

NEW COLLEGE POSTGRADUATE VILLAGE



# NEW COLLEGE

## POSTGRADUATE VILLAGE



## 2023 RESIDENT'S HANDBOOK (version2)

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## 1.0 INTRODUCTION

### 1.1 Master's Welcome

#### **WELCOME TO NEW COLLEGE POSTGRADUATE VILLAGE!**

New College was established in 1969. It is based on the Oxbridge model of college life, and it seeks to educate the whole person.

Immediately after the Second World War, a small group of Christian academics and intellectuals formed the New Universities Colleges Council (NUCC). NUCC no longer exists but it is from this group that the New Colleges at UNSW get their name. Our older sister 'college' New College is located diagonally opposite with the main college administration and is also home to 247 undergraduate students.



While the communities of New College and New College Postgraduate Village (NCV) are largely separate, both communities share the same heritage and are concerned with the intellectual, social, and spiritual development of the residents. Both colleges are places that seek to make a difference to people's lives.

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 within the modern university, the university college offers one of the last opportunities for membership of an intellectual community where members can explore ideas and challenge each other to consider their place within the world, not just the university.

NCV 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. 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. Residents contribute to one another's lives. 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.

Adjunct Professor Bill Peirson  
Master

## **1.2 Living at NCV**

This Directory contains several rules and procedures that help to ensure that New College Postgraduate Village is able to 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, and 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 within the community or even in a University owned hall of residence. Being a member of the overall New College community is a privilege extended to a relatively small number of people. With this membership come rights and responsibilities.

Admission to New College Postgraduate Village 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, will comply with rules & regulations of the college; will maintain a high standard of integrity and honesty; and will 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 contribute to the further development of the quality of campus life.

The following general principles provide an indication of 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 Postgraduate Village. The specific examples are intended to be illustrative rather than all-inclusive to provide 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 the majority of residents. If any subsequent changes to the directory are required, residents will be informed at the time, the most up to date version will be on the website.

## **1.3 General Information**

New College Postgraduate Village is a residential academic community in The University of New South Wales. It is committed to the academic and intellectual ideals of the University with a specific focus on postgraduate accomplishment. Therefore, the College strives for the development of the highest level of intellectual excellence and cultivation of a stimulating and enjoyable living environment.

The Anglican foundation of the College gives special motivation to our educational and social goals. The Anglican tradition has a long history of devotion to scholarship and of involvement in society and these are crucial. Scholarship and social involvement are the hallmarks of our community. To achieve these goals, the College conducts several programs.

## **1.4 Resident Student Program**

This program offers accommodation, tutorial assistance, pastoral care, and community activities. 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.

## 1.5 New College Lectures

In 1986 the College set up a Trust to conduct an annual series of public lectures within the College. The Master chairs this group and is responsible for the conduct and planning of the Lectures. 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, and a specialist field of knowledge.

## 1.6 Centre for Christian Apologetics, Scholarship and Education

CASE (<http://www.case.edu.au/>) was established in 2002 and grew out of the New College Institute for Values Research that was established in 1987. The Centre promotes understanding of important contemporary issues from a Christian perspective. It does this by engaging people of all persuasions in dialogue, debate and discussion concerning contemporary issues of broad interest. The Centre publishes books and conducts conferences, seminars, and research projects, all of which provide opportunities for Collegians to be involved.

The journal *CASE Quarterly* is free to all members of our residential community. The Master will encourage collegians to contribute to forthcoming issues of *CASE Quarterly* and is keen to see collegians thoughts and creations used to promote wider discussion within the Australian community.

## 1.7 Academic Activities

New College Postgraduate Village has a proud tradition of outstanding academic achievement including an outstanding record of successful doctorates, University Medallists as well as numerous other awards and prizes. The College promotes this strong academic tradition by maintaining active engagement with UNSW and through our strong academic tutorial and research programs (see below).

The College further supports this tradition through several programs including:

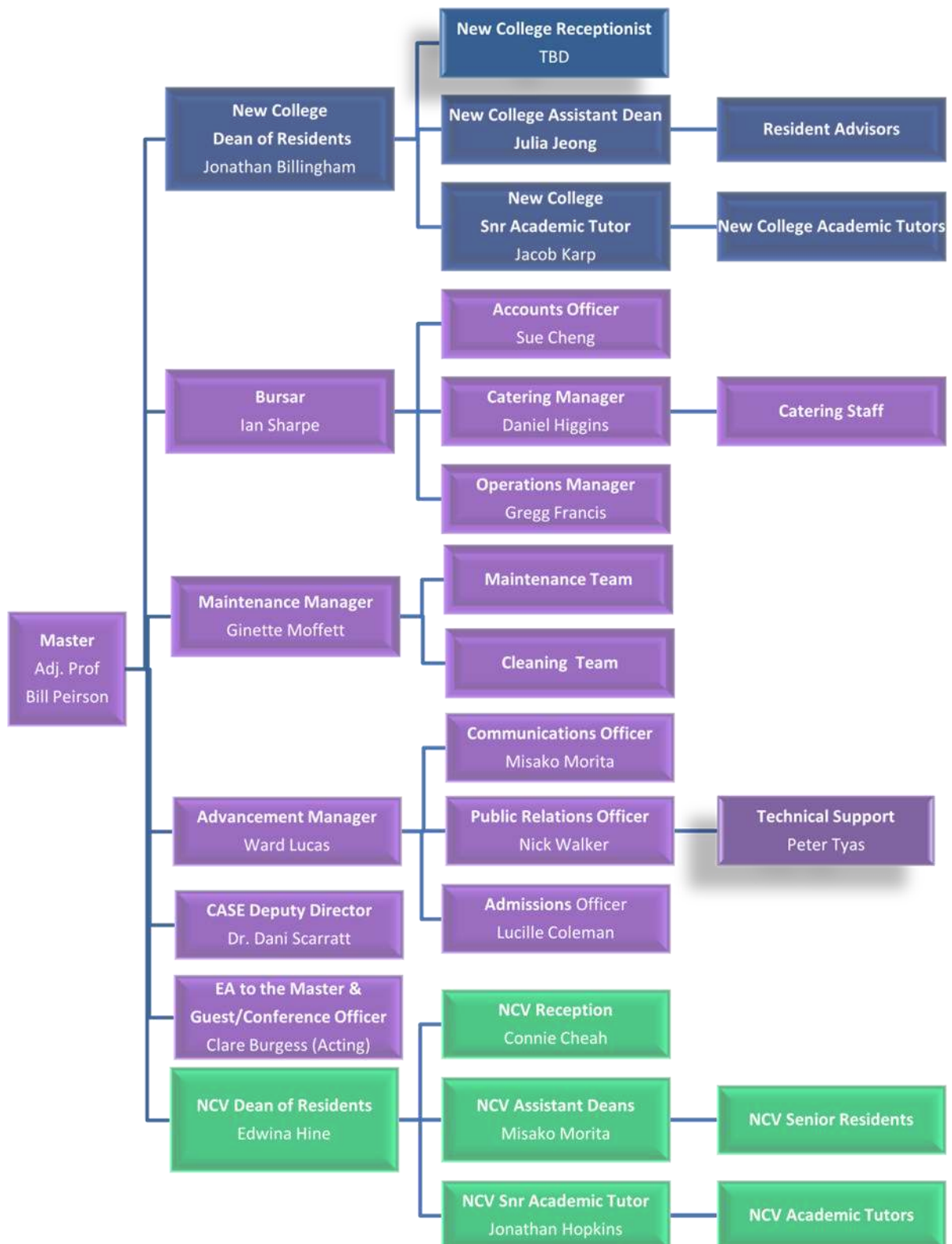
- addresses at Formal Dinners from distinguished scholars and leaders;
- access to the programs and activities of CASE and the New College Lectures.
- involvement of visiting academics, senior staff, and postgraduate students in college life.

The 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 further enrich the life of the College. These conference activities also provide a substantial subsidy for college activities including the Resident Student Program.

## 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 whose members maintain an active interest in the NCV community.

### 1.9 Organisational Chart





## 2.0 The NCV Staff Team

2.1 The Master – Adjunct Professor Bill Peirson is the Master of New College and New College Postgraduate Village. Bill is a former director of the Water Research Laboratory at UNSW. He commenced as Master in November 2016 having been Dean of New College prior to that. Bill is married to Ruth, and they have three daughters and two sons in law. Bill and Ruth often attend NCV social events and love getting to know residents in both of our communities. Bill gathers with an eclectic crowd early on weekend mornings to play touch football no matter what the weather.

