academic world and the community at large. In an age where many lament the lack of community at university, colleges offer one of the last opportunities for membership of an intellectual community where members can explore ideas and challenge each other to consider their place in the world, not just the university.

New College is a unique community. It is a place that will quickly become home for you while at UNSW. Our hope is that you will experience a sense of belonging and make friends that you will keep for life. Residents at New College contribute to one another's lives. Our strong academic and pastoral support systems are a vital part of the strength of this community. Your welfare and growth are at the core of College life and the key concern of staff and residents. I hope you will quickly appreciate the privilege of membership within this community, and with it, accept your own responsibility to contribute in positive ways to the lives of other people.

Welcome to the 2021 New College community!

Adjunct Professor Bill Peirson
Master

1.2 Living at New

This Directory contains rules and procedures that help to ensure that New College can sustain a university community that is true to the mission of the College and that meets the expectations of its various stakeholders. The stakeholders are varied and include current residents, staff, parents of residents, alumni, the University, the College Board, and the Church. Living at New College is not like living at home, nor is it like living in a flat or even in a University-owned hall of residence. **Being a member of the New College community is an opportunity extended to a small number of people. With this membership come rights and responsibilities.**

Admission to New College carries with it the presumption that residents will conduct themselves as responsible members of the College community. This includes an expectation that students will obey the law; comply with the rules & regulations of the College; maintain a high standard of integrity and honesty; and respect the rights, privileges and property of other members of the College community. Residents have a unique opportunity to help build a strong community, to demonstrate concern for others, to learn and demonstrate tolerance and appreciation of differences, and to contribute to the development of the quality of campus life.

The general principles below provide the philosophy that helps to shape this community. The pages that follow offer more specific rules and guidelines that residents are expected to observe as a condition of accepting residence at New College. The specific examples are intended to be illustrative rather than exhaustive in providing residents with an indication of what constitutes appropriate and inappropriate behaviour.

The Master reserves the right to introduce or change rules when necessary to sustain the College community for the good of residents. For example, **the Emergency Control Procedures for COVID-19 for New College and New College Postgraduate Village** are updated by the Master on a regular basis and those rules may override this rules or information provided in this handbook. If any subsequent changes to the directory are required, residents will be informed by email at the time.

RIGHTS

- To be able to live in a safe environment.
- To receive pastoral and academic support.
- To be part of a supportive community.

RESPONSIBILITIES

- To participate in the College in ways consistent with one's interests and abilities.
- To observe the rules set by the College and the University.
- To maintain your academic studies to the best of your ability.
- To support others and be involved in their lives in positive ways.
- To show respect and consideration for the rights of other residents and staff.
- Students must not engage in, or be party to conduct that is offensive, illegal or likely to bring the College into disrepute.

KEY RULES AND POLICIES

While not wanting to single out just some of the sections of this Directory (all of it is relevant), it is important that you read almost immediately the following sections:

- Facilities – Section 2
- Academic Results and Re-admission – Section 3.4
- Emergencies, Health and Security – Section 5
- Community Life – Section 6
- Finance – Section 8

1.3 General Information

New College is a residential academic community in the University of New South Wales. It is committed to the academic and intellectual ideals of the University. Therefore, the College strives for the development of the highest level of intellectual excellence and cultivation of a stimulating and enjoyable living environment.

While accepting residents of any faith or no faith at all, New College is affiliated with the Anglican Church and residents are asked to respect rules that have been created to build a residential community consistent with Christian principles and biblical teaching. The Anglican foundation of the College gives special motivation to the educational and social goals of New College. The Anglican tradition has a long history of devotion to scholarship and of involvement in society and these are crucial to New College. Scholarship and social involvement are the marks of the New College person and, to achieve its goals, the College conducts several programs.

1.4 Resident Student Program

This program offers accommodation, pastoral care, tutorial assistance, and community activities for 247 university students during term time. It aims to promote awareness of and involvement in the life of the University, high standards of academic commitment and performance, awareness of other disciplines, interest in research and awareness of society and social problems in Australia. From time to time senior staff visiting UNSW from other universities reside in College and participate in its corporate life.

1.5 College Staff

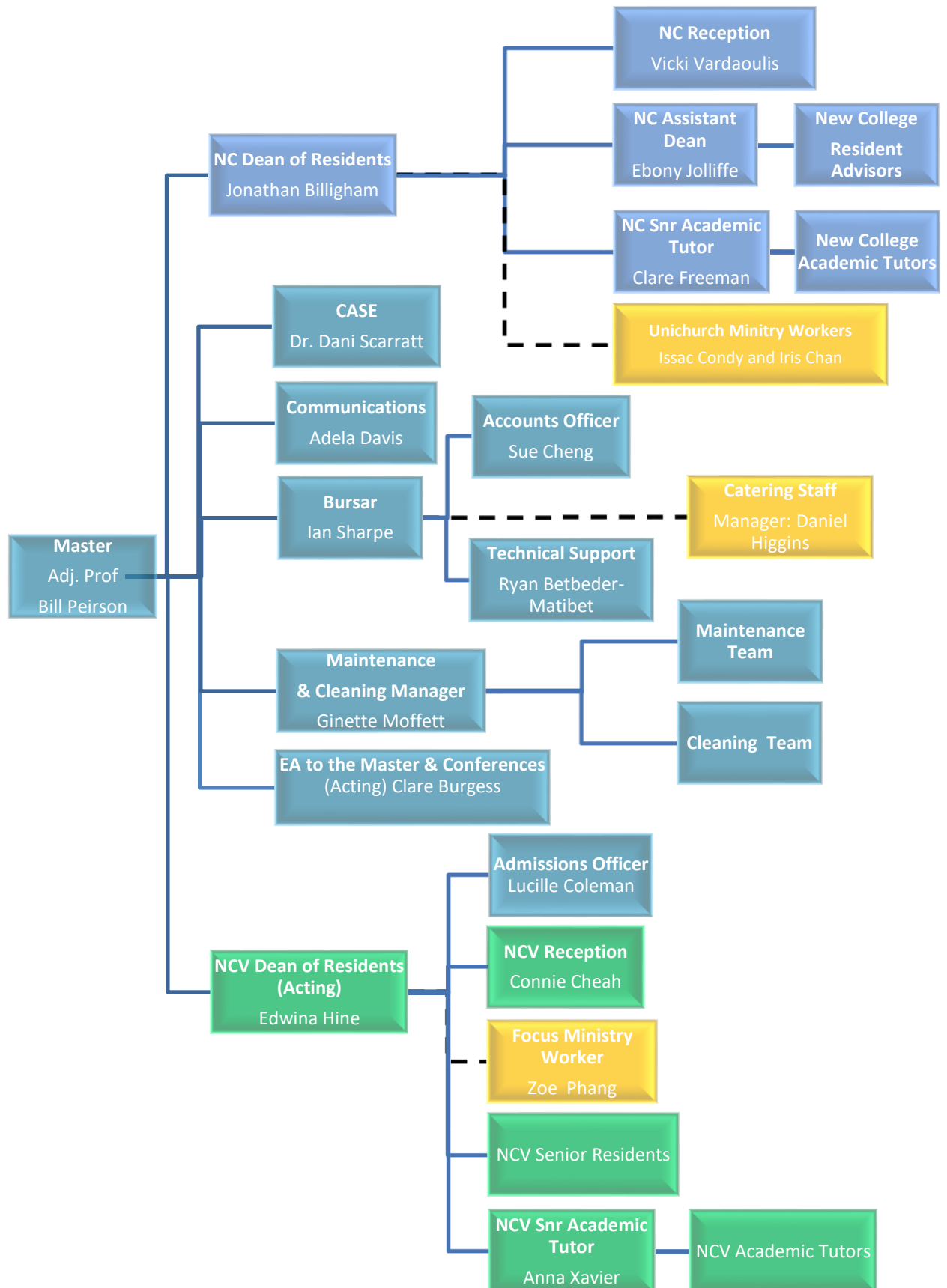
The Master of the College is Adjunct Professor Bill Peirson. He was appointed in 2016 as the sixth Master of New College after serving as Dean for the previous two years. He formerly spent 14 years as a senior research and teaching academic in the School of Civil and Environmental Engineering at UNSW. The Master is the CEO of New College, the Director of CASE, and is responsible for the overall administrative, academic, social and pastoral leadership of the New College Communities. His responsibilities also cover the ongoing development of the College and its relationship with alumni, UNSW and the wider community. Administrative services, conference program activity, and casual accommodation are also overseen by the Master.

Mr Jonathan Billingham was appointed as Dean of Residents at the end of 2019. Originally from country NSW, Jonathan previously lived in New College for four years (2006-09) as an undergraduate music student. The Dean oversees the pastoral care and academic tutorial programs for the residents at the undergraduate New College. This involves coordinating the team of Resident Advisers and the team of Academic Tutors to ensure all New Collegians are supported during their membership of the College. The Dean's responsibilities also include interviewing all prospective residents, coordinating formal dinners, coordinating the Christian College Services, liaising with stakeholders for a plethora of community activities, and managing the ebb and flow of residents throughout their stay at College. The Dean of Residents lives onsite with his family at New College. Jonathan is also a composer and musician, continuing to practice within the discipline.

