NEW COLLEGE

NEW COLLEGE
POSTGRADUATE VILLAGE

2026 HANDBOOK

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1 Introduction

1.1 Master's Welcome

New College was established in 1969. Its name is linked to the original New College established at Oxford University in 1379, as well as the New Universities College Council (NUCC), which was a group formed by a small group of Christian academics and intellectuals immediately after the Second World War. 40 years later, New College Postgraduate Village (NCPV) opened as a College uniquely tailored to postgraduate and senior undergraduate students. Now, with 247 undergraduate students calling New College home, and a further 315 predominately postgraduates at NCPV, and its basis on the Oxbridge model of College life which sees to educate the whole person, the New College Communities aim to be places that make a difference to people's lives.

Sitting diagonally opposite each other as 'sister' colleges, the Communities of New College and New College Postgraduate Village share the same heritage and are concerned with the intellectual, social and spiritual development of its student residents (collegians). This ultimately shapes the substantial overlap in the offerings and operations of both Colleges. Whilst there are some opportunities for shared sporting, social, academic and formal events, for the most part, each building develops its own separate community life and culture.

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, 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 within the world, not just the university.

With this, New College and New College Postgraduate Village make up 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 collegians. 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 New College Communities!

Dr Bill Peirson
Master

1.2 Preamble

This handbook contains essential information relating to living in the New College Communities, for collegians of both New College, New College Postgraduate Village and visitors. Featuring background and practical information, rules, procedures and guidelines, this handbook seeks to ensure that New College Communities can sustain a university community that is true to its mission and meets the expectations of its various stakeholders. It reflects how living at New College is not like living at home, living in a flat nor even a University-owned hall of residence. **Being a member of the New College community is an opportunity extended to a small number of people, and with this membership come rights and responsibilities.**

Admission to New College carries with it the presumption that collegians will conduct themselves as responsible members of the College community. This includes an expectation that students will obey the law (both within and outside the College); comply with the rules & regulations of New College and of UNSW; maintain a high standard of integrity and honesty; and respect the rights, privileges and property of other members of the College community. Resident members 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 collegians are expected to observe as a condition of accepting resident membership. The specific examples are intended to be illustrative rather than exhaustive, providing 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 its members. If any subsequent changes to the handbook are required, people 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 undertake 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 others.
- Not engage in, or be party to conduct that is offensive, illegal or likely to bring the College into disrepute.

- To keep the College Dean of Residents informed of anything relevant to any wellbeing issues that may significantly and negatively impact oneself or the wider community at New College.
- To keep the College Dean of Studies informed of any academic issues or program changes that may significantly and negatively impact your academic progress.

Given the above assumed responsibilities, as well as being equipped to enjoy the experience at college to its full potential, it is vital that all members are familiar with the entirety of this document. Nevertheless, as some matters correspond to only one college or variations exist in the different contexts, **please note the following:**

- **Those at New College** should review all the general sections, and the sections labelled as additional New College information, for both facilities (4b) and community life (7b). In the general sections, where there are small differences for each context, the point for New College will be in blue, with a – bullet point.
  - **Those at New College Postgraduate Village** should review all the general sections, and the sections labelled as Additional New College Postgraduate Village information for both facilities (4c) and community life (7c). In the general sections, where there are small differences for each community, the point for NCPV will be in green, with a o bullet point.
    - **Visitors to our communities** are provided with the regulatory context of our communities. Please ensure that you review your booking confirmation for the abridged index that highlights the most crucial aspects. This handbook serves as a reference should any doubts around our Colleges arise. In the general sections, where there are small differences for each context, the point for visitors will be in brown, with a ▪ bullet point

1.3 Community Members

The entire New College Community is made up of a large range of people: collegians, staff, Board members, and alumni. The active roles of some of these are detailed in sections throughout the handbook.

It is particularly important within the context of this handbook to identify three categories of people who form the majority of our communities and therefore receive special attention in this document.

Collegian refers to those who are the members of the College, meaning the students and academics who reside long term at New College and New College Postgraduate Village, the Deans and the Master. The term *collegian* encompasses the notion of membership to the unique active community that is a college, which extends beyond a mere living arrangement.

Visitor refers to people that join the community for a short-term period, residing in the accommodation offered at both buildings. This will principally include academics visiting the university or other professionals with an association to the activities or values of the College. Coming from diverse and interesting backgrounds, though they participate in a different way, these individuals contribute to the depth and richness of the College community.