2.2 The Dean – The Dean is Edwina Hine. To contact the Dean, email [ncvdean@newcollege.unsw.edu.au](mailto:ncvdean@newcollege.unsw.edu.au)

The NCV Dean oversees the pastoral care and academic tutorial programs for the residents at New College Postgraduate Village. This involves coordinating the NCV Senior Resident Team and Academic Tutors. The Dean works with Lucille Coleman on the NCV admissions process. They live on-site at New College Postgraduate Village.

### 2.3 Assistant Dean

Misako Morita (Level 6) Completed her Master's in Public Relations at UNSW in 2021 where she also served as the Senior resident on Level 7. She was the Joint Assistant Dean in 2022 and will be the Sole Assistant Dean in 2023, her special focus will be International Students, Upper year residents and Pastoral Care. She also works as the Colleges' Public Relations Officer.

2.4 Senior Academic Tutor – Jonathan Hopkins is our Senior Academic Tutor. He oversees the team of Academic Tutors, runs the regular NCV Research seminars, and organises activities for our post-grad residents. He has experience on the College Tutoring and Senior Resident teams. Jonathan is completing his PhD in Materials Science and Polymers. He currently resides in a studio on Level 4.

### 2.5 Senior Residents –

The Senior Residents provide pastoral care and support to the residents of NCV. Outside of business hours they will be able to let you into the building if you are locked out. They should be your first point of contact for any issues you may be having. To contact the Senior Resident on Duty please call ph. 8344 4500 anytime of the day or night.

Chandler Corrigan – commencing his second year as a senior resident and is completing his degree in Honours degree in Engineering and Mathematics. He lives on Level 7.

Aida Payab – commencing in 2023 as the level 5 senior resident. She is completing a master's in food Processing Engineering.

Shrey Dixit - Moved into NCV 2022, quickly establishing himself in the community, serving as a Monitor and then a Senior Resident later in the year. He will continue in 2023 to be the Level 4 senior resident.

Clare Freeman- commences her first year in NCV as a Senior Resident on Level 3. Yet she has a strong history of serve in the New College Communities, serving as the New College Senior Academic Tutor in 2021, she is completing her Mechatronics Engineering degree returning to college working in 2022 on Mechatronics placements.

Bejai Cobbing- completing a Honours in Software Engineering, he moves to NCV as the Level 2 Senior Resident. An sportsman, to it hoped the enthusiasm he showed in New College will be harnessed here at NCV as more active events are planned in 2023.

Michael Tran- Already holds a degree in Construction Management he is completing a second in Aviation. He commences his Senior Resident position looking after Level 1.

In 2023 there will be a small team of Monitors Residents who will remain employed to cover duty shifts (to support our Assistant Dean, SRs and Tutors cover the out of hours duty shifts)

2.6. Senior Ministry Resident – Andrew Barich is doing a ministry internship on campus. Andrew will co-ordinate the NCV Bible studies and be involved in organising our monthly College Christian services. There will be discussion groups and other events organised by Andrew for those interested in learning more about the Bible. He lives on Level 5.

2.7 NCV Reception – Ms Connie Cheah is the Receptionist and has been working at NCV since it opened. [NCVReception@newcollege.unsw.edu.au](mailto:NCVReception@newcollege.unsw.edu.au)

2.8 NCV Admissions Officer – Ms Lucille Coleman is the Admissions Officer for both New College and NCV. She handles all aspects of the admissions process and sends out Returning Resident contracts. [admissions@newcollege.unsw.edu.au](mailto:admissions@newcollege.unsw.edu.au)

2.9 Maintenance Team – Ms Ginette Moffett is our Maintenance Manager and heads a team that includes Daniel Zonneveld, and Anton Leron. Maintenance staff are free to enter your room (after knocking first) to undertake any necessary work in your room.

2.10 Cleaning Team – A team of cleaners work around the building each day. Cleaning staff are identified by their blue shirts and have permission to enter your room (after knocking first) to undertake the weekly cleaning in your room.

2.11 Finance Team – Mr Ian Sharpe is the Bursar and Ms Sue Cheng is the Accounts Officer. Their offices are located at New College, just across the street. If you have questions about your account or wish to discuss matters related to payments, you can contact [accounts@newcollege.unsw.edu.au](mailto:accounts@newcollege.unsw.edu.au)

2.12 Welfare Health and Safety Committee – A combined NCV and New College committee chaired by the Bursar, Mr Ian Sharpe, meets quarterly. Any health and safety issues should be referred directly to the Dean. [NCVDean@newcollege.unsw.edu.au](mailto:NCVDean@newcollege.unsw.edu.au)

## 3.0 Academic Life at NCV

### 3.1 Academic Progress

As part of acceptance of an offer at NCV, it is expected that you will maintain satisfactory academic results in your program at UNSW. You are also expected to commit to performing to your highest academic potential. Failure to meet a satisfactory standard according to the UNSW requirements may jeopardise your place at NCV. If there are any factors that affect your ability to study, please see your Senior Resident or the Senior Academic Tutor for assistance. If the matter is confidential, please feel free to contact the Dean or the Master to discuss these issues. NCV will obtain copies of your academic results from UNSW each term.

### 3.2 Academic and Research Seminars

Throughout the year there will be a range of academic and research seminars held for residents living at NCV. These may be conducted by Academic Tutors, research students residing in the building or by academics and speakers who are invited to come and present. The seminars are designed to broaden your knowledge or to give you essential skills to be able to undertake your own academic program at a higher level. Living at NCV offers you the opportunity to mix with and learn from people involved in a very wide range of academic disciplines. Taking part in activities like God Conversations or Thinking Hard enables residents to explore the big ideas shaping the world, sometimes with a faith dimension to those conversations. Making the most of these opportunities will enhance your experience within college.

**3.3 The Research Community** – The Research Community meets fortnightly for dinner and topical presentations about the work being undertaken by research students living at NCV. It is aimed primarily for PhD candidates, but all residents interested in research are welcome. Residents often use the community gatherings to practice their conference presentations and to discuss current issues in research. It is a supportive environment that is unique gathering point for research students at UNSW.

### 3.4 Academic Tutors

NCV employs a range of Academic Tutors each year. The tutor team provides tutoring to residents free of charge in the major subject areas offered by the university. Tutors run seminars and teaching sessions throughout the semester as well as seeing students on an individual basis.

Residents seeking assistance from a tutor are encouraged to contact the relevant tutor directly via email or telephone to arrange a mutually convenient time to meet. Tutors will be able to offer more help if they are contacted early and can therefore assist with exam preparation or assignments before the work is due. They will meet with residents in the Tutorial Room on Level 1 (located near the Reading Room).

If you are looking for assistance with a subject or topic not specifically covered by one of the tutors, please contact the Senior Academic Tutor. The SAT may be able to connect you with another resident who has the academic skills to offer you support or point you in the direction of on-campus support that you may not be aware of.

The noticeboards on each floor and the Weekly Notices will have a list of the Academic Tutors, the subjects they cover and the contact details for each person.

### 3.4.1 Tutorial Room

If you walk down the corridor past the NCV mailboxes you will find the Tutorial Room through the glass doors in front of you. Tutors will use this room for their publicly advertised tutoring hours so you can drop in there without an appointment to seek tutorial support.

The tutorial room is also available for residents to use (when it is not booked by tutors). It is a useful space to do group assignments or as a late-night study space. Please ensure you leave the room clean and tidy after use.

### 3.5 Printing and photocopying

There is a photocopier and scanner available. Scanning is free. The photocopier is coin-operated. To use the printer, you will need a voucher available for purchase during business hours from NCV Reception.

### 3.6 Scholarships available through NCV

NCV has a small number of academic scholarships that it can award to residents at the beginning of each academic year. To obtain the most up to date information about NCV Scholarships please check the website <http://www.ncv.unsw.edu.au/university-accommodation/scholarships-and-bursaries>

### 3.7 Study Spaces around the building

Sometimes studying in your room all day can feel isolating, so there are several study spaces you can utilise around the building. On levels 2, 4 and 6 there are study spaces with good natural light that individuals or groups can utilise during the day. On Levels 5, 6 and 7 there are individual study desks, tucked into the space between the stairwell and the #.39 apartments, which look out over the Level 4 terrace. Again, these individual desks have good natural light and provide you with a different location to work.

The Reading Room and the Tutorial Room offer quiet spaces for group work at night. Please feel free to use and take any books that are on the shelves of the Reading Room. We collect books every Term that people leave behind so please make use of what is available.