Our Bursar, Mr Ian Sharpe, is responsible for financial, IT and catering matters.

Most information about College matters can be obtained in the first instance from Reception (including fee enquiries).

The College organisational structure is outlined in the diagram on the next page.



1.6 Resident Advisers

In addition to the Master and Dean, a team of eight senior residents act as Residential Advisers (RAs) for the College community and provide principal pastoral care for the residents. These RAs are led by the Assistant Dean who is also a resident of the College.

Name	Nickname	Position	RA Flat
Ebony Jolliffe	Luna	Assistant Dean	4A7
Annie Fotheringham	Diaz	Resident Adviser with specific responsibility for the 1AB & 1CD Groups	1R1
Thomas Tugwell	Tintenfische	Resident Adviser with specific responsibility for the 1EF & 1GH Groups	1R2
Alice Chapman	Kalium	Resident Adviser with specific responsibility for the 2AB & 2CD Groups	2R1
Nicholas Perera	Rico	Resident Adviser with specific responsibility for the 2EF & 2GH Groups	2R2
Meagan Davis	Prongles	Resident Adviser with specific responsibility for the 3AB & 3CD Groups	3R1
Samuel Holford	POTUS	Resident Adviser with specific responsibility for the 3EF Group and the Arts and Social Sciences Students	3R2
Riya Parmar	Cautious	Resident Adviser with specific responsibility for supporting international and U18 Collegians	4R1
Caleb Campion	Photoshop	Resident Adviser with specific responsibility for the 4 th Floor Group	4R2

1.7 Alumni Relations

The College maintains strong connections with its 51 years of alumni, and encourages their active participation in College life, with many serving on the Board, attending formal dinners, and organising reunion events. After a resident leaves College, they are added to the alumni database and encouraged to maintain contact with the College, principally through the alumni magazine, *New'n'Old*.

1.8 New College Board

The New College Board of Directors has overall responsibility for the governance of the College. The Master reports to the Board, and the NCSA President is an invited participant at meetings with the opportunity to report to the Board on NCSA matters and life in the College.

1.9 New College Lectures

In 1985, the College set up a Trust to conduct an annual series of public lectures within the College, chaired by the Master. Each year, a significant scholar is asked to take up some aspect of contemporary society and to comment on it from the standpoint of their Christian faith, professional experience or a specialist field of knowledge. The inaugural lectures were given in 1987 by Professor Malcolm Jeeves FRSE of St Andrews University, Scotland. In subsequent years lecturers have come from Australian and overseas universities.

1.10 The Centre for Christian Apologetics, Scholarship and Education (CASE)

CASE (<http://www.case.edu.au/>) was established in 2002 and came after the earlier New College Institute for Values Research. CASE applies biblical knowledge to our understanding of everyday issues, providing a Christian perspective on matters of relevance to all people. It does this by engaging people of all persuasions in dialogue, debate and discussion. CASE publishes a quarterly journal and conducts conferences, seminars, and research projects, all of which provide opportunities for collegians to be involved.

FACILITIES (2.0)

2.1 College Office

Office hours are 9:00am to 5:00pm, Monday to Friday.

Financial transactions need to be completed by 4:30pm.

Outside these hours (and at weekends) there is a Resident Adviser or Academic Tutor on duty.

2.2 Mail

Mail is delivered daily to alphabetical pigeonholes on the first-floor landing of the western staircase (the Anzac Pde staircase). If you have a mobility disability or injury, mail will be kept at reception for you.

The correct postal address is:

New College
The University of New South Wales
330 Anzac Pde
Kensington NSW Australia 2033

Stamps may be purchased, and outgoing mail posted at Reception.

2.3 Electoral Divisions

New College is in the Commonwealth Division of Kingsford-Smith, Subdivision of Kingsford, and the State Electoral Division of Coogee. It is also with the local government area of Randwick City Council.

2.4 Maintenance

Please report any damage or malfunction of any fixtures or fittings via the maintenance book located on the table immediately adjacent to College Reception. Replacement light globes and tubes are available from the Maintenance Manager during office hours.

The College keeps a log of the equipment and fittings in each common room and any damage or loss of these items is the joint responsibility of the members of your group. If necessary, a joint fee will be charged to the group to cover the cost of loss or damage.

Rooms may be inspected by maintenance staff as required. It is important to note down any pre-existing damage or concerns when you move into your room on the Inventory Form to avoid fines at the end of your occupancy.

2.5 Internet

There is an ethernet port that can be configured for internet access, and residents also have wireless internet access configurable via the online portal. Wireless routers are situated throughout the College including in the Dining Room, the courtyard and all common rooms. These should not be touched or tampered with. Full details on operation and the terms and conditions of network use are provided on arrival at College.

The College has adopted the University's policies on computer use. Your access to the College and University networks is conditional on you accepting the rules outlined in the College's "Acceptable Use Policy" as well as the relevant policies of any Internet Service Providers engaged by New College and with whom you hold an internet account.

Residents are reminded that illegal use of peer-to-peer file-sharing software (including local and private formats) is a serious offence.

2.6 Noticeboards

The main notice boards are in the eastern entrance foyer, outside the entrance to the kitchen. Official information about the College is posted on them. In addition, the Weekly Notices are distributed around College and residents receive an electronic copy. Residents are expected to read all notices regularly.

There is a whiteboard in the Dining Room for urgent College notices and noticeboards on the first landing of the eastern and western stairwells for student notices.

2.7 Bedrooms

Each bedroom is for the exclusive and sole use of the resident in whose name it is registered. New College provides single accommodation only and so **cohabitation is not permitted at New College.** Rooms are occupied by residents as licensees and any room in the College may be entered at any time by a member of the College staff, under direction from the Dean of Residents or Master, if deemed necessary. Your dignity must also be respected, and College staff are instructed to always knock prior to entry.

Some common matters relating to the use of bedrooms are dealt with in the following points. This list is not exhaustive, however, and clarification should be sought from the Dean if you are unsure about anything.

- a. A room key and top cupboard key are issued to each resident on arrival. **Keys must not be duplicated nor are locks to be tampered with. Entering a resident's room without his or her permission is strictly forbidden** (however, in exceptional situations this may be allowed with a member of staff present).
- b. Your room door may automatically lock when closed, so you should get into the habit of carrying your key. If you do get locked out, contact the Office or Duty RA/Tutor. After hours (between 11.00pm and 9.00am), an opening fee may be charged. **Residents will be charged for the replacement of lost top cupboard keys or room keys.**
- c. **You are responsible for any damage to your bedroom** (other than that resulting from normal wear and tear). A log of contents of your room is kept and your room will be inspected periodically, and on departure. **Losses or damages are your responsibility and you will be charged for them.** Your room is supplied with a bed, linen, doona, pillow, chair, desk, lamp and bin. Additional blankets are available from housekeeping. **You are required**

to provide your own towels. There are a limited number of 'long beds' allocated by the Dean to the tallest members of the community, and therefore these should not be moved between rooms.

- d. **College property is not to be taken out of the College without permission from the Dean. Room and cupboard doors must not be removed or tampered with.** Residents may be charged for maintenance to correctly refit doors if they are tampered with. Other College furniture (in rooms and common rooms) also must not be dismantled.

- e. **Cooking of any kind in your bedroom or elsewhere in the group areas is forbidden; as are candles, incense and other naked flames.** Kitchenettes are provided in each group for the preparation of light refreshments, but no cooking is permitted.

A shared kitchen is available on Level 1 for use between 8am and 11pm each day by College residents only. Guests are not permitted to use the common kitchen (except by prior approval in January and December). Residents are responsible for booking the space for any cooking, with the key collected and returned to the Duty Officer. Residents are expected to clean up after themselves and will be held accountable for doing so. Repeated non-compliance may result in individual bans or closure of the kitchen.

- f. Residents must not tamper with their windows, or any window screens provided. Access to the windowsills, including sitting on the ledges, is strictly prohibited due to the extreme danger of falls. Fourth floor rooms are fitted with window latches, which must not be tampered with. Any access to the fourth-floor ledge is forbidden and considered a serious disciplinary matter.

Pot plants are also not permitted on window ledges because of the risk of them falling or being blown off by strong wind.

- g. Serious damage has occurred to the College building due to furniture impact (especially to the sprinkler systems). Consequently, **no furniture is to be admitted to or re-located within the College without the permission of the Dean.** Second-hand furniture will not be permitted as a matter of course. Sofa-beds and private mattresses are not permitted to be brought into College. Milk crates are also not permitted to be used within the building and will be removed if found.