Guest refers to those coming into the buildings as guests of collegians. They are not community members in their own right. The regulations and expectations for guests are set out in section 7.8 Guests.

1.4 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 members of any faith or no faith at all, New College is affiliated with the Anglican Church and collegians 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 Collegian and, to achieve its goals, the College conducts several programs.

1.5 College Mission and 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.

1.5 Coats of Arms

“Argent two chevrons sable,
on a chief azure, an open book proper
between two mullets of eight points argent!"
The book is symbolic of New 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.

In 2018, the Board formally approved the use of an identical Coat of arms with green replacing the azure for New College Postgraduate Village.

1.6 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.

1.7 Alumni Relations

The College maintains strong connections with its 57 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 member leaves College, they are added to the alumni database and encouraged to maintain contact with the College.

2 Organizational Structure, Staff & Governance

2.1 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 New College Communities. The chair of the New College Board is Mrs Janet Simpson. A list of Board Members and policies can be found on the New College website under the 'About New College' menu. The Colleges' student bodies are invited to have an elected representative be a participant at the Board's meetings, with the opportunity to report to them on matters of student life in the College. For New College, this corresponds to the President of the NCSA. At NCPV, this would be a student popularly elected by the resident body.

2.2 College Staff

2.2.1 Senior Staff

The Master of the College is Dr Bill Peirson. He was appointed in 2016 as the sixth Master of New College after serving as Dean of Residents for the previous two years. 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 visitor accommodation are also overseen by the Master.

Dr Bill Peirson was the sixth Director of the Water Research Laboratory at UNSW and spent 14 years as a senior research and teaching academic in the School of Civil and Environmental Engineering at UNSW. With his late wife Ruth, Bill has three daughters, three sons in law and

four grandchildren. He gathers with an eclectic crowd early on weekday mornings to play touch football, no matter the weather.

The **New College Dean of Residents** is Mr Jonathan Billingham. He 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. As the Dean of Residents he oversees the pastoral care program for collegians at the undergraduate New College. This involves coordinating the team of Resident Advisers to ensure all New Collegians are supported during their membership of the College. The Dean of Resident's responsibilities also include interviewing all prospective collegians, coordinating formal dinners, coordinating the Christian College Services, liaising with stakeholders for a plethora of community activities, and managing the ebb and flow of collegians throughout their stay at College. The Dean of Residents lives onsite with Linda, his wife, and their four children. Jonathan is also a composer and musician, continuing to practice within the discipline.

The **New College Postgraduate Village Dean of Residents** is Miss Edwina Hine.

Edwina began working at in the New College Communities in 2008, as the Master's EA. She was appointed as Acting Dean of Residents at NCPV in 2021, and took on the Dean of Residents role officially at the conclusion of 2022. Originally from Victoria, Edwina obtained her Undergraduate degree at UTS in applied Chemistry and Forensic Science, and has undertaken postgraduate studies in Pastoral Care and Mental Health. The NCPV Dean of Residents oversees the pastoral care for the residents at New College Postgraduate Village. This involves coordinating the NCPV Senior Resident Team, and building a thriving community here in college. The Dean of Residents works with admissions officer on the NCPV admissions process. She lives on-site at New College Postgraduate Village.

The NCPV Dean of Residents oversees the pastoral care for the collegians at New College Postgraduate Village. This involves coordinating the NCPV Senior Resident Team. The Dean of Residents works with admissions officer on the NCPV admissions process. She lives on-site at New College Postgraduate Village.

The **Dean of Studies for the New College Communities** has been Rev Dr AJ Culp since his appointment in 2023. His role involves three primary areas of responsibility: student tutoring; New College Annual Lectures; and The Centre for Christian Apologetics, Scholarship and Education (CASE) and its journal. In this capacity, he gives oversight especially to the intellectual life of the community, cultivating student excellence and continuing the New College legacy of Christian cultural engagement. Prior to coming to New College, A.J. served as Lecturer in Biblical Studies and Languages (in the U.S., U.K., and Australia) and as a theological educator in the local church. He remains active in scholarship, holding various research appointments and writing at the intersection of Scripture, education, and formation.

Together, Bill, Jonathan, Edwina and AJ make up the senior pastoral oversight team. It is from this team that covers are arranged in the occasions of any one of them taking leave, ensuring there is always appropriate pastoral oversight for the communities. Should you wish to speak

with any of them, please visit either reception to make an appointment. They can also be contacted through their emails:

Bill Peirson – b.peirson@newcollege.unsw.edu.au
Jonathan Billingham – j.billingham@newcollege.unsw.edu.au
Edwina Hine – e.hine@newcollege.unsw.edu.au
AJ Culp – a.culp@newcollege.unsw.edu.au

Each community has an **Assistant Dean** who works closely with the Dean of Residents and supports and leads the team of Resident Advisers or Senior Residents to provide oversight and pastoral care to the community.