There is a Tutorial Room next to the Reading Room. This is often used by the NCV Academic Tutors but is available for small student groups to use for group work. Academic Tutoring has priority booking on this room but if it is not being used for that purpose you are welcome to study there.

During exam periods, the Main Common Room (MCR) is often set up with study desks so that students may utilise this space for exam preparation or essay writing. When working in the MCR during this period we suggest you use headphones and keep noise to a minimum. As there are other spaces to study and nowhere else to play the piano, residents wanting to play piano can do so even if people are using the MCR for study purposes.

## 4.0 Community Life at NCV

Residents will gain more from their experience of living at NCV if they become involved in some of the myriad of social activities that are put on throughout the year. NCV is an active community and people are keen to make friends and welcome newcomers. We encourage residents to speak to others in the lifts, while they are doing their laundry and to get to know the people living around them. You will gain much more from your experience in college if you get to know a wide range of people and participate in the social activities that are organised for residents.

We are a rather unique community within the university due to our emphasis on providing accommodation primarily for postgraduate residents. NCV residents come from many countries, have an older age profile than many other colleges, and study across a range of academic disciplines.

We have a great balance of academic and social programs and want our residents to do well while also having opportunities to have fun and make friends.

We want our community to reflect welcome, hospitality, and respect for all people. The way you engage with your neighbours is therefore important – take the time to get to know others and be a “good friend” to those around you.

We don't have a lot of community rules but those we do have are built around principles of maintaining hospitality, respect for all people and ensuring there is respect for one's neighbours.

See the section on Rules about living at NCV for more specific information on rules.

### 4.1 Board Games

NCV has a collection of board games that are available for residents to borrow. Games are stored in a locked cupboard in the MCR. To borrow a game, contact the Senior Resident on duty and return the game the same day. If you take a game overnight, you will be expected to return it either to the SR on Duty or to NCV Reception the following day. Residents will be charged for “lost games” if they are not returned within 24 hours.

### 4.2 Booking Rooms for Exclusive Use

The following rooms require bookings for exclusive use:

Main Common Room

Games Room

Level 4 Terrace

Reading Room

Tutorial Room

Private Courtyard (off the Main Common Room)

You must book rooms through Reception. Priority will be given to events open to the NCV Community.

Please note that approval will not normally be given for events that have a majority of non-NCV residents, or if large numbers of non-residents are to be involved.

NCV facilities must not be used for any fundraising or business activities without the approval of the Dean. This includes events designed to elicit sales or promoting special products or services. Events involving gambling are prohibited.

### 4.3 Christian community

While run by a Christian organisation, we welcome residents of any faith and of no faith at all.

Our Christian faith is important to us, and we are more than willing to help others come to an improved understanding. However, it won't be forced upon you. We do pray at official functions; Christian worship services are held regularly, and bible study groups meet in the building.

Bible study groups are open to all, and no previous Christian experience is necessary. There will be bibles available for those that don't have one and would like to have a copy. The Dean, the Assistant Dean or the Senior Ministry Worker will be happy to provide a bible to anyone who asks for one.

The NCV Christian Fellowship organises occasional weekends away and day trips to which all residents are welcome to attend.

### 4.4 Social Media

Each year there are various Facebook pages and Chat groups set up for residents of the building which provide information about community specific events and announcements.

If you are a resident in the building do sign up immediately to:

**NCV2023** – A group where you can easily communicate with others about social events, requests to borrow things and communicate quickly with others in the building. E.g., “We are going to the Rege, do you want to come along?”

**NCV Christian Fellowship** – the group for people specifically interested in Christian activities but open to all. See Andrew Barich for more information.

### 4.5 Meal Plan

For residents who would rather not do their own cooking, NCV offers a Meal Plan through the café that is located within New College (our sister college located across the street). Residents sign up for blocks of Meal Plan throughout the semester which enables them to have 10 meals (lunch and dinner only) provided through the New College Café. Meal Plan is charged at \$77 per week and you pay for the block of time at the beginning of each period. The Meal Plan week starts on Monday at lunchtime and ends on Sunday at dinner. You must use up all the meals during the particular contract block and cannot carry meals over into the next Meal Plan contract period. The kitchen plans its ordering and meal preparation on the number of people who sign up at the beginning of each contract and assumes you will eat, so if you don't eat, food that has already been purchased and prepared is wasted. At the end of each Meal Plan contract period, you have the option to sign up again or you can stop and not join the next contract period.

Once you have signed up for the Meal Plan, it is your responsibility to ensure you use all the meals available to you during the period because there are no refunds given. It is possible for you to invite a guest(s) to join you for a meal which you would purchase using your Meal plan money. Guests must enter and leave New College with you, and you are responsible for their behaviour while they are in the building.

Meal Plan blocks are advertised widely before they commence, and it is your responsibility to ensure you sign up by the deadline. Payment is made to NCV Reception using cash or credit card. A Meal Plan cannot be added to your room account it must be paid for in advance.

When you go to the New College café, you will be served through the café area only (unless otherwise directed). You will need to provide your StarRez number (ask NCV Reception for it when you sign up) and you pay using that number each time you take a meal.

When you sign up for Meal Plan blocks, your room access card will be coded to give you access to New College during the times the café is open. Usually between 12.15pm and 2.30pm for lunch and from 5.15pm to 8.00pm for dinner. Sometimes due to New College Formal Dinners the café will be closed, and you will need to make other arrangements for meals on these occasions. The nights when the café is closed are advertised in advance.

The Meal Plan is a great way to get to know other NCV residents because we encourage you to sit together in the café area and introduce yourself to other people who are at your table. Do take the initiative to offer welcome and hospitality to others in the café while you are having your meals.

#### **4.5.1 Special Diets and the associated meal credits**

The New College caterers have an excellent track record of maintaining scrupulous food standards while paying great attention to residents' dietary needs.

For each lunch and dinner, there will always be a vegetarian option available, so these following remarks do not apply to vegetarians.

We have had difficulty with people on very special diets (gluten-free, alpha-galactosidase, etc.) where special meals need to be prepared for one or two individuals. Some residents have insisted on special dietary arrangements but not given kitchen any notice that they are not dining. Consequently, the food and special preparation has been wasted yet the resident has wanted to retain their unused meal credit.

Please note that if you are on a special diet:

1. You must ensure that the Dean is informed, and this information is recorded in the college database.
2. Please also discuss your situation with the Chef Manager.

#### **4.6 Music (Bands and Choirs)**

Historically, NCV has had several active music groups that interested residents are encouraged to get involved with. There are various instruments that can be loaned to residents and the various groups perform at college events held during the semester, like barbecues or karaoke nights. If you would like to learn to play an instrument there may be people within the NCV music scene who would be willing to teach you. For more information about the band and the various music groups at NCV speak to your Senior Resident.

#### **4.7 Noise**

Noise that disturbs other residents is not acceptable between the hours of 11pm and 8am. If you want to make a noise complaint about noise that is impacting, you then you should first approach the individual concerned and ask them to stop the noise. If this fails to achieve the desired outcome, you should make a formal complaint to the Senior Resident by phone 83444500. The Senior Resident can come and deal with the issue while it is happening. People coming home late should avoid carrying on loud conversations or slamming doors when they are walking through the central courtyard or whilst in corridors.

Continued excessive or unreasonable noise may lead to action under the disciplinary procedures. See the section on Rules about living at NCV for more information.

#### **4.8 Parties and Gatherings**

Any gathering involving the consumption of alcohol in the building must have the approval of the Dean if:

1. There are more than 8 people involved. (Either residents only or a combination of residents and non-residents)
2. Loud Music or other loud activity is involved

*(This also includes if the gathering is a precursor to another event such as a Roundhouse Party or a night out in the city)*

If you wish to host such a gathering at NCV you need to seek written permission via email to the Dean [ncvdean@newcollege.unsw.edu.au](mailto:ncvdean@newcollege.unsw.edu.au) at least 48 hours in advance of the gathering taking place. Approval is not automatic, and you will need to include the following information in the email: start and end time for the event; approximate number of total attenders (be specific about numbers of NCV residents and numbers of non-residents likely to be in attendance). Also include where in the building you want to hold the gathering.

The host will need to acknowledge that they are aware of their responsibility for cleaning up immediately following the end of the party. They will be fined if the room/space used for the party is not cleaned when guests leave or if damage to college property has occurred.

The host is responsible for the behaviour of their guests who are expected to abide by college behaviour standards and be respectful of NCV residents, staff, and property.

If the Dean approves the party, they will ensure the Senior Resident team are aware the party has been approved.