- h. **Nails, pins, staples, hooks etc. must not be used on walls, furniture or woodwork, nor adhesive tape on walls or painted surfaces, including doors.** Pictures and posters may be affixed to the walls on Levels 1 to 3 only with clean, new adhesive putty (Blu Tack). No other means of affixing items to any area of the building is permitted. Care should be taken, especially when removing this, as it may damage walls and residents will be required to meet the expense of removal or repair. 4th floor walls are easily damaged by any adhesive material – **posters should not be adhered to walls on the 4th floor.**

If you wish to hang items, *removable* Command Brand adhesive hooks should be used, however, great care should be taken to ensure they do not damage the wall, especially

when being removed. **Be aware that many doors in the building are expensive fire doors and so cannot have holes drilled or poked in them without damage. Any damaged door must be replaced under fire regulations and the cost will be the responsibility of those who damaged it.**

- i. **Chin-up bars** fitted to door frames can easily damage paint and woodwork. A thin piece of wood and cloth often helps safeguard against damage. Whilst permitted, individuals or groups will be held responsible for any damage caused by chin-up bars.
- j. **All incoming non-standard electrical equipment must be inspected, tested and tagged.** Faulty equipment and overloading of power points are hazardous to students and a potential fire risk. All College rooms are equipped with enough power to service student needs. The following categories of electrical equipment are approved for use (if they are manufactured to Australian standards): audio equipment, computers, pedestal fans, personal devices and personal care devices (toothbrushes, razors, hair dryers and hair straighteners). All other electrical equipment requires approval from the Dean and, if approved, must be tested and tagged at the cost of the student. Please complete an *Electrical Equipment Registration Form* and submit to Reception. Students will be contacted to arrange the testing and tagging. Electrical equipment that does not conform to Australian standards is never to be used inside College and will be removed when identified. Please note that electrical items with heating elements such as kettles, rice cookers, and coffee machines, are not allowed in bedrooms. College provides a kettle in each common room. Resident Advisers are allowed to have Coffee Machines in their flats which they may allow others to use, Rice cookers and other cooking appliances should only be used in the first floor kitchen subject to them having been approved and tagged and tested.
- k. Since your room is provided with either under-carpet heating or a wall-mounted space heater on Levels 1 to 3, **private heaters are not permitted**. Wall and floor heaters are set on a timer during the winter months. The room heating times on levels 1-3 are evening heating from 5pm until 12 midnight and then morning heating from 3am until 10am. The heating will only work if you have the switch in your room turned on. Please continue to be mindful not to waste energy. If you do not need your heating on, and especially if you are out of the building overnight, please turn it off at the switch.
- l. Air-conditioning is provided in rooms on 4th Floor as these are more easily affected by hot and cold weather. The air-conditioning is either set to heating, or cooling, for the entire floor, and is switched by maintenance as the seasons change.
- m. **Keeping of pets is prohibited.** The *only* exception is that fish in a small fish tank (of no more than 20L capacity) may be permitted after **prior approval from the Dean**. No animals that could survive outside the tank will be permitted. Any water damage is the responsibility of the resident and should be cleaned up and reported immediately – particularly where under-carpet heating is involved.

- n. No part of College (including meeting rooms and bedrooms) is to be used by residents for the operation of a private business.

2.8 Group Areas

Fire regulations require a 1 metre clear path for all egress routes. For this reason, bicycles, skateboards, boxes, shoe racks etc. cannot be placed in corridors.

Common rooms and bathrooms are the responsibility of each group and **should be kept tidy**.

You must not move any furniture into or out of any rooms or common rooms without the Dean's prior approval.

You are collectively responsible for ensuring that there is no wastage of electricity or hot water, and that windows are closed to prevent storm damage.

Both ball games and water activities are prohibited within College. Ball games carry a significant risk of damaging fixtures in the building, particularly the sprinkler system. Water spillage can cause extensive damage, particularly to ground floor rooms. Any costs incurred due to damage caused by residents will be borne by those responsible.

2.9 Group Kitchenettes

When using your group kitchenette (or the shared kitchen on level 1) you are asked to leave it clean. This is as much a matter of courtesy as of cleanliness. That kitchen areas remain clean is a fundamental aspect of living in community and maintaining a healthy college environment. It is the responsibility of all groups to:

- Keep kitchenettes, including common room benches, clean and tidy
- Return all kitchen items, including crockery and cutlery, to the Dining Room
- Ensure fridges are kept clean with all items dated and showing owner.

Kitchen items kept upstairs inconveniences the entire community and encourages vermin.

Common rooms, benches and kitchenettes will be regularly inspected, and fines may apply to groups and individuals who fail to return kitchen items promptly after use.

2.10 Housekeeping & Laundries

Once a week your room is vacuumed, and fresh bed linen supplied. On the appointed day, please leave your used linen outside your door where it will be exchanged for clean linen by the housekeeping staff.

Washing machines and dryers are available in the laundries located on each floor. Each machine currently costs \$1.00 to operate (must be a \$1 coin). In addition, wash tubs are provided in the laundries of each floor. Group common rooms also have ironing boards and irons available.

Residents should not leave their washing in the laundries for prolonged periods. Belongings left behind will be removed at vacation time.

2.11 Drying Racks

Residents are permitted to use small clothes drying racks in College but must ensure they do not pose an obstruction or fire hazard and are arranged neatly in the designated areas. On levels 2 to 4, they must be contained within the 600mm wide strip on the northern and southern balconies. On level 1, they should be placed against the northern and southern walls, and not extend beyond the balcony overhangs. No racks should be placed on the level 3 bridge or in common rooms.

Drying racks must be less than 500mm in width, 750mm in length and 1000mm in height. Large items must be dried out of sight on the heavy clothes lines mounted on the walkway side of the northern and southern balconies of level 4.

Drying racks should be folded down when not in use. Items dried in ways or places that do not conform to these rules will be confiscated and fines may be imposed prior to the return of said items. ***As wall mounted drying racks are introduced in 2021, free-standing drying racks may be phased out.***

2.12 Music Resources

Located next to the ground floor elevator, the Music Room contains an grand piano, electric piano, drum kit, and other musical equipment. It should not be used after **10:00pm**, and this curfew may be brought forward by the Dean during major exam and study periods.

A grand piano is in the Main Common Room, and available for practice during the same hours as the Music Room, subject to availability. Both grand pianos are kept locked, but if you are a competent pianist, you may request a key from the Office or Duty Officer.

2.13 Ground Floor Common Rooms (MCR & MR)

The Main Common Room may be booked by residents for large meetings or functions, with prior approval from the Dean. The Meeting Room can be booked by residents for smaller meetings and activities, also with prior approval from the Dean.

The data projectors in the MCR may be booked for watching movies or major sporting events (no later than 11pm) but set-up must be by someone trained and approved to use the AV system. The room booking must be approved in advance. The Foxtel subscription is available via the MCR projectors/AV system for watching major sporting events.

Where non-residents are invited to an event, a room hire charge may apply.

2.14 The Courtyard

One of the main features of the College is the courtyard on the first floor. This provides a vital centre for the College and a very pleasant place for you to sit, read, study, talk, socialise and eat. However, it can become a centre of noise and disturbance, particularly for those in courtyard rooms, whose windows face onto it. For this reason, and to protect windows, **no ball games (except handball or spikeball from 1:00pm – 4:00pm) or Frisbee games are allowed in**

the courtyard and skateboarding/scooters/roller blading are prohibited. Badminton is permitted between 11am and 9pm. Also, to protect the surface, no footwear with sharp points, heels or spikes is to be worn in the courtyard. **As for all areas in College, candles and open flames are not permitted.**

Furniture should not be moved out of the courtyard. If moving furniture within the courtyard, special care must be taken not to damage the floors and the furniture must be returned to its normal location as soon as possible.

Under no circumstances should anyone climb on the sides or roof of the Games Room or TV Lounge. Similarly, climbing on the poles supporting the courtyard roof is a significant safety risk, and must not be attempted. To do so would be viewed as a serious disciplinary matter.

2.15 TV Lounge

The courtyard TV Lounge features a television with access to a Foxtel subscription. The Lounge is for resident meetings and recreation but is not a bookable space. Large groups after 11.00pm (for example, watching an overseas World Cup sporting match at 4am) should use the downstairs Café TV area. The glass doors at the top of the Dining Room stairs between the Games Room and Lounge are on a timer and will not operate after midnight or before 7am.

These facilities should be used responsibly, kept tidy, and equipment switched off by the last person to leave the room. If noise disturbs other residents, these rooms may be shut down.

2.16 Common Kitchen on First Floor

The common kitchen area is available for student use between 8am and 11pm. It may be booked through the Office or Duty RA/Tutor to use for special occasion cooking such as birthday cakes or group suppers. A key card is available, which can provide access. It must only be returned to the Office or Duty RA/Tutor, and not passed on to other residents. You must check that both the balcony door and courtyard door are closed and locked when a booking finishes.