Both communities also have a Senior Academic Tutor who works with the Dean of Studies to lead the corresponding team of Academic Tutors. SATs can assist collegians with finding support from a tutor of the other college. Similarly, if a student is looking for assistance with a subject or topic not specifically covered by one of the tutors, the SAT should be contacted as they may be able to connect you with another resident with relevant skills or experience or point you in the direction of on-campus support that you may not be aware of. The names, contact details and subjects of the current tutoring team is available in the appendix.

2.2.2 Staff

Our Colleges are staffed by a wider team as outlined in the College organisational structure shown on the following page.

Karen Hunter (New College) and Connie Cheah (NCPV) are our friendly receptionists that will be able to generally assist you with any enquiries and put you in touch with the relevant staff member.

January 2026

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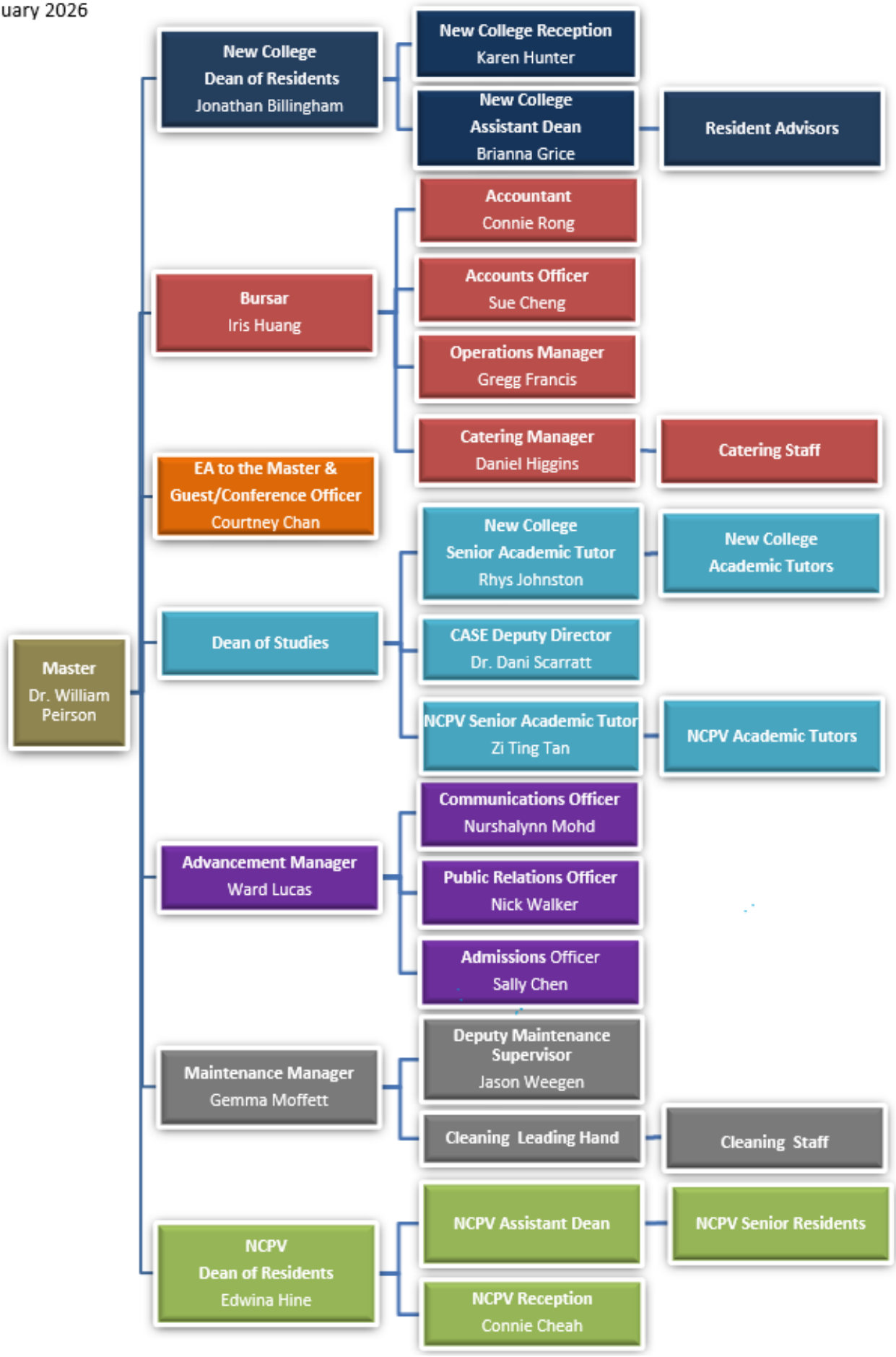