See the section on Rules about Living at NCV for more information about rules which apply to parties and Gatherings.

#### **4.9 Pets**

The keeping of pets is prohibited. The only exception that may be permitted is for fish in a small fish tank (of no more than 20L capacity) but you need to have written prior approval from the Dean. No animals which can survive outside the tank will be permitted. Any water damage is the responsibility of the resident and should be cleaned up and reported immediately.

#### **4.10 Piano**

The grand piano in the Main Common Room is available for residents to use. You can book to play the piano for about an hour at a time (it can be longer during business hours). Please contact NCV Reception or the Senior Resident on Duty to make a piano booking. The piano is always kept locked and is ONLY for use by NCV residents. No food or drinks are to be placed onto the piano and you must lock and put the cover back on after use.

#### **4.11 Social Activities**

Regular social activity will help you maximise your experience of living at NCV.



Weekly suppers are held on Tuesday nights on each floor. Attendance at Supper is compulsory for Weeks 1 -3 each Term, please let your Floor SR know if you are unable to attend the compulsory suppers for any reason.

Supper is a casual, friendly meeting of the residents on your floor over sweet treats, tea, and fruit. Your SR will usually have news to share and there are often games or, at the least, friendly conversation. Attending supper is a great way to feel comfortable on your floor and to meet your fellow residents. During Term breaks, suppers are held in the MCR, Games Room or Terrace.

Formal Dinners are held each term, across the road at New College. These dinners are held in the Oxford/Cambridge tradition, and “corporate business attire” is the minimum dress standard.( see below and example of Collegians in suitable attire) Formal dinners feature three course meals and a guest speaker. The dinners are always well-attended by NCV residents in their finest. Book early so as not to miss out!

Regular participation in Tuesday night supper and attendance at Formal Dinners is expected during your time at NCV, but there are many other informal social activities that occur throughout each term.

Culture Night is always a highlight of the calendar. Residents work in teams to produce food from their home country and sometimes also perform musical items or dances. Getting involved in Culture Night is a great way to educate other residents about the place you are from.

Movie (film) nights are held regularly. Check out the newsletter and the Facebook page to be updated for the upcoming movies.

Senior Residents organise various social events for the people on their floor (and social events for the whole building) throughout the term. If you have an idea for a social event that you think other residents would enjoy, please speak to your SR who will help you to organise and promote the event to the appropriate audience.

#### **4.12 The Terrace**

Located on Level 4 is an outdoor terrace area. Residents can use the Terrace during the daytime as another place to study or socialise. Sometimes community events like summer suppers or barbecues are held on the Terrace. The space can be booked for private functions by emailing the Dean a week in advance.

#### **4.13 Weekly Notices**

Each week of the Term the Dean sends out the Weekly Notices via email to all residents of the building on a Tuesday afternoon. This is an important piece of communication, and you need to make sure you read it each week. It will be addressed to the email address you gave us and if you wish to change the email address it is sent to please contact either NCV Reception or the Dean.

## 5.0 Moving in or out of NCV

When you arrive at NCV, you will be given a Welcome pack which contains important information that you need to read and act upon. It is essential that you complete the Room Inventory Form and return it to Reception within 48 hours of your arrival. This document will be kept until you depart the room and is linked to the rental bond. If you don't understand what you need to do with the Room Inventory Form or why it is important, please speak to the Senior Resident on your floor or the SR on Duty.

You will also need to sign the key register so that we know you have arrived (or have moved out).

If you are going away for a couple of days break or for conference or holiday travel, it is essential that you let people know you are not in the building. Email [NCVReception@newcollege.unsw.edu.au](mailto:NCVReception@newcollege.unsw.edu.au) or [NCVDean@newcollege.unsw.edu.au](mailto:NCVDean@newcollege.unsw.edu.au). Do not give your room key so that others can access the college in your absence. Knowledge regarding extended absences from the building are very important in the management of emergencies.

### 5.1 Room Contents

Your room is supplied with a bed, bed linen, wardrobe, side table, chair, desk, desk lamp and bin. You are required to provide your own towels. Additional blankets are available from housekeeping for short-term loan if you need them, at a modest charge for laundering. For a complete list of your room contents, please see the Room Inventory lists in the handbook.

A room inventory form should be completed and returned to reception by you on both arrival and departure from NCV to ensure that the room is appropriately equipped and to account for missing items. NCV property is not to be taken out of the NCV without permission from Maintenance. Additional furniture is not usually allowed into the building.

Since your room is provided with reverse cycle air-conditioning, private heaters and fans are not permitted.

The NCV does not provide toilet paper, nor does it provide soap, shampoo, washing powder/liquid or other personal items. Residents can purchase such items from the Convenience Store on the ground floor or from local supermarkets.

You are responsible for any damage to your apartment/studio other than that resulting from normal wear and tear. The room inventory form you complete on arrival will be kept and checked again on your departure. Losses or damages are your responsibility, and you will be charged for them.

### 5.2 Tips for Apartment Living

The most basic tip is to ensure you get to know the other people who are sharing your apartment. You will be able to address most issues that come up by working together. You will enjoy your apartment experience more if you develop a supportive environment for each other.

You'll share a kitchen and the dining/lounge room space while each having your own ensuite bathroom facilities. Make sure you share the cupboard, fridge, and freezer space fairly. The apartment group is responsible for establishing some kind of roster system to ensure the rubbish and recycling are removed daily. Everyone must clean up after themselves and ensure the kitchen is left clean and tidy for the next resident. Apartment kitchens and living areas are inspected weekly by the Cleaning Supervisor.

In the ideal scenario you and those in your apartment can decide among yourselves regarding the shared purchase of some grocery items, you may even share preparation of meals and you'll work as a team on keeping the apartment clean and tidy.

If issues arise, try initially to have a conversation with the people/person involved. If that proves too difficult or does not achieve a satisfactory outcome do not hesitate to contact your Senior Resident and discuss the issue with them. They will be able to offer helpful advice and can mediate disputes or can inform the Dean if further action may be required.

Life will be much easier if you work hard at being a good "flatmate" and spend time getting to know the people you are living with.

Check with others in your apartment before inviting groups of your friends over. It's polite and shows respect for other residents. If your friends do come over remember you will be held responsible for their behaviour, and they must also abide by NCV rules. Remember that non collegians should not remaining in residual areas of the college after 11pm ( and before 8am) without prior permission of the Dean, (this includes the living rooms of the apartments).

Get to know other people living on your floor by attending supper and get to know others across the building by participating in social events.

When cooking in apartments, you are never to leave your food unattended. Always cook with the exhaust fan on and be careful when cooking on high heat with oils or meats that are likely to generate fat particles. (e.g., Salmon. Cooking salmon on the hotplate is the most common cause of fire alarms at NCV – learn how to cook salmon in the oven and save yourself the fire alarm fine.)

The Fire Alarm Risk in the .39 apartments is higher if you cook with the living area windows open as the breeze can pick up cooking particles and set off the alarm in the hallway. There are specific instructions on the fridges in these apartments and if you are unsure, please ask the Senior Residents or the Dean for advice before you start cooking.

It is worth keeping in mind that you can eat on the Meal Plan for most of the Term for the cost of one False Fire Alarm call out charge.

### **5.2.1 Shared Kitchens**

Kitchens in shared apartments have been fitted with an oven, hot plates, microwave oven, fridge, toaster, and kettle. Kitchenettes in studios are fitted with hot plates, a microwave, fridge, toaster, and kettle. An inventory of other kitchen items supplied in the kitchens/kitchenettes will be provided to you on arrival.

In apartments, residents are required to take part in a roster of activities to ensure that the common lounge and kitchen is kept clean. Do not keep cooking equipment on couches or leave them in piles on the tables. If kitchens are not cleaned, after a warning from the Dean, they will be cleaned for you and a charge will be applied to all residents of the apartment. Please speak to your SR or the Dean if you are having issues with other residents in your shared apartment about maintaining an agreed standard of kitchen cleanliness.

### 5.2.2 Refrigerators

Refrigerators are provided in the apartments for shared use by the apartment members. Apartment residents have both an individual and collective responsibility to ensure that the refrigerator is kept in a hygienic and orderly state. All items placed in the refrigerator must be clearly labelled with the name of the owner. Food should always be covered, particularly fresh meat, as bacteria can easily spread and cause health issues. Unlabelled or out of date items, may be discarded without notice by maintenance, residential staff, or other members of apartments. Any spill or leakage in the refrigerator should be addressed immediately. Any resident departing an apartment must ensure that all their ingredients are removed from the refrigerator prior to their departure.