Care should be taken in cooking that excessive smoke is not generated, and food must never be left unattended. Residents take full responsibility for ensuring a fire alarm does not sound from their cooking activities and any mess must be cleaned up immediately. Access to the common kitchen area may be restricted for the entire College community if the area is not kept appropriately clean.

2.17 The Bridge

For safety reasons, no one should stand on furniture or lean over the sides of the third-floor bridge. Furniture should not be removed from the bridge.

The bridge is not a place for large group activities that may disrupt surrounding residents and pose a safety risk. The bridge should not be occupied after 11pm. Students undertaking costume (NIDA), architecture or similar design projects may request use of the bridge as a

space for such academic activity. A drop sheet must be used for gluing. However, any noisy or messy design projects, including those requiring paint, must only be undertaken in the College Shed.

2.18 The Pollard Room and Private Gym

The Pollard Room is a multi-purpose room on the ground floor and is named after the founding Master of New College. It contains a selection of books, an audio equipment store, and the private New College gym.

Only students with membership of New College are allowed to use the private gym. The Gym Conditions of Use Form must be completed, submitted and authorised (each calendar year) prior to use of any of the exercise equipment. Authorisation may be revoked by the Dean at any time for behaviour that is against the conditions of use, or any other displayed rules of the gym. The Gym may be used on any day between the hours 8am to 9:30pm. However, any activity that generates noise, such as dropping weights must not commence until 9am. The key will be held at New College reception or with the after-hours duty Resident Adviser or Academic Tutor, who will be responsible for ensuring the Gym is locked at 9:30pm each night. The private gym is closed during Prep Week and O'Week.

2.19 Games Room

The Games Room is in the courtyard, and is equipped with table tennis table, pool table and an area to play chess. One guest may accompany a resident in the Games Room but should always remain with the resident. The Games Room should be left in a tidy state; lights, air conditioning and equipment switched off; and all kitchen items returned to the ground floor washing up area. Any items left in the Games Room may be removed and disposed of by cleaning staff. A resident who damages anything in the games room will be expected to pay for the damage.

2.20 TVs in Lounge & Café

College televisions are provided in the Level 1 TV Lounge and in the Café (southern end of the Dining Room). They are each equipped with a Foxtel connection, and can have DVD players, consoles or computers attached.

If you are the last to leave the rooms, please turn the television off, and ensure all kitchen items are returned to the ground floor washing up area.

Please observe the rules regarding noise, particularly minimising volume after 11.00pm, and using the Café only for watching late night sporting events and the like.

2.21 Data Projectors

Fixed data projectors are provided in the Main Common Room and Dining Room. A portable data projector is also available from the Office and can be used by residents for the viewing of films or presentations. Approval for the use of all data projectors should be obtained from the Dean during office hours. Some other guidelines in relation to projector use:

- a. Copyright laws must be adhered to.
- b. Use must not disturb or inconvenience other members of the College.
- c. Films shown must be acceptable to the College and cannot include R-rated or pornographic material.

2.22 Northern Garden and Shed

The northern garden and shed are located on the north side of the College. Access to both is gained via a gate near the front entrance of the College, using a key obtained from Reception or the Duty Officer.

The Shed

A garden shed with a wide range of tools is located on the north side of the College. The shed can only be used between 9:00am and 9:00pm, with power tools restricted to Monday to Saturday between 10am and 7pm only. Residents should remember that the Shed is located near ground floor guest flats and the Dean's family residence.

The NCSA subcommittee 'Shedsoc' oversees the training and keeping of safety records. Prior to using Shed, residents need to have completed compulsory equipment training and filled out relevant forms pertaining to liability and rules of use. Improper use of the shed may result in it being temporarily closed, or individuals being suspended or banned.

The Northern Garden

The northern garden is a space that collegians can go to sit outside for study, or for meals during office hours. It is available for use from 9am until 5pm (Mon, Tues, Thurs), and 9am to 4:30pm (Wed & Fri) – Resident Advisers may host gatherings outside of these hours in the northern garden. Alcohol is not permitted during these times. Booking and collection of the key is only via Reception. Up to seven people (including the person who books the space) may be in the northern garden at any time. Within this limit of seven people there may be a maximum of three guests (non-collegians) who must sign in at the reception and provide contact details prior to entry. During COVID restrictions, the person who books the space is responsible for ensuring social distancing. Alcohol is not permitted, and any non-compliance will result in individuals being banned from using the space and may result in further disciplinary action.

Evening Drinks in the Northern Garden

At New College, which is a 'dry' college, having or consuming alcohol has always been prohibited within all common and private student areas. While this rule is not under review, provision was made during COVID for a trial of using the outside Northern Garden as a space

where collegians are permitted to consume alcohol with a Resident Adviser (not drinking) present. The College will continue to trial this in 2021 with bookings available 4:30–7:30pm (Wed, Fri & Sat) but only when a Resident Adviser has is available to be rostered to be present. Booking and collecting the access key is through Reception. Bookings must be made during office hours by 12 noon on Wed and 12 noon Fri. Groups may consist of a maximum of six collegians (including the person who books the space), and the RA rostered who will be on Social Duty to ensure appropriate behaviour and social distancing during COVID are observed. ***Alcohol must not be consumed in the work shed.*** Any complaints regarding excessive noise or loud, offensive language (in any language or dialect), may result in use of the space being suspended. Please note that the garden is next to the bus stop, and in such a public location it is important the College is not improperly represented.

If you need to store small quantities of alcoholic beverages for a later event outside College (or to use in the Northern Garden at approved times), this can be stored in a cupboard in the Dining Room reserved for this purpose. Residents wishing to store alcohol must contact Reception or the Duty Officer prior to entering the Northern Garden. The RA on Social Duty will meet them on the ground floor.

2.23 Car Parking

Parking inside the University is under UNSW's jurisdiction, and parking permits need to be purchased to use these spaces on weekdays. There is a single disabled parking spot at the back of the College. **There is no free parking for campus residents.** Some secure parking is available at NCV. For rate and availability, contact Reception. The storage of motorbikes at may be available only upon request.

2.24 Bicycles

A secure bike shed is located at the rear of the College for the storage of residents' bicycles. **Bikes are NOT to be stored or secured in any other external area of the College.** The lock is replaced each year, and there are limited spaces, so your bike must be registered at the Office. Keys for the year are available from the office with a \$50 deposit, refundable upon return by the end of the year.

You may keep your bike in your room, but it must be stored in a way that enables the cleaner to clean your room. **Under no circumstances may bicycles be left in group common rooms, corridors or public areas of the College as these pose an evacuation risk.** The College faces significant fines if fire egress pathways are found cluttered during fire safety inspections, and any fines received will be passed on to offending residents.

2.25 College Vehicle

The College vehicle is made available for New College Students' Association (NCSA) or New College Christian Fellowship (NCCF), and other endorsed College-related activities (see §6.2 and §6.4 for more information on NCSA and NCCF). The College vehicle is not just for use by

residents but also provides a critical service for staff and Resident Advisers. So, respect and care for both the vehicle and booking timetable must be maintained.

Only pre-authorised drivers may use the vehicle. Each journey is to be authorised in writing during working hours by the Dean before a booking is complete. After-hours use must be arranged and authorised by the senior staff **during office hours**, 9.00am– 5:00pm, Monday to Friday. Vehicle keys must be signed for and then returned and signed back in after use. Learner and “red” P1-provisional license holders are not eligible to drive the College vehicle.

In view of their important role, RAs with pre-authorisation are permitted discretionary use of the College vehicle for College business. However, they must respect all bookings in the duty book and advise the Dean when such discretionary use has been made.

ACADEMIC EXCELLENCE (3.0)

3.1 Academic Activities

New College has a strong tradition of outstanding academic achievement. In most years, nearly half of all collegians achieve a Distinction average or higher across their subjects. To date, New Collegians have been awarded more than 90 University Medals, four Rhodes Scholarships, and numerous other awards and prizes.

The College promotes this strong academic tradition through the active academic leadership of its senior staff and through the strong academic tutorial program (see below). The College further supports this tradition through programs including:

- Master's and Dean's events at which invited guests share their work;
- Formal Dinners, which include presentations from distinguished scholars and leaders;
- Access to the programs and activities of CASE and the New College Lectures;
- The involvement of visiting academics, senior staff, prominent alumni, and postgraduate students in the life of the College.

New College also runs conferences, seminars and functions (largely during vacations) that bring significant groups into the building. Participation in many of these conferences and forums are open to collegians and enrich the life of the College. These conference activities also provide a substantial subsidy for College activities, including the Resident Student Program.

3.2 Academic Tutorial Program

Each year, Academic Tutors are appointed within the College to assist students with their studies. Our Tutors are typically senior undergraduates who have done well in their own studies and who are willing and able to make themselves available to assist students in junior years. The type of assistance given varies from discipline to discipline and may take the form of formal tutorials or one-on-one tutoring. The composition of the tutoring team also varies from year to year, dependent on the College community.