2.2.3 Student Staff

Both Colleges importantly have teams of resident students employed in roles of Resident Adviser, Senior Resident or Academic Tutor. Specific details of who is in the current teams and how they can be contacted is provided in your welcome documentation. The scope of their roles is explained as follows:

- Resident Advisers – New College specific Community Life (section 7b.3)
- Senior Residents – New College Postgraduate Village specific Community Life (section 7c7c.3
- Academic Tutors – Academic Life (section 3.4)

2.2.3.1 Duty Officers

The members of these teams are those rostered as **Duty Officers.** Outside of office hours (which are 9am-5pm weekdays, excluding public holidays), both Colleges will always have a Duty Officer who can be reached by calling the duty phone (although the reception phone is also redirected to them). They are who to call in circumstances such as being locked out, needing a key or requiring first aid, for example. Overall, they are the first point of contact for issues outside of office hours. Similarly, in situations requiring pastoral care support, the duty officer can be the best placed person to contact, as they will be able to liaise with other available members of the team as appropriate.

The College may appoint monitors: reputable collegians selected to support SRs and RAs and tutors by taking duty as necessary.

Duty Phone Numbers

- New College: 0459 991 422
  - New College Postgraduate Village: 0448 491 229

2.3 Governance

The New College Communities are governed by policy set by the board, implemented by the Master. Key policies are available on the New College website, in the About section. Some are summarised in this handbook in the relevant sections. The escalation of issues follows the organisational chart, from Resident Advisers or Senior Residents, through to the Deans, who report to the Master.

2.3.1 Weekly Notices

On Tuesdays of the academic year, the college administration publishes “Weekly Notices”. This document highlights any important events or changes to college operations that may happen on a week-to-week basis. It is important that all collegians read these documents carefully when circulated to them by e-mail or displayed in public places around the college.

2.3.2 College Rules

a. Introduction

Good order in College is principally maintained by collegians 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 Colleges, as affiliates of UNSW, are consequently obliged to conform to the student and staff policies of the University. The Master is held to account by UNSW to ensure that this is case.

The basis for and the ultimate authority in disciplinary matters within the College is the Master as the Chief Executive Officer.

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

b. Sanctions

Various disciplinary sanctions may be imposed by authorized members of College staff (Master, Deans, Bursar, Senior Residents 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 Deans reserve 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 a similar situation, they will be asked to leave the College.

Members of the New College Students' Association 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 collegians 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 imposed. Readmission to College and

valediction are not permitted where outstanding fines remain. Where necessary, unpaid fines can and will be acquitted via their membership bond before finalization of their account.

Subsequent disciplinary issues may result in greater penalties being applied. Repeat offending in relation to the inappropriate behaviour in relation to alcohol rule historically resulted in collegians having their membership contract terminated. Parents of collegians who are under the age of 18 will be informed when there are any breaches of college rules. Further information is provided in section **7b.9 Alcohol.**

d. Serious Discipline Situations

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

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 at least 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 expulsion, you remain financially liable for all fees associated with your position until a suitable replacement college member can be found. The Master's decision in these matters is final.

3 Academic Life

New College has a proud tradition of outstanding academic achievement. This includes an outstanding record of successful doctorates, to date 112 University Medals, four Rhodes Scholarships and numerous other awards and prizes. In most recent years, nearly half of all collegians achieve a Distinction average or higher across their subjects. New College Postgraduate Village also has an astonishing academic track record, with more than one sixth of the community now undertaking original research at doctoral level or higher.

The College promotes this strong academic tradition through the active academic leadership of its senior staff, namely the Master and the Dean of Studies, by maintaining active engagement with UNSW and through our strong academic tutorial and research programs (see below). The academic tradition is also developed through 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;
- Master’s and Deans’ events at which invited guests share their work.