### 5.3 Tips for Studio Living

Living in a studio means you will be in a room on your own and you'll have to be proactive about getting to know people. Start with the people in the rooms immediately around your own. Make sure you know the names of the neighbours on either side of you and across the hall within the first week of your arrival. Take some responsibility to look out for these people and if you are concerned you have not seen them for a few days let someone know – start with the SR on your floor or tell the Dean or NCV Reception. It may mean someone is sick and we need to offer them some support.

Come regularly to supper so you get to know others who live on your floor. Participate in social events so you meet people on other floors!

Take responsibility for keeping your studio neat and clean. Make sure you wash up regularly, keep food in covered containers to avoid ants and cockroaches becoming a problem. Open the windows regularly to ensure you have fresh air circulating and to avoid mould or damp issues.

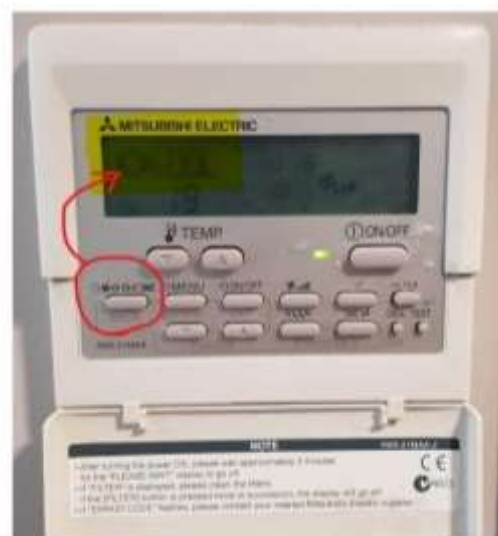
## 6.0 Practical Information about Living at NCV

### 6.1 Access Card to enter the building

You will be given access to the building on the day you arrive for the start of your contract period. Building access is generally coded electronically onto your UNSW student card but sometimes people are issued “Temporary Access” cards until they obtain a student card. If you lose the card that gives you access to the building, please report that to NCV Reception immediately so that the card code can be cancelled to prevent unauthorised entry to the building and your room. Residents are charged \$50 for the replacement of lost cards. **Under no circumstances are you permitted to give or lend your building access card to anyone else.** Friends visiting you for social events at NCV cannot use your card to gain access to any part of the building they must be always accompanied by you.

### 6.2 Air conditioning in rooms

While each room has its own air conditioner unit, the centralised air conditioning system determines when it is on “Cool” or “Heat” mode. Once the system has been switched to either Cool or Heat it will not work effectively in the other mode in your room. Trying to override the system will damage the system and impacts the effectiveness of the system for the people in the rooms around you. We generally switch over once in the winter to Heat and once in the summer to Cool. The weekly newsletter and signs around the building will inform you when this is happening.



Use the leftmost button indicated to swap between modes

NCV assumes the air conditioning will be in use for an average of six hours per day in every room. Please turn off the air conditioning when you are not in the room. If you have any questions about how to work the air conditioning please ask the cleaners, the maintenance team or the Senior Resident on your floor who will be able to show you how it works.

As a general guide the optimum temperature range for is between 20-22C. In summer don't expect the Air Conditioner to operate at full strength at 16C or in the Winter at full strength at 35C. They are not designed to run optimally at these extremes!

It is important that you do open your windows regularly to allow airflow and to avoid the build-up of mould or dampness in the room.

### 6.3 Bicycles

Bicycles must be stored in the Basement.

Bicycles must be tagged so that we know who owns them – see Reception to obtain a bike tag.

Bicycles are stored at your own risk – we suggest you use D Locks for security purposes. We have had bikes stolen from the basement storage area.

You should keep a record of your bike identification number and a photograph of what it looks like in case you need to be able to identify it at any time.

We recommend you become a member of Bicycle NSW, which also provides insurance for your bike or yourself in the event of accident or theft <https://bicyclensw.org.au/membership/>

NCV reserves the right to sell bicycles that are deemed to be abandoned at particular points in the year. Money from the sale of abandoned bikes is directed to social events and the purchase of board games, music, and sports equipment.

### 6.4 Car Parking

Limited spots are available in the underground car park for a fee of \$77 per week.

NCV Reception allocates the car spaces and preference is given to people who want to take a space for the whole term. Sometimes there are spaces available for shorter terms, of a week or two, but this needs to be negotiated with NCV Reception

Cars are stored at owner's risk and must only be parked in the bay assigned to you.

### 6.5 Cleaning and Rubbish Disposal

Cleaning is compulsory at NCV. Your bedroom and bathroom will be cleaned once each week by the NCV cleaners. This will happen on a weekly cycle and there will be signs on the noticeboards to indicate what day cleaners will be on your floor.

Cleaners wear New College blue polo shirts and have permission to enter your room after knocking to enable them to be able to complete their work.

Cleaners will vacuum the floor, clean the bathroom, and leave you with fresh bed linen each week. You need to make sure that you have taken the sheets and pillowcase off your bed and have left them in a neat pile on the bed for the cleaners to collect. They will replace the dirty linen with fresh linen, and you are then expected to remake the bed yourself.

Cleaning staff are expected to cover 500 rooms between both college buildings. The cleaning of rooms needs to be done in a logical sequence. They cannot come on demand, please do not ask them to "come back later" they need to be efficient, backtracking to your room at a later time is not an option.

If you have never had to make your own bed before and don't know how to do that, please contact your Senior Resident or the Dean who can give you a lesson in how to make the bed.

Residents will be fined if they sleep on the bare mattress and don't use pillowcases. This practice can lead to skin conditions and is unhygienic. Make sure you change the sheets over every week.

Cleaners are instructed NOT to move your personal belongings so the amount of cleaning they can do in the room is dependent on you. Please pick up things off the floor to ensure they can vacuum and leave your desk tidy so that they can do some dusting around your books and other items.

Cleaning the kitchen is always the responsibility of the resident. In a studio this means you need to ensure you wipe down the cook top regularly and do your own washing up. In an apartment, the residents are jointly responsible for kitchen and living area cleanliness. The Senior Resident on your floor can help you design a cleaning roster if your apartment group is unable to do that on your own.

Rubbish bins in apartment kitchens need to be emptied daily. Small bags of rubbish can go in the rubbish chute located on each floor. Remember that there are bends in the rubbish chute design so large bags of rubbish, metal items like saucepans and things like doona covers will get trapped and block the chute. Take these items to the shared rubbish bins in the basement.

Please ensure you take the rubbish and recycling to the bins frequently. Additional cleaning charges can be applied throughout the year if this is not happening in your room or apartment.

If you have never had to clean your own room before and don't know how to do that, please contact the Dean who can give you a lesson in basic room cleaning.

Cleaning fines are issued to residents if the condition of their room is deemed "unacceptable".

#### **6.5.1 Medical Equipment disposal e.g., Needles**

If you have a medical condition that requires use of needles, please ensure that the Dean is informed so that appropriate disposal can be provided and maintained.

#### **6.5.2 Personal Hygiene product disposal**

The toilet system should not be used for the disposal of items relation to personal hygiene. Personal hygiene products should be appropriately wrapped and placed the bin for hygienic disposal via the garbage system.

#### **6.5.3 Garbage Chutes**

Garbage chutes are provided in the southern corridor on every floor. Please place all rubbish in plastic bags and deposit them in these chutes daily.

DO NOT force large bags or objects into the chutes, as this will block them and cause problems for the whole building. If the bag doesn't fit in the chute, take it to the large bins in the basement. DO NOT drop glass down the chute. The noise created is disruptive for residents in the Southwest corner of the building.

If excess rubbish accumulates in your room or is left behind following your departure, staff will remove it and you will be automatically charged \$50 for its removal. The rubbish & recycling cupboards are locked each day from 11.00pm till 8.00am to reduce noise within the building.

#### **6.5.4 Recycling bins**

Recycling bins are provided in the rubbish cupboards near the chute on each floor for recyclable materials. NCV encourages students to recycle paper, plastic, and glass. There are recycling bins on each floor, which residents are encouraged to use appropriately. If you decide not to recycle, please dispose of all your rubbish in the rubbish chutes. Don't ruin the recycling by adding items that can't be recycled. Pizza boxes cannot be recycled.

### 6.5.5 Clothing Recycling

Clothing Recycling at the end of the Term is often organised by a resident of NCV to avoid adding unnecessary items to landfill. There is a Vinnie's store opposite Churchill's Hotel in Kingsford, and you can also take clothing, books, kitchen items and other things you no longer need there throughout the year for people who might need them.