Academic Tutoring Program Mission

The mission of the New College Academic Tutoring Program is to enable New Collegians to learn with excellence, achieving marks as high as possible as a reflection of this learning, without any cheating or plagiarism, and while maintaining a healthy balance between academic study, and the broader aspects of college and personal life.

Academic Tutoring Team

The Senior Academic Tutor for 2020 is Clare Freeman. She is responsible for her own subject areas for working with the Master and Dean to lead the 2021 team of Academic Tutors.

Name	Nickname	Position
Clare Freeman	Eric the Eel	Senior Academic Tutor Academic Tutor for 1 st Year Engineering, Study and Professional Skills
Aaron Madirazza	Twelfie	Tutor for Chemistry and Chemical Engineering
Chloe Bobbin	Hitchcock	Tutor for Creative Arts and Design
Felix Scott	Boomer	Tutor for Algebra and Higher Mathematics
Gilbert Rayner	Yabbie	Tutor for Calculus and Engineering Mathematics
Jasmin Valentine	L-sa	Tutor for Law, Business and Finance
Jasper Di Francesco	Roman Sandals	Tutor for Computing
Thomas Chin	Combine Harvester	Tutor for Physics and Education
Clare Faulkner	Albi	Tutor for Medicine
Additional support will be provided by: the Communications Officer Adela Davis (<i>Arts, History and Psychology</i>) Resident Adviser, Sam Holford (English & essays) Resident Adviser, Alice Chapman (Built Environment) and the Dean of Residents, Jonathan Billingham (Music)		Arts, Psychology, and Built Environment

3.3 Matriculation

The commencement of your residential membership of the College is marked by the details provided in your membership contract and matriculation, which is signing the College Register or Matriculation Book. Residential membership is usually offered for the specified calendar year only and application for re-admission is made before the end of your contractual period. Applications will be considered in light of demonstrated commitment to the obligations and priorities of College life (as indicated in this Directory).

3.4 Academic Results and Readmission

New College provides single room accommodation for full-time students, so it is expected that students will enrol in at least two subjects per UNSW trimester, or the equivalent course load. If a student intends to enrol in less than two subjects in any trimester or undertake an internship, this variation must be approved by the Master in consultation with the Dean. This includes

withdrawal from any enrolled subjects already commenced, and so you should first discuss this with the Dean.

It is assumed that you have a serious commitment to study, and you are therefore expected to perform to the highest level of your competence and ability. **Those who do not apply themselves conscientiously to this end, or who hinder others from doing so, through persistent anti-social behaviour, will be asked to leave and/or will not be re-admitted to College membership.**

Continued membership of New College is contingent on acceptable academic performance. Any student who withdraws from or fails a subject taken during their contract may not be offered membership in the subsequent year. Such students may be invited to "show cause" as to why they should be given a concession from this rule because of extenuating circumstances. The Master reserves the right to refuse readmission to any resident, and the Master's decision is final.

3.5 Prizes

Prizes are awarded for the best performances in the previous year's examinations.

The New College Awards are given at the end of each year to residents who have exemplified the ideals of the college – academic achievement, collegiality and service to society.

The NCSA awards additional prizes for sporting prowess and for service to the College.

3.6 Valediction

Valediction is a College function that commemorates the end of a specified period of your residential membership, irrespective of whether you subsequently continue your residency. Residents are only eligible for valediction after completing a minimum of 6 trimesters, or equivalent for their course, across two distinct calendar years.

ARRIVAL AND DEPARTURE (4.0)

4.1 Arrivals and Departures

New Resident Arrivals

Unless individual arrangements have been negotiated, contracts for new residents commence on the Sunday of O'Week. Residents are encouraged to arrive before lunch on this day. O'Week leaders and senior staff will be present to assist with checking in and welcoming new students. You must complete and submit to reception the *arrivals* section of a Room Inventory Form upon occupancy of your room.

Returning Resident Arrivals

You are expected to give prior notice of your initial arrival and, on arrival, you should check in at the College office between 2.00pm and 4.00pm. However, if travel arrangements make this impossible, please contact Reception, or the College Duty Officer out of hours by phoning 02 9381 1999 before arrival to request alternative arrangements. You must complete and submit to reception the *arrivals* section of a Room Inventory Form upon occupancy of your room.

Departures

Prior to the end of a contract a resident must complete and submit either the [Readmission Form or the Permanent Departures](#) form by logging into the New College online portal, using their existing login details.

Departure times should be as near to 9.00am as possible to enable rooms to be cleaned for subsequent use. Rooms must be vacated by 10:00am on the day of departure to avoid extra charges. If you do not inform the office of your departure during vacations, you may be charged for occupying the room until we are aware of your departure, and your key has been returned.

You are responsible for the removal of accumulated "rubbish" to the outside bins when you vacate your room. If excessive rubbish is left in your room, you may be charged a cleaning fee for its removal. Where rubbish is left in the common room, each member of the group will be charged for removing items left behind. Non-returning residents are required to remove all possessions when vacating their room and signing out. You must complete and submit to reception the *departures* section of a Room Inventory Form upon occupancy of your room.

4.2 Vacation Residence

You may remain in College outside of your contract dates if rooms are available, but you may be requested to change rooms. Meals may not always be available during vacations and the College may be closed altogether for a period during the summer when you might be required to move rooms or move to New College Postgraduate Village for maintenance, security or conference reasons.

Baggage rooms and end-cupboards are available for returning residents to store possessions over summer. The College reserves the right to limit the amount of storage space allocated to any resident and charges may apply for extra storage. Goods are stored at your own risk and must be clearly marked with your name. Bookings for summer residence are made through the College Office and charges are payable prior to residency.

4.3 Signing In and Out

All residents must sign in and out (in person) when moving into College, when leaving during academic breaks, and at the end of the academic year. This is done at the Office during business hours, or with the Duty Officer after hours. If you do not sign out and return your room keys, you may be charged additional accommodation fees. If keys are not returned and need to be followed up, an administration charge may be applied.

4.4 Being Away Overnight

Throughout your residency, please advise your RA and the College Office if you will be absent from College overnight, for emergency, safety, and security reasons. As well as telling your RA, you must send an email to enquiries@newcollege.unsw.edu.au.

EMERGENCIES, HEALTH AND SECURITY (5.0)

5.1 Fire Alarms

The building is fitted with a fire detection system throughout, and this is connected directly to the local fire station. This means any alarm results in a fire truck arriving out the front.

It is a serious civil offence to raise a false alarm. It is also costly to the College, and it endangers the lives of others who may genuinely need the services of the brigades.

Anyone who causes a false alarm will be required to pay the necessary service charge. The College is currently charged \$1850 per false alarm, but this is subject to regular increase.

There is a fire notice on the back of your bedroom door. **Read it carefully so that you will know what to do in an emergency.** In the event of a fire, the evacuation siren will sound.

Immediately vacate the building by the main staircases and muster outside of the building at the back of College. During a fire alarm event, **do not use the lift.**

The greatest dangers from fire in a building of this type are smoke and panic.

Fire doors, including the doors in the hallways between the bathrooms, must always remain operable. They work by isolating affected sections of College, so they must not be propped open. They save lives; it may be your life they save. The internal corridors and stairwells have been fitted with emergency lighting in the event of a power failure.

There are hydrants and fire hoses adjacent to the stairwells, across the ground floor and near the RA flats on all four residential floors. These are not to be used except in the case of an emergency. Misuse of them is a serious offence and will be treated accordingly.

Within each room and in common areas, detectors are connected to a pressurized sprinkler system. This equipment is sensitive, easily damaged and the consequences of triggering the system are severe. No item should be draped over or hung from the sprinkler system piping. Throwing objects around in common rooms or corridors may also inadvertently damage the system and must be avoided. **All damage to the system, any resulting water damage to the building, fittings or furnishings, and the costs of rectification and testing of the system, will be paid for by the residents responsible.**

Residents who cause a fire alarm due to negligence or breaches of College rules may be asked to contribute to the current \$1850 cost the fire brigade charges College each time there is a false alarm. **In the case of damage caused by a guest, the responsibility will remain with the resident who invited the guest into the building.**

Disabling a fire alarm or fire equipment is a very serious criminal matter. This includes tampering with or placing objects over smoke detectors in room to disable them or reduce their effectiveness. Residents doing so will be subject to serious disciplinary procedures and may be reported to the relevant authorities.

5.2 Personal Insurance

The College is unable to accept responsibility for loss or damage to your personal property. You are therefore encouraged to take out an appropriate level of insurance cover that will protect your valuable possessions.

5.3 Security

The location of the College (on a busy state road) presents a potential security problem. Without residents being aware and active, it can be easy for unauthorised persons to enter.

External doors, particularly the glass entry doors, must not be left open for any reason.

Strangers should be politely but firmly asked their business and if you doubt their intentions inform the College Office or the Duty Officer and/or UNSW Security immediately.