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 further enrich the life of the College. These conference activities also

provide a substantial subsidy for all college activities thereby reducing membership fees for resident students, including the Resident Student Program.

3.1 Formal Dinners

Formal Dinners are held throughout the year and are an opportunity for the College to meet in a corporate capacity for fellowship and intellectual stimulation. They feature an address from a notable Guest speaker, and opportunity to ask them questions, as well as ample opportunity to engage with a variety of alumni, members of the university, college staff, other esteemed guests or fellow collegians.

Invitations may be extended to visitors in college when Formal Dinners occur during their booking.

The dress code for formal dinners is lounge suit (not cocktail) or formal business attire, as you would wear to a professional function. The dress options are

- Lounge suit and tie, with optional academic gown.
- Lounge suit dress (near-knee to mid-calf length), formal jumpsuit, or skirt with a nice blouse – no midriff, with optional academic gown.
- Traditional formal attire appropriate to an individual's cultural background (e.g., sari and wrapped garments, kimono, kilt, etc.), with optional academic gown.

Please note, mobile phones are not to be used during Formal Dinners.

Some Formal Dinners are compulsory for those living at New College, and optional for those living at New College Postgraduate Village (and vice versa). Some Dinners are only for one community.

For compulsory dinners, you are expected to be present and cannot simply submit an apology.

In extenuating circumstances, you may seek exemption by requesting permission to be absent. Such requests must be submitted by the date specified before each event, in writing to for review by the relevant Dean of Residents.

For New College, requests to be absent must be sent to: enquiries@newcollege.unsw.edu.au

For NCPV, requests to be absent must be sent to: c.cheah@newcollege.unsw.edu.au

Such absences will only be permitted due to a direct clash with university requirements (such as a lecture, tutorial, laboratory, exam, or research presentation), on compassionate grounds, or at the discretion of the Dean of Residents. Casual work shifts, study for upcoming exams, family visits and activities with organizations outside of the College are not usually considered valid reasons for an approved absence. Collegians who are absent from a Formal Dinner without prior approval may be charged $60 for the cost of the wasted meal and staff time preparing for the event.

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

The details of each Formal Dinner will be announced through the Weekly Notices. The Formal Dinner Schedule and associated deadlines to submit requests to be absent is maintained at https://newcollege.unsw.edu.au/events/Dates of Upcoming Formal Dinners. The dates and times are subject to change pending the availability of speakers but these dates should be put in your diary. If there are any changes to the schedule the College will inform collegians with as much advance notice as possible.

3.2 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, an international 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. Our lectures are usually formally published and make a significant contribution to the international standing of our college.

3.3 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, with applied biblical knowledge. CASE publishes a quarterly journal and conducts conferences, seminars, and research projects, all of which provide opportunities Collegians are encouraged to be involved in. The journal *CASE Quarterly* is free to all members of our residential community.

CASE Director & Editor - Dr Bill Peirson
Assistant CASE Director, Co-editor & Production Manager - Dr Dani Scarratt
Assistant CASE Director & Co-editor - Rev Dr A.J. Culp

3.4 Academic Tutorial Program

The purpose of the New College Academic Tutoring Program is to enable collegians to achieve marks as high as possible, without any cheating or plagiarism, and while maintaining a healthy balance between academic study, and the broader aspects of college and personal life.

Each year, Academic Tutors are appointed and employed within both Colleges to assist students with their studies. Our Tutors are typically senior students (both undergraduate and postgraduate, respective to their community) who have done exceptionally well in their own studies and who are willing and able to make themselves available to assist other students, particularly those in junior years. The composition of the tutoring team also varies from year to year, dependent on the College community.

Tutors make themselves available through regular consultation hours (advertised in the notices), or via email or messaging as appropriate. Tutors will be better able to offer more help if you engage with them early and are therefore able to assist you with examination

preparation or assignments well before the work is due. Tutors will maintain particular contact with those is their designated tutor group, which are organised around subject areas and communicated at the start of the year. Though all collegians can seek assistance from any tutor as relevant, it is with each person's designated tutor (according to tutor groups) that they will have tutor supper (according to the respective college's calendar) and any mandatory tutor check ins.

The type of assistance given varies from discipline to discipline and may take the form of formal tutorials or one-on-one tutoring and mentoring. Additionally, tutors may run small seminars or workshops tailored to a specific course or upcoming assessment. These will be shared through suppers and the tutor group communication channels.

The Academic Tutoring program exists to enrich the learning experience of all collegians and all UNSW guidelines regarding academic misconduct must be always observed.