## 6.6 Contracts

NCV issues contracts to new and returning residents throughout the year. Standard length contracts are 48 or 44 weeks long.

If you have questions about your contract or need to discuss contract options outside the standard 48 or 44-week lengths, please make an appointment with the Dean of Residents through NCV Reception.

6.6.1 Break Contract Early Fee – NCV charges a fee if a resident chooses to break their contract early. Residents are also required to continue paying the residential fees prescribed by their contract until a new resident is found to take over the remaining contract period.

It is the responsibility of the resident to understand the nature of the contract issued and to ask questions before signing the document. NCV contracts are legally binding, and you are agreeing to pay the residential fees for the room for the entire period of the contract.

It is best to discuss any issues you may be having that will impact your contract with the Dean as soon as you become aware of them. The Dean will be able to help you work through potential solutions or alternate pathways, but it is always easier to find mutually acceptable outcomes when we have time to work towards them. Don't wait to make the appointment, bring the Dean into the conversation as soon as possible.

## 6.7 Damage to College Property

It is important to us that NCV is well looked after because we want to offer great facilities to our residents. People who damage property will be charged for the cost of the damages. Where equipment or facilities are left in a state that requires special cleaning, those responsible will be charged the cost. Residents should not remove furniture or lift carpet tiles within their rooms or common areas. Residents may be charged for relaying carpet tiles or relocating furniture.

## 6.8 Door Locks

Bedroom door locks at NCV work on a battery system and these doors do not lock automatically – you need to lock (or open them) using your access card. When inside your room the door will always open from the inside (even though it may be locked from the outside). Please check when you are leaving your room that the door locks behind you. If the lights flash green/red alternatively 6 times this means low battery, please report this via the Maintenance book promptly so staff can change the battery. If the battery goes completely flat, it is a hassle to repair – especially on a weekend when maintenance staff are not on duty. Ask Maintenance staff or your SR to show you if you are not sure how your bedroom door lock works.

## 6.9 Electricity

The reasonable cost of electricity is included in your fees. However, excessive use of heating and cooling will lead to additional charges. The allowance for electricity is based on an assumed use of



heating and cooling that does not exceed an average of 6 hours per day (on average in any month). Every room is individually metered and checked monthly. Excess charges will be billed quarterly.

Rooms have paired electricity so if the power is tripped in one room it may also cause the power to go off in the room next door. The two most common causes of this happening are either too many devices plugged in at one time or water getting into the cooking elements. Both causes are easily avoided. If the power does get tripped, contact NCV Reception or the Senior Resident on Duty who will be able to assist you.

## 6.10 Electrical Appliances

Electrical appliances can present safety risks. Using non-compliant equipment, adaptors or devices is VERY dangerous. In Australia, several people were killed in 2014 using overseas appliances that were not compatible with Australian electrical standards. As a result, residents need to ensure all their electrical items meet approved "Australian standards" and have any electrical devices purchased overseas checked by maintenance staff BEFORE use. **Additional heaters and electrical bench-top cookers or convection ovens are not permitted. (Even if they are acceptable safety ratings - they require too much power supply)**

**Residents must have any non-NCV electrical appliances checked before use.**

Any electrical equipment that does not meet Australian safety standards will be confiscated. The Maintenance staff have a series of replacement cables they can give you to replace cord/cables that do not meet Australian standards.

Below is the acceptable safety standard symbol you should look out for on your electrical equipment. Please note the safety symbol does not negate the requirement for maintenance to check the appliance first. (The CE qualification is the only other certification accepted in the college alongside the Australian)



Australian Safety symbol



CE Symbol confirms the appliance has conformity with European health, safety, and environmental protection standards: and manufactured to EEA standards.

## 6.11 Fee payments

NCV charges a fee for membership of the community. Generally, this entitles you to 48 weeks' accommodation. You may stay longer than this at a weekly rate. You will not be given refunds if you arrive late or leave early. The 2023 rates can be found on the NCV website.

A deposit of \$2000 and a bond of a further \$1,500 are payable upon acceptance of membership. Your bond money is refundable on terminating residence after all obligations to NCV have been met.

(Vandalism, damage to common property, fines, loss of property, underpayment of fees and excessive resource use may be charged to the bond).

## 6.12 Fire Alarms

Fire Alarms are one of the things that drive people living in residential colleges crazy. Make sure you understand how the fire alarms work in your studio room or apartment.

The simple steps to avoid setting of the Fire Alarm are:

1. Never leave your cooking unattended.
2. Ensure your range hood (located above the cooktop) is on (that means it is pulled out) and operating when you are cooking.
3. In an apartment cook with the common area/kitchen windows closed to avoid the wind blowing away from the range hood.

False Fire Alarm call outs cost NCV \$2000 when the back to base alarm is triggered and we automatically pass on a minimum of \$500 of this cost to the resident responsible. The amount charged back to residents can be higher than \$500 depending on the level of carelessness involved in generating the False Alarm call out.

Tampering with the fire alarm system is a serious offence. Residents found to be doing this will be subject to disciplinary procedure. There are a range of government laws that residential buildings like ours must comply with and people who tamper with fire alarms are breaking the law. It is a **minimum** \$100 fine for tampering with fire alarms in your room or in other parts of the building.

If a fire alarm goes off, all residents and guests in the building are required to evacuate the building immediately via the fire exits to the emergency assembly area in the car park near NIDA. There is a fire notice on the back of your studio or apartment door, please read it. Please do not use lifts when a fire alarm is occurring.

The greatest dangers from fire in a building like NCV are smoke and panic. If there is an actual fire, keep the doors closed because they will offer protection until the fire brigade arrives. Fire doors in internal corridors must always remain operable. They must not be propped open. There are hydrants and fire hoses at key locations within the building. 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. The internal corridors and stairwells have been fitted with emergency lighting in the event of a power failure.

Residents requiring assistance to evacuate down the stairs need to make their way to the designated fire stairs closest to their room and wait inside the stairwell for the fire brigade to arrive.

## 6.13 Grocery Deliveries

Woolworths and Coles supermarkets both have the option to do online grocery shopping and to have your order delivered to your home (for a small fee). If you decide to use this service, you must be present in the building during the delivery window you have allocated (remembering that the delivery might come later than the allocated timeslot due to heavy traffic). **You must include your room number and your telephone number** in the instructions for the driver so they can contact you to come and collect the groceries upon arrival. NCV will not hold grocery deliveries for any resident who is not home when the delivery occurs.

## 6.14 Guest Requests

Residents may invite guests (e.g., relatives and friends) into the NCV as long as it is accepted that the resident is responsible for the actions of their guests. (\*\*These will be subject to the COVID Emergency Control Procedures in place at the time\*\*)

### 6.14.1 Overnight Guests.

All requests to have guests staying overnight must be approved in advance by the Dean ( you need to allow at least 24 hours ( weekdays) advance notice. (\*\*These will be subject to the COVID Emergency Control Procedures in place at the time\*\*)

**For fire safety reasons we must have an accurate record of all those who are staying overnight in the building.**

To obtain approval, you need to email the Dean [NCVDean@newcollege.unsw.edu.au](mailto:NCVDean@newcollege.unsw.edu.au) outlining who the guest is and the number of nights you are requesting for the guest to stay. The Dean will then either approve or decline the Guest Request. If approved, the Dean will leave a copy with NCV Reception, the Cleaning Supervisor, and the relevant Senior Resident so that they know you have approval. The resident will also be asked to put the dates for the Guest Request into the Maintenance book at NCV Reception so that staff can deliver and collect the Mattress and Linen pack on the appropriate dates. A fee of \$25 per day will be charged for all overnight guests.

Residents are permitted to have visitors accommodated in their rooms for a maximum of 5 days per term and generally for no more than 3 days on any one visit. Overnight guests easily disrupt the normal functioning of the community 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 Postgraduate Village, 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, 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. Having guests in shared apartments is more difficult because of the impact on other residents and stays longer than 3 days in Apartment rooms are generally discouraged.

All overnight guests are to be registered at Reception prior to the stay and the NCV resident is responsible for their behaviour. Your guests are not allowed to wander around the building unaccompanied (whether they are visiting for a few hours or staying for a few days).

Residents must not give their keys to their guests under any circumstances. If any visitor or guest infringes on the rights, safety, security, or comfort of other residents, they will be asked to leave. As the presence of non-registered guests is a potential threat to college security and the harmony of the College community, breaches of the above procedures will be seen as a serious matter.

Residents who have unregistered guests staying in their room may have their residential contract terminated.