The College can only be entered by means of your student card. If not carried, a Duty Officer can and should be contacted. However, an out of hours (11.00pm – 9.00am) opening fee may be charged for excessive or negligent requests on the Duty Officer. Report any loss of your card immediately to the Office so that the card can be blocked to prevent unauthorised entry. A replacement card must be organised with UNSW.

You are ALWAYS required to keep your room locked and should not leave any money or valuables needlessly exposed. Courtyard room windows are a particular security risk if they are left open and accessible.

5.4 Medical Care

First aid kits are available from the Resident Advisers, the Office and the kitchen. All Resident Advisers and several senior staff are trained in first aid procedures.

Resident Advisers and other staff will be glad to help you when you are ill or injured. In any case, the College needs to be informed of sick people. The Office or Duty Officer, and ultimately the Dean of Residents, should be informed immediately of any illness or accident.

If needs be, a doctor will be called or you can be taken to the University Health Service on campus (phone 9385 5425), which is a bulk-billing private practice, or to Outpatients at the Prince of Wales Hospital.

All members of College should be covered either by some hospital/medical benefit scheme and/or by Medicare. Please check your cover before coming to College. If an ambulance needs to be called on behalf of a resident, the resident is responsible for the ambulance callout fee.

A dental surgeon is situated in the University Health Service on campus where fees are charged.

Sharps disposal is available on request. Vaporisers should not be used in your room except by express permission from the Dean.

Credit for membership fees may be available in some circumstances for students able to produce a medical certificate to substantiate absence due to illness. Applications for such reductions should be made to the Dean of Residents.

5.5 Emergency Control Procedures

The Master is responsible for implementing Emergency Control Procedures as necessary. Since 2020 the College has continuously updated the **Emergency Control Procedures for COVID-19 for New College and New College Postgraduate Village** as published at:

<https://newcollege.unsw.edu.au/media-events/news/2020/college-precautions-in-relation-to-the-novel-coronavirus-covid-19.html>

Stakeholders of the College, including resident members and their next of kin will also be emailed a bulletin as changes to the Emergency Control procedures come into effect.

6.1 Resident Advisers/Academic Tutors

Resident Advisers (RAs) are senior students who reside in flats in the College and provide pastoral care and organisational assistance for the College community. RAs are rostered on duty within College, at sporting and social events, and have monitoring responsibilities relating to well-being and discipline of individuals and the entire resident community.

Academic Tutors (ATs) provide academic assistance in their area of expertise and assist the RA team by being rostered on some College duties.

6.2 New College Students' Association (NCSA)

All student residents (except Resident Advisers) are members of the College's Students' Association and are subject to its constitution. The annual fee is determined each year by the Association and is payable with the fees for your residency. Membership requires attendance at the Annual General Meeting and any Extraordinary Meetings which are called, and participation in elections.

The Association annually elects an Executive to conduct its affairs. This Executive organises student activities of various kinds and provides amenities for its members. The Students' Association promotes inter-collegiate sport as well as a variety of cultural and social activities. You are encouraged and expected to share in this wider life of the College.

Any non-UNSW-enrolled residents should note that injury insurance for inter-collegiate sport is provided by UNSW and may not cover non-UNSW students. If this affects you, please discuss this with the College Bursar before participating in sport.

6.3 Staff Student Group (SSG)

This is the main community consultative group in the College. It meets fortnightly and is made up of NCSA Executive members, NCCF President, the Senior Academic Tutor, Resident Advisers, the Assistant Dean, the Dean of Residents, and the Master. Meetings are chaired by the Master, and minutes recorded by the Assistant Dean.

6.4 New College Christian Fellowship (NCCF)

The New College Christian Fellowship meets regularly at advertised times and places. Meetings and events are informal and interdenominational in character.

The first Weekend Away is held at the start of the year, with another towards the start of the third trimester. Regular events are also held, ranging from testimony nights to Q&A sessions and debates. A program is published at the beginning of each trimester and information is given from time to time in the Weekly Notices.

All residents are encouraged to participate or investigate voluntarily according to their interest.

6.5 Christian Services

As the College Mission implies, the communal life of the College is founded on Christian faith and values. An important means by which such values are articulated is in Christian worship and regular services are held within the College during term time. Services are typically held fortnightly on Thursdays at 6.00pm in the MCR. Attendance at such services is open to all members of the College on a voluntary basis.

6.6 Formal Dinners

Formal Dinners are held 6-9 times per year and are an opportunity for the College to meet in a corporate capacity for fellowship and intellectual stimulation.

Formal dinners are one of only two compulsory activities in College, so all residents are expected to be present. In extenuating circumstances, you may seek exemption with a written apology submitted to the Dean by the date specified before each event.

No arrangements for ordinary meals are provided on the Formal Dinner evenings.

The details of each Formal Dinner will be announced through the Notices.

At the end of the academic year there is a Valedictory Dinner. Academic gowns may be worn, and members are expected to dress and act appropriately for the occasion.

6.7 Music Groups

The College often has music groups, such as choirs and bands, which contribute to public functions such as Formal Dinners and productions. They also arrange music evenings including Band and Performance Nights. Residents are encouraged to be involved.

6.8 Noise

In any community where people live and work together, noise can be a serious problem. You should therefore refrain from any behaviour likely to annoy or disturb other residents. **After 11.00pm noise shall be reduced to a minimum to allow residents to sleep or study.** Activities that create noise should be fully completed by 11pm. This applies particularly to the courtyard, common rooms and corridors. To limit noise, the lift (elevator) is only for use from 8am to 11pm and must not be used before 8am in the morning or after 11pm, except for people with a disability, injury, or other special mobility needs.

College residents must also take care not to disturb fellow residents in the areas immediately surrounding the College. Groups should not use the sporting areas at the rear of the College where noise may travel to disturb other residents, particularly after 11:00pm.

If you find yourself aggrieved, first approach the individual concerned. If this fails, you should make a formal complaint to an RA or AT on duty, or to a member of the Students' Executive if the noise is being generated by an event of the NCSA or one of its subcommittees. Excessive or unreasonable noise may lead to action under the disciplinary procedures.

6.9 Dress Code

Although there are no set dress requirements, **it is expected that you will dress in a manner that is tidy, modest and appropriate to any given occasion.** For example, jackets, suits or academic gowns are normally worn by men at Formal Dinners and swimwear is not worn in the Dining Room.

For hygiene and safety reasons, **shoes must always be worn in the Dining Room.**

6.10 Water Use

Water causes damage to carpets, furniture and fittings. Water on the stairwells, balconies or courtyard makes them hazardous. Water fights in the courtyard and common areas, including bathrooms, will damage College and personal property and pose a safety hazard and so are prohibited. Excessive use of water should be avoided. **It is forbidden to throw water in areas that could create a hazard or that could cause damage to the facilities.**

The greater Sydney region has recurrent water supply issues, so the College encourages members to be careful about the volumes of water used for different activities. **Water should never be thrown inside the building.**

6.11 Dangerous Substances

It is absolutely forbidden for residents to have firearms, explosives, gas bottles, fireworks or any flammable, hazardous or dangerous substances of any kind in the College.

6.12 Smoking & Vaping

New College, like the entire UNSW campus, is a smoke free area. Smoking and vaping are not permitted anywhere within or around the College building, including in any rooms, the walkways, the courtyard, or near the fencing and boundaries around College.

6.13 Alcohol

The possession, storage, or consumption of alcoholic beverages on the College premises is strictly forbidden. This policy has existed since College's foundation, and is motivated not from hatred of alcohol, but from a desire to encourage group interaction and socialising independent from the necessity of alcohol. As it forms part of the contract for membership of the College, you are admitted on the understanding that you accept this rule and will abide by it for your continued membership.

As well, in accepting a place at New College, residents agree to act responsibly in relation to alcohol use. Responsibility includes not causing inconvenience or offence to other members of the community by reason of intoxication, nor encouraging or endorsing the breaching the rules through your presence or participation. Residents who display irresponsibility in the area of alcohol or who encourage such behaviour (especially of under-18 students) may be asked to leave. The only exception for collegians drinking alcohol on site relates to the strict provisions being trialed in relation to the Northern Garden (see Section 2.22).

If you need to store small quantities of alcoholic beverages for a later event, this can be stored in a cupboard in the Dining Room reserved for this purpose. Residents wishing to store alcohol must contact Reception or the Duty Officer prior to entering the college. The Duty Officer will meet them on the ground floor. The cupboard is principally reserved for alcohol associated with NCSA activities and will be cleared out during university breaks.

6.14 Drugs and Illegal Substances

The possession or consumption of any illegal substances at College or at any College-related activity - regardless of location - is forbidden and treated with zero tolerance. Drug related matters will usually result in your expulsion from College and may be referred to the police for investigation.

6.15 Pranks

Playing pranks on one's friends is often a part of ordinary social life. It is easy, however, to get carried away and go too far. Restraint and consideration in this area are necessary in a residential community lest the prank becomes anti-social and offends others, and risks attracting College discipline or legal sanctions. Maturity and respect are required of residents. Harassment or damage of College property of any kind will not be tolerated and may have significant legal or contractual ramifications, including individuals being asked to leave College.

6.16 Inter-College Rivalry

The University and all the colleges have mutually **agreed to prohibit the raiding, pranking or vandalism of other Colleges.** Any form of provocation or retaliation is also forbidden.

Inter-collegiate rivalry is more constructively expressed and appropriately encouraged on the sporting field and/or in the academic arena.

6.17 Damage to College Property

It is important that the property is well looked after. **People who damage property will be charged for the cost of the damages.** Where equipment or facilities are left in such a state that requires special cleaning, those responsible will be charged the cost. Residents should not remove furniture or lift floor tiles within their rooms or common areas. Residents may be charged for relaying carpet or relocating furniture. **In the case of vandalism where the individual is not identified, the cost will be taken from the general bond that each member of the College contributes to at the start of each term.**

6.18 Health and Safety, Harassment and Discrimination

All College activities fall within the bounds of relevant legislation and policy dealing with issues of health and safety, harassment and discrimination. These include the University of NSW Act 1968, the *Federal Racial Discrimination Act 1975*, the *Work Health and Safety Act 2011*, and the

Federal Sex Discrimination Act 1984. UNSW policy is outlined each year in the Calendar of the University, and in material issued by the UNSW Equity and Diversity Unit.

The College is committed to creating and maintaining a safe living environment free from all forms of harassment on the grounds specified under anti-discrimination legislation and the University's related policies.

All College personnel, both staff and students are required to ensure that:

- a. No one is exposed to health & safety risks arising from theirs or others' conduct in College
- b. No one intentionally or recklessly interferes with or misuses anything (e.g. first aid kits, fire hoses etc.) provided in the interests of health, safety and welfare
- c. No person or group of people is subjected to offensive and unacceptable physical or verbal behaviour that is uninvited and unwelcome. Such behaviour may include offensive jokes, references and gestures of a sexual nature, exposing one's self in any public place or at anyone uninvited, and jokes or derogatory remarks regarding a person's racial background, religious beliefs and practices, or physical appearance
- d. No one is made to feel isolated or threatened by words or actions that create an environment that is hostile and/or insecure.

The College is committed to the value of respecting individuals, and everyone in the College is required not only to observe and maintain that value but to promote it within the community. Further information and assistance on these matters is provided upon admission to College.

6.19 Day Guests

Residents are welcome to invite casual guests into the College but remain responsible for the location and conduct of their guests inside the building.

It is essential that guests are accompanied by the resident. Residents must not give their keys or cards to their guests under any circumstances. Guests are not permitted to access any areas of College independently. If any visitor or guest impinges on the rights, safety or comfort of other residents they will be asked to leave, and the escorting resident held accountable.

While guests can be invited to eat meals in College, the main kitchen is for the exclusive use of current residents. Guests, including family and former residents, are not permitted to use the main meal rack. Guests are prohibited from using the meal code or credits of any resident.

All meals for visitors must be obtained and paid for through the Café. All meals consumed by visitors will be charged in accordance with the arrangements outlined in §7.3 of the Handbook.

No guests are permitted during the first two weeks of each year (i.e. Prep Week and O'Week).

As the presence of non-registered guests is a serious threat to College security and the harmony of the College community, breaches of the above procedures will be viewed as serious disciplinary matters.

6.20 Overnight Guests

In addition to all above conditions for day guests, each resident is permitted to have visitors accommodated **in their own room** with the written approval of the Dean, for up to **ten nights across the year, with a maximum of 3 nights in any one stay**.

Only one overnight guest can be accommodated at any one time, and **all overnight visits require notice of at least one full working day with written approval from the Dean**. Email requests should clearly identify the guest and your relationship with them, the purpose of the visit, and the proposed dates. All overnight guests are to be registered with reception *prior* to their stay and are required to check in with Reception or the Duty Officer upon arrival. RAs will generally not issue mattresses at weekends or out of hours. The booking charge for a guest is **\$10 per night**, which includes a mattress and basic linen delivered and collected by maintenance.

Private mattresses or bedding material of any kind are not permitted and will be removed. Requested mattresses remain the resident's responsibility until collected by maintenance. Mattresses must not be lent out to other residents and must be kept securely *inside* the resident's room. If the mattress is not available for collection by maintenance, the resident will continue to be charged the guest rate until the mattress is returned.

Overnight guests easily disrupt the normal functioning of a group but, in special circumstances, the Dean may give permission for a guest to stay for a longer period. However, **cohabitation is not permitted in New College**, so guests are restricted to a member of the resident's family or a non-romantic friend of the same gender. This position arises from the College's Christian foundations, but it is also a practical concern relating to the safety of other residents and the harmonious living arrangements of the College groups, which are carefully chosen to aid in the cohesion of community life and provide the best mix of residents. Your acceptance of your residency contract includes your agreement to abide by this basic rule of community life at New College.

6.21 Discipline

a. Introduction

Discipline in College is principally maintained by residents choosing to obey the rules and through the members of the community keeping each other accountable. It is the responsibility of all members of the College to foster and maintain a harmonious and positive pattern of community life. It is hoped that formal discipline processes are thereby kept to a minimum.

You are encouraged to demonstrate maturity by practicing responsible self-discipline, thereby creating a positive atmosphere for both academic and social pursuits. The College, as an affiliate of UNSW, comes within the ambit of the disciplinary procedures of the University and, in this context, so do student members who are not residents in the College.

The basis for and the ultimate authority in disciplinary matters in the College is the Master's authority as the Chief Executive Officer. All members are permitted in the College as licensees, and therefore, such licenses may be revoked for disciplinary reasons.

Any disciplinary action does not alter or void your financial obligations under the terms of your contract. If suspension or expulsion of your license is imposed, you will remain liable for your resident fees, until such time as a replacement can be found for your position.

b. Disciplinary Sanctions

Various disciplinary sanctions may be imposed by authorised members of College staff (Master, Dean of Residents, Bursar and Resident Advisers) and usually take the form of formal cautions, monetary fines or community service tasks. Servicing fees (e.g. for after-hours door openings) may also be charged when necessary. The Dean of Residents reserves the right to review and/or add other disciplinary measures (e.g. a fine or community service) if they deem a sanctioned matter to warrant further action. Intoxication is not accepted as an excuse or defense for inappropriate behaviour.

Anyone guilty of vandalism or who flagrantly flaunts College rules as interpreted by the Master or his representative will be liable for all damage and in addition, may be fined. If the circumstances are so serious that it is judged that the College community cannot afford to risk a re-occurrence of the same situation, they will be asked to leave the College.

Members of the Students' Executive have a corporate responsibility for maintaining their constitution in the College and may impose reasonable fines accordingly, where this does not breach College policy or the law.

Where a resident's record indicates a pattern of persistent behaviour against the standards of the College and the interests of the community, they may be asked to leave the College. Illegal behaviour is viewed very seriously and is grounds for dismissal from the College.

c. Payment of Fines

If a fine is issued, it should be paid promptly at reception. Failure to do so may lead to a higher fine and/or more serious disciplinary action being taken. Readmission to College and valediction are not permitted where outstanding fines remain. Where necessary, unpaid fines can and will be taken from a resident's bond before finalisation of their account.

The Master and Dean exercise discretion in issuing fines. As no two circumstances are ever the same and multiple discipline issues can be tangled together or with circumstances requiring a level of compassion. The examples below form a *baseline guide only* and may be increased depending on the severity of the rules broken.

- Ignoring COVID-19 Emergency Control Procedures – Fines ranging from \$10 to \$150
- First time caution for being present while not drinking at a room party but also not doing anything to uphold the rules – minimum \$50 fine.
- First time caution for drinking in College, with no previous disciplinary history – minimum \$75 fine.
- Hosting people in your room drinking, you are drinking but have no previous disciplinary history – minimum \$150

Subsequent disciplinary issues may result in greater penalties being applied. Repeat offending in relation to the alcohol rule has historically resulted in residents having their membership contract terminated. Parents of residents who are under the age of 18 may be informed that drinking of alcohol has taken place. The measures above will also apply, as relevant.

d. Serious Discipline Situations

Serious discipline situations are those which may lead to sanctions such as suspension or dismissal.

In the case of a serious discipline situation the person concerned will be allowed to present their side of the case. After this, except in the most obvious or exceptional cases, there would normally be a delay of approximately twenty-four hours before any decision is given, to enable other consultations to take place.

Serious discipline matters will be dealt with by the Master of the College. In circumstances that result in suspension or dismissal, you remain financially liable for all fees associated with your position until a suitable replacement can be found. The Master's decision in these matters is final.