### **6.14.2 Guests coming to visit you or to attend parties**

The safety of resident and building security is of paramount importance. No guest or visitors are not allowed to wander around the building unaccompanied (if they need to go to your room or the bathroom you need to go with them.)

Residents must not give their keys to their guests under any circumstances. If any visitor or guest infringes on the rights, safety, security, or comfort of other residents, they will be asked to leave. As the presence of non-registered guests is a potential threat to college security and the harmony of the College community, breaches of the above procedures will be seen as a serious matter.

Guest must follow NCV rules, and you will be held responsible for your guest if they do not.

Day visitors are to vacate residential areas of the college by 11pm. Residents who require late night study sessions with UNSW students who don't reside in the college, may book areas on the ground floor of the college to study and converse with these friends by contacting the Dean of Residents

### **6.15 Insects**

If you think you have any evidence of insects or pests, please report this immediately to the Dean or NCV Reception who will get Maintenance and/or cleaning staff to check your room as soon as possible. Issues will be addressed by a qualified pest controller.

### **6.16 Laundry**

The laundry is in the basement and is open 24 hours a day, 7 days a week.

You will need \$1 coins to use the washing machines and the dryer. The washing machine will require two \$1 coins while the dryer is only \$1. (Note the Dean and the duty residents are not able to change coins after hours, please visit reception during office hours for coin exchange)

You must supply your own laundry liquid or powder.

It is helpful if you set an alarm to remind you to remove your washing when the cycles are complete because the machines are in high demand all the time and it avoids other people removing your clothes from the machines and leaving the wet pile on the bench.

The washing machine and the dryers generally take about 45 minutes per cycle. Do not overfill the washing machine because this will impact the quality of the wash. Do not overfill the dryer because the clothes won't be able to be dried in one cycle if it's too full.

If you have never had to use washing machines or dryers before and need some advice about what to do, please contact the Dean who can show you what to do.

### **6.17 Mattresses**

Mattresses in rooms are changed as part of the regular maintenance cycle but if you find yours particularly uncomfortable then you can write to the Dean to request a different mattress.

Residents who are especially tall can request a long bed before they arrive. Priority on these mattresses is given based on your height so when you put in the request also let us know how tall you are.

## 6.18 Mail/Mailboxes

Mail is delivered to NCV Reception on weekdays and can be collected from the mailboxes located in the corridor that leads to the Reading Room. Please check your mailboxes at least once each week using the mailbox key you will be issued with upon arrival.

All mail needs to be clearly addressed to you and include your room number

Name

Room Number XX

New College Postgraduate Village

215a Anzac Parade

KENSINGTON NSW 2033

AUSTRALIA

If you receive an item too large to fit into the mailbox NCV Reception will send you an email telling you a parcel has arrived. Please collect the parcel as soon as possible (preferably the day you get the email). If you are unable to collect it during business hours let NCV Reception know and they can give it to the Senior Resident on Duty (or to one of your friends) to collect for you, so you can pick it up later that evening. Senior Residents do not have access to the NCV Reception area after hours, so parcel collection needs to be arranged with Reception in advance.

## 6.19 Maintenance Requests

To report a Maintenance request, you can use the Maintenance book kept in the reception door 24 hours a day or report it during business hours to NCV Reception. Maintenance issues are generally dealt with within a 24-hour timeframe. If you are concerned about any aspect of your room, please make the report promptly so that it can be dealt with promptly. We would rather know and fix it than have you suffering in silence with something that may be broken or in need of attention.

Pest control happens on a regular maintenance cycle during the year but if you find that you have ants or cockroaches, do make a maintenance report quickly so that staff can deal with it before the bug population multiples.

## 6.20 Oven in the Games Room

The oven in the Games Room is available to all residents but was put in specially to provide oven facilities to those living in studio rooms who do not have access to one. The oven is set on a timer system to avoid the risk of it being left on accidentally. It will not work before 9am or after 9pm at night so if cooking in the evening ensures that the food you are preparing will be “done” by 9pm.

There is a range of utensils in the cupboards that are available for your use. Please ensure you clean up after yourself so that the kitchen is left in good condition for the next resident who wants to use it.

False Fire Alarms that occur because of cooking in the Games Room attract the full fee charged by the Fire Brigade of \$2000 per call out so ensure you do not leave your cooking unattended at any time.

## 6.21 Policies

The New College Board is responsible for developing the policies that underpin the ministry of the organisation. The Harassment Policy – Abridged is included in the handbook in the section on

Discipline. For the complete and up to date versions of all the Board policies please see the “About” section of the Colleges' website.

## **6.22 Security & Building Access**

### **6.22.1 Building Access**

Unauthorised access to the building is a security risk to everyone at NCV. The NCV can only be entered by means of your student card or guest card. If not carried, an out-of-hours (11.00 p.m. – 7.00 a.m.) opening fee will be charged. If you lose the card that gives you access to the building you can ring 83444500 at any time of the day or night to enable entry. Report the loss of your card immediately to Reception so that the code can be cancelled to prevent unauthorised entry. A replacement student card must be organised with UNSW and will be activated by the NCV staff once you have obtained it. We will issue a temporary card in such circumstances at a cost of \$30. Strangers who seek to enter, or who you see in the building, should be politely but firmly asked their business; if you doubt their intentions, inform Reception and/or the Senior Resident on Duty (dial ‘8’ from an internal phone) or UNSW Security (9385 6666) immediately. Do not admit strangers into the building.

### **6.22.2 Room Access**

Please lock your door when you are not in your room and do not leave any money or valuables needlessly exposed. If you live in a shared apartment, you have a responsibility to ensure that the apartment door is also locked. Leaving apartment doors open and unlocked may incur a written warning and a fine. If your door is unlocked when cleaning or maintenance staff go to enter your room, they will lock it after their work is done. If you are locked out of your room, see NCV Reception or call the Senior Resident on duty phone 83444500. Lock out phone calls that happen after 11pm and before 7am are charged \$25. Your room door lock is coded onto your student or Guest card. Doors must not be left open for any reason.

When inside your room the door will always open from the inside (even though it may be locked from the outside). Please check when you are leaving your room that the door locks behind you. If the lock is flashing orange when you go to enter the room it means the battery needs to be changed. Please report this via the Maintenance book promptly so staff can change the battery. If the battery goes completely flat, it is a hassle to repair – especially on a weekend when maintenance staff are not on duty. Ask Maintenance staff to show you if you are not sure how your bedroom door lock works.

### **6.22.3 Entry after Hours**

The normal entry for residents is using the glass sliding doors on the corner of Day Ave and Anzac Pde.

## **6.23 Sickness and Health Issues**

A first aid kit is available from the Senior Residents or Reception.

Senior Residents and other staff will be glad to help you when you are ill or injured. The Senior Resident needs to be informed of any cases of illness. The Office or Senior Resident, and ultimately the Dean, should be informed of any accident or illness that is affecting a resident. If need be, a doctor will be called or you will be taken to the University Health Service on campus (phone 9385 5425), which is a cheaper bulk-billing private practice, or to Outpatients at the Prince of Wales Hospital. A dental surgeon is also situated in the University Health Service on campus, where fees are charged.

Please let NCV Reception or the Senior Resident on Duty know if you are going to take yourself or someone else to the hospital.

All members of the NCV community should arrange their own medical cover either through a hospital/medical benefit scheme and/or, in the case of Australian residents, by Medicare. Please check your cover before coming to NCV.

### **6.24 Storage during holidays**

Residents vacating their rooms for the summer with a contract for the following year of residency within NCV can use the secure basement storage to keep an approved amount. All boxes and suitcases must be clearly labelled, and it is the responsibility of the resident to get their belongings to and from the cages where Maintenance staff sign off on the items and will lock them securely. Basement storage can only be accessed on weekdays between 8.00 – 3.30pm while Maintenance staff are in the building.

Larger items like folding washing lines or washing baskets need to be clearly labelled and can be stored but this won't necessarily be in the secure storage area.

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.

#### **Packing and storing for returning residents**

Collegians who are returning to live at New College Village in a subsequent year will be able to store the equivalent of max. three 50 litre self-supplied boxes or plastic containers (up to 150 litres in total) over the summer period. If you need to store more than this, there is a storage charge of \$10 per 50 litre box. If suitcases are used for storage, their approximate volume will be taken from the max.150 litre combined free storage. Storage boxes can be purchased for \$10 each at reception.

To store items, you must arrange this during office hours at reception. The RAs and ATs cannot give you access to storage areas unless you have an **Approved Storage Form** from reception. If you are checking out after 5pm on a weekday, or on the weekend, you must arrange storage in advance through reception. To request additional storage space please email: [enquiries@newcollege.unsw.edu.au](mailto:enquiries@newcollege.unsw.edu.au)

#### **Storage beyond contractual period for non-returning residents**

Collegians who are Not returning to New College Village must take their belongings with them at departure. However, in special circumstances summer storage, or ongoing storage may be possible for non-returning residents subject to permission from the Dean. This information applies for those who are approved to store belongings at New College beyond the end of their contract when they have no intention of returning, or if they subsequently do not return.

For non-returning residents, a charge of \$1 for every litre of items stored over the summer vacation will apply. Stored items must be collected no later than 14<sup>th</sup> February in the following year, or an additional charge of \$10 per item stored will accrue on a weekly basis and be payable upon settlement.

If Maintenance staff need to pack up the contents of your room in your absence, there will be a fee of \$40/hour for the time that it takes to do this on your behalf. If College storage boxes are required, these will be charged at \$10 each.

Storage Period	Number of Units	Storage Fee for non-returning resident	Storage Cost
Example of Summer storage from 15 December until 15 February in following year	6 × 50 litre boxes @ \$1 per litre storage	\$50 per box for summer	\$300 for the summer
Examples of Weekly arrangement for any storage outside Summer Period charged on weekly basis	2 × 50 litre boxes @ \$10 per week OR 6 × 50 litre boxes @ \$10 per week	\$20 per week OR \$60 per week	E.g., \$20/week × 10 weeks = \$200 storage fee OR E.g., \$60/week × 10 weeks = \$600 storage fee

During “in room” periods we have allowed “in room” residents additional **storage of up to two boxes at no additional cost.** If more space was required in room residents should speak to the Dean about prices for additional boxes during term time

### 6.25 Utility Bills

Your electricity and water are included in the weekly room rental rate and are not billed separately. We can monitor individual room usage of electricity and warnings can sometimes be issued if we can see you are overusing the air-conditioning.

### 6.26 Wi-Fi

Residents receive 40GB of internet as part of their room rental contract through our internet provider. It is possible to purchase add-on plans or upgrade to Unlimited Internet for an additional monthly fee which residents arrange directly with the supplier.

### 6.27 Window Springs

The window springs can deteriorate and have caused some minor injuries. If you think your window spring is not working properly, please put a note in the Maintenance book at Reception so staff can come and make a repair before the spring completely breaks.



## 7.0 Discipline

### *a. Introduction*

Discipline, expressed through the persuasion of cultural expectation, is the responsibility of all members of the College to foster and maintain a harmonious and positive pattern of community life in the College. All members are permitted in the College as licensees. Such licenses may be revoked for disciplinary reasons. 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 part of the University of New South Wales, comes within the ambit of the disciplinary procedures of the University and in particular, in this context, so do student members who are not resident 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 of the College.

### *b. Disciplinary Sanctions*

Disciplinary sanctions may be imposed by authorised members of college staff (Master, Dean of Residents, Bursar and Senior Residents) and usually take the form of formal cautions, monetary fines, or community service tasks. Servicing fees (e.g., for afterhours 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 she deems a sanctioned matter to warrant further action.

Intoxication will not be accepted as a defence against discipline 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.

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 also 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 further, more serious disciplinary action being taken. Readmission to College and valediction are not permitted where outstanding fines remain. Where necessary, unpaid fines will be taken from a resident's bond before finalisation of their account.

### *d. Serious Discipline Situations*

Serious discipline situations are those that 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 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.

The Master's decision in these matters is final.

### **7.1 NEW COLLEGE HARASSMENT POLICY – ABRIDGED**

New College is a unique community that provides a network of relationships enabling connectedness and a sense of belonging. The strong academic and pastoral support systems that the College offers reflect the fact that the welfare and growth of residents are at the core of college life. Residents and staff at New College contribute to each other. Residents of New College enjoy the privilege of membership of this community, and with it, responsibility to contribute in positive ways to the lives of other people.

**Note:** New College is committed to ensuring that harassment is not part of college life. “College life” encompasses activities on any New College property as well as those organized and run by Residents and staff outside the buildings.

#### **Definition**

Harassment is any type of behaviour to which the other person does not consent; and which offends, embarrasses, or scares them and can be

- sexual, or
- targets them because of their race, sex, and gender (including transgender), pregnancy, marital status, sexual preference or orientation (including homosexuality, lesbianism, bisexuality, and heterosexuality), disability or long-term illness, age, social origin, political belief, or religious belief, and

that, in the circumstances, a reasonable person should have expected would offend, embarrass, or scare.

#### **Purpose of the policy**

Harassment ***is not tolerated*** at New College and hence breaches of this policy may lead to formal cautions, fines or expulsion for residents and dismissal in the case of staff.

#### **Witnesses / Bystanders to Inappropriate Behaviour**

If any member of the College community is witness to behaviour that they consider may constitute harassment, bullying, sexual harassment or unlawful discrimination, or they are a bystander (bystanders are individuals who observe the behaviour firsthand or are subsequently informed of the incident), it is appropriate and important that they raise their concerns about such behaviour to an appropriate community leader (e.g., SR/RA, Dean, Master). The Master, College Deans or senior staff can provide advice and assistance to observers of alleged inappropriate behaviour regarding alternatives and strategies to safely raise their concerns.

#### **Implementation and Responsibilities**

It is the responsibility of all residents to respect the rights of others and ensure that they do not become involved in or encourage harassment. Every resident has the legal right to a work/study environment that is safe, and that is not sexually harassing, sexist, racist, anti-gay, anti-disability, ageist, or stereotyping in any other way.

Residents should be encouraged to help prevent harassment from occurring and should be prepared to offer support to others who they witness being harassed. The latter might include, for example:

- refusing to join in with the harassing behaviour.
- reminding others that they have the legal right to an harassment-free work/study environment.
- telling others that, if they feel able, they can say 'no' to the person or people who are harassing them.
- informing others that if the harassment does not cease, they will report the harassment to a Resident Advisor.
- Ensure that they do not victimise any person including students who make a legitimate complaint,
- Ensure that they do not make false, malicious, or vexatious complaints

## **8.0 The Rules about living at NCV**

It is assumed that all residents of NCV are intelligent, aware, and mature individuals who are seeking to live in a well-functioning, harmonious and safe environment so we try to keep rules to a minimum.

Residents can be evicted from the building for continued inappropriate behaviour. Eviction for inappropriate behaviour often comes after conversations with the Dean and written warnings go unheeded.

### **8.1 Alcohol Consumption**

Alcohol can be a fraught issue within university residential colleges but is generally less of a problem at NCV because our residents are often older and have sensible attitudes towards its consumption. While it is possible for residents to purchase and consume their own alcohol, we encourage you to do so only in a moderate and sensible manner. The abuse of alcohol in the NCV is seen as unacceptable behaviour.

While consumption of alcohol in your room is permitted your behaviour must always remain controlled and you must be of legal age to purchase and consume alcoholic beverages. Disturbance to surrounding residents is not appropriate and will not be tolerated by NCV staff. Violations of this policy are required to be immediately reported to the SR on Duty who will report it to the Dean.

Consumption of alcohol in hallways, the Reading Room and the Tutorial Room is NOT permitted. You can consume alcohol in the floor level common rooms and in shared apartment lounge/dining areas. Consumption of alcohol in all other spaces requires approval, this includes all courtyards, the Main Common room, the Games room, and the Level 4 Terrace.

If you are planning on hosting a party or gathering at NCV you must have approval in advance from the Dean. Please see the section on Parties and Gatherings to ensure you follow the correct procedure and to avoid disciplinary action.

A formal written warning will be issued to any resident whose behaviour is deemed to be 'disruptive or unacceptable' while under the influence of alcohol (or other drugs). Written warnings are cumulative over time in residence. Your exclusion from the community will come into effect on the occasion on which a third written warning would otherwise be issued.

### **8.2 Illegal Substances**

Illegal substances (including marijuana, other drugs, and medications obtained without a valid prescription) are strictly prohibited. Possession of illegal substances by residents in the building will lead to their residency being terminated. The resident will still be liable for all fees owing until the end of the contract period. The Police will be informed where the supply of drugs occurs in the building.

### **8.3 Rooms**

Entering another residents' room without their permission is strictly forbidden.

### **8.4 Smoking and Vaping**

Smoking and vaping is strictly prohibited within NCV, on the Terrace and balconies and within 5 metres of the building when you are at street level. Fines will apply for smoking anywhere within 5 metres of the building.