MEALS (7.0)

7.1 Meal Times

During session, unless otherwise stated, meals are served between the following times:

	<i>Monday to Saturday</i>	<i>Sunday</i>
Continental Breakfast	7.30am - 10.00am	7.30am - 10.00am
Cooked Brunch		10.00am - 1.30pm
Lunch	12.15pm - 1.30pm	12.30pm - 1.30pm
Dinner (except Formal Dinners)	5.15pm - 6.30pm	5.15pm - 6.30pm

7.2 Dietary Requirements

Vegetarian and gluten-free meals are available by prior arrangement. Special dietary requirements cannot be guaranteed, though the Catering Manager is happy to discuss specific dietary needs and will endeavour to accommodate your requirements.

Self-catering facilities are not available in New College.

7.3 Meal Plan and Credits

Chartwell's integrated point-of-sale (POS) system is used at both the kitchen meal race and at the Café, where your College residency number (same as the Portal ID) will identify you as a current resident.

Your number can be obtained from Reception. You should not share your number or allow other people (residents or non-residents) to use your account.

The Chartwell's POS system manages the meal plan entitlements of New College residents, with meal credit added automatically each week. Residents are entitled to 3 meals per day 7 days per week; that is, a total of 21 meals per week.

Unused credit of up to 4 meals each week can be rolled forward to supplement the 21 meals credited at the beginning of the following week.

Cumulative totals will be cancelled at the beginning of weeks 6 and STUVAC of each academic term.

Residents have the option of using up to 4 meals (of the 21 allocated weekly) per week plus any previously accumulated credit to purchase food, drinks and other items from the Café.

Purchases can also be made with cash from the Café.

Non-residents (including family, friends and guests) are not permitted to use the meal race or any resident's meal code but must instead purchase any meals through the Café.

Residents are not permitted to use the meal codes of other residents. Residents **MUST** enter their residency number every time they take a meal from the meal race or the Café, **including at breakfast and for seconds of any meal**. Provided your code is entered within 30 minutes of your first meal, seconds will not deduct an additional meal credit, but helps the kitchen manage the catering volumes required.

7.4 Late Meals

During the three term periods (not including vacations, Prep Week or O'Week), late lunches will be available until 2.30pm, and late dinners until 8.30pm (this is limited to two hours after the close of the kitchen for hygiene reasons). All late meals are to be collected from the Café but may be eaten in the Dining Room or Café areas.

Meals outside these hours may be arranged through consultation with the Catering Manager or by filling in a form in advance (located at the end of the Meal Race). The meals will be stored in the Dining Room fridges.

Meal race and Café dinners (including late dinners) are not available on Formal Dinner evenings.

7.5 Packed Lunches

Pre-prepared lunches are available. Arrangements should be discussed with the Catering Manager at the beginning of the term. Your student account will be debited when you pick up your lunch.

A (labelled) plastic lunch box should be supplied to the kitchen the night before the lunch is required and can then be collected in the morning.

7.6 Café Meals

During term times the Café will be open from 11.30am-2:30pm and from 5:00pm-8.30pm daily. Residents can obtain food and drinks during these hours. The Café does not open during evenings on Saturdays or during lunch on Sundays. On days when Formal Dinners are held, the Café will close after the lunch shift at 2.30pm. These arrangements are subject to review.

7.7 NCV Meals

A number of residents from New College Postgraduate Village elect to eat their meals (lunch and dinner) in the New College Café. The NCV residents will obtain and often eat their meals in this space but are also allowed to use the other tables in the Dining Room. NCV residents are not permitted to use the kitchen meal race except when the Café is closed, or during other temporary arrangements as approved by the Master. NCV residents are only allowed access to the ground floor, except when in the company of a New Collegians.

7.8 Meals for Guests

Guests can eat at the College but **must pay for and obtain all meals through the Café. The main meal race is for the exclusive use of current residents, staff, board members and visitors meeting with staff or board members.** You may entertain your visitors as guests in the Dining Room under the following arrangements:

- a. Guests need to pay for their meal at the Café, even when provided via a resident's account. You can debit your account at the Café terminal or pay using cash or card facilities.

- b. Residents may **not** 're-use' their residency number at the meal rate for guests or permit anyone else to use their account.
- c. If you are expecting more than 2 guests, you should make prior arrangements with staff.

7.9 Dining Room

The Dining Room is provided for the enjoyment of residents as a place for meals, study and meeting with others. As such, it is everyone's responsibility to abide by basic rules relating to cleanliness, attire and behaviour.

To ensure the proper functioning and use of this space, attention is especially drawn to the following:

- Shoes **must always be worn**.
- All crockery and utensils must be returned to the kitchen servery at the end of the meal.
- Clean up any mess that you create.
- Food fights are absolutely forbidden in the Dining Room, and indeed, any part of the College.
- Crockery and/or utensils may be taken upstairs, but they must be returned to the kitchen promptly.
- Dirty crockery or cutlery found in rooms may result in a conversation with the Dean. This can be viewed as sign that general wellbeing and collegiality are not being maintained.

For respect and hygiene reasons, breaches of the above terms will be subject to disciplinary action.

Toasters are provided in the dining room. These are on a timing mechanism and will not operate during the middle of the night. When you are finished with a toaster, it should be turned off using the left dial to avoid potential fire hazard. Care should be taken when using the toasters, and they should never be left unattended with toast in them.

7.10 Tuesday Night Suppers

Supper is provided in the Dining Room on Tuesdays each week at 9.00pm.

All residents are encouraged to join this important social occasion as community announcements are made at this time and the weekly plans of College announced.

FINANCE (8.0)

8.1 Deposit and Bond

A bond of \$1000 is payable upon acceptance of membership into New College. In addition, a holding deposit is required at the beginning of each contract period. The holding deposit represents an initial payment towards the fees for the contractual period, while the bond money is a one-off payment held throughout your residency.

The bond money is refundable on terminating residence after all obligations to the College have been met. Vandalism, damage to common property, fines, outstanding fees, loss of property and excessive resource use may be charged to the bond.

8.2 Membership Period

Membership is typically for the academic year consisting of the three UNSW trimesters unless individual contract arrangements have been agreed (i.e. short-term international exchange).

Fees are charged for the whole contract period, and residents remain liable for the full fees of the contract. In 2021, standard contracts consist of one continuous 44-week period of residency (308 nights), incorporating the three teaching terms, including stuvac and exam periods, plus breaks. Medicine students and any other students with semester-based courses are provided with the same 44-week contract, to ensure it covers the teaching requirements of their course.

Acceptance of membership is a contract of financial responsibility for the whole of this period. IT IS EXPECTED THAT RESIDENTS REMAIN FOR THE WHOLE YEAR. Varied contracts are only by approval of the Master in exceptional circumstances, which may include academic reasons. Resident membership usually only concludes at the end of the contract, unless electing to return the next year, and can only be varied with the approval of the Master.

8.3 Invoicing of Fees

(i) Upfront Payment Plan

Fees are to be paid upfront by the date shown in your contract in order to be charged at the upfront contract rate. If fees are not paid by the due date, contracts are switched automatically to an Instalment Plan Membership Fee (at the slightly higher cost) for the remainder of the year and a switching fee may be applied.

(ii) Instalment Repayment Plan

On an instalment plan, fees are payable in 9 equal monthly contributions over the course of the contract. The dates for direct debits are the 10th day of each calendar month of March through November (or on the next business day when the 10th falls on a weekend or public holiday).

If upfront payment obligations are not met, a catch-up instalment is payable at the beginning of the month instalments commence.

No rebate will be provided for temporary absences during the year, unless it is approved by the Master that any such absence warrants a reduction in fees. Any application for a rebate must be made in writing to the Bursar.

8.4 Student Financial Assistance

The College has established a Bursary fund to be used for the assistance of students facing economic hardship. The fund is operated on an entirely confidential basis and those with a need should approach the Master or Dean of Residents personally.

The College also has a limited number of scholarships that are awarded each year to students of merit, typically based on financial strain or hardship. The details of how to apply is found at: <https://newcollege.unsw.edu.au/admissions/scholarships-bursaries>.

MISSION, COAT OF ARMS & MOTTO

(9.0)

9.1 Mission & Vision

Mission

We cultivate outstanding university campus communities of academic excellence and pastoral care, shaped by Christian faith and values, where every student can flourish.

Vision

To be known as the premier family of university residential colleges in Australia — communities that, through our Christian foundations, inspire intellectual, moral and spiritual development to prepare men and women for service and leadership.

9.2 Coat of Arms

The description of the College Coat of Arms is as follows:



**"Argent two chevrons sable,
on a chief azure, an open book proper
between two mullets of eight points argent!"**

The book is symbolic of the College's relationship with UNSW; the two stars of the College's link with the Diocese of Sydney; the chevrons of the College's namesake New College, Oxford.

9.3 Motto

Taken from the Latin version of Psalm 111:10

'INITIUM SAPIENTIAE TIMOR DOMINI'

means

'The Fear of the Lord is the Beginning of Wisdom'

The 'Arrernte Hanging' in the Dining Room symbolises the College motto in traditional Aboriginal art form.

At Valediction, eligible residents are presented with a commendatory shield which includes the Coat of Arms and Motto.



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