3.5 Academic and Research Seminars

Throughout the year there will be a range of academic and research seminars held at NCPV which are open to members of both colleges, meeting fortnightly for dinner. Presentations are principally by research students residing in the community or by academics and speakers who are invited to come and present. The seminars are designed to broaden knowledge or equip students to undertake your own academic programs at a higher level. Whilst geared towards postgraduate students, all community members are welcome to attend. Details of upcoming seminars will be provided through weekly notices.

3.6 Academic Progression

Out colleges are principally for full-time UNSW 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 of Studies. This includes withdrawal from any enrolled subjects already commenced, and so you should first discuss this with the Dean of Studies.

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.**

As per the membership contract, it is a condition of Membership to authorise the University Examinations Office to make available to college your subject enrolments and examination results.

If there are any factors that affect your ability to study, please see a member of the tutoring team, an SR or RA for assistance, or contact the Dean of Studies to discuss these issues.

The vast majority of students in college thrive in their university studies and no special intervention by staff is required. Where unsatisfactory results are achieved, mandatory engagement with the tutoring program is implemented.

Students who have had an unsatisfactory result in a single term will be required to adopt a study plan approved by the Dean of Studies and they will remain in close liaison with the relevant (or appointed) tutor in college.

In the rare instances of repeat unsatisfactory results in subsequent terms, subject to the Master's approval, the student involved will be required to undertake supervised study during the subsequent term as follows: 1. They will be required to attend all their delegated tutor's study sessions each week for the entire term. This means that four hours per week will be dedicated to the subject at issue. These students do not necessarily need to interact with the tutor during these study sessions but merely demonstrate that they are setting aside necessary dedicated study time. Where there is some sort of clash, they will be required to attend substitute hours with another tutor and have their participation recorded. 2. Where there is a third sequential unsatisfactory result, they will be assigned dedicated time that coincides with three delegated tutor study sessions. Consequently, there will be 12 hours dedicated each week to supervised study.

4 Facilities

4.1 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 on weekends) the reception phone will be redirected to the Duty Officer.

4.2 Mail and other deliveries

Mail is delivered to the colleges daily. Letters are distributed to these places:

- The alphabetical pigeonholes on the first-floor landing of the western staircase (Anzac Parade side). If you have a mobility disability or injury, mail can be kept at reception for you.
  - The mailboxes located in the corridor that leads to the Reading Room. These can be opened using the mailbox key issued upon arrival.
    - All mail is kept at reception for visitors who will receive an email notification should something come addressed to them.

Parcels will remain at reception, and you will be sent an email directing you to come and collect it when it has arrived. Note that notifications from couriers or Australia Post tend to mean that the delivery has arrived at the UNSW Mail room, not that it has reached New College, so please wait for the email from reception. staff If needed, please organise another resident to pick it up for you with express permission. SRs and RAs do not have access to reception after hours.

No one should be receiving mail or parcels under another person's name. Any such activity may be considered fraudulent because the sender may not be aware that the named person does

not reside at the given college address. Unless the recipient is a current resident, or recent alumni (within 2 months), any parcels to unknown people at our colleges are be returned to sender.

The correct mailing addresses for each of the buildings are:

Name
Room Number XX
New College Postgraduate Village
215a Anzac Parade
Kensington NSW 2033
AUSTRALIA

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

Weight of parcels

Our college receptions are not equipped to handle heavy objects. We are subject to Government Work Health & Safety (WHS) rules regarding manual handling. Therefore, parcels in excess of 16 kilograms will not be received. Staff check with incoming couriers that these limits are not exceeded. If you are having heavy deliveries, please ensure your own arrangements to receive them.

Please note that college does not accept responsibilities for parcels not received by reception.

Other deliveries

Deliveries of online grocery orders and take-away food will not be received by college staff, nor should delivery drivers use the College intercoms. If you are receiving deliveries other than ordinary mail/parcels, you must be present to receive it and you must provide instruction for delivery drivers to wait outside the college building and call you directly on your mobile phone until you can receive the delivery yourself. Reception will not hold grocery deliveries for any collegian who is not home when the delivery occurs.

4.3 Maintenance

Please promptly report any damage or malfunction of any fixtures, fittings or appliances via the maintenance book located on the table immediately adjacent to College Receptions. In the case of emergencies, you should speak directly to reception or the duty officer.

It is important to note down any pre-existing damage or concerns when you move into your room via that Inventory Form provided to avoid deductions from your bond at the end of your occupancy.

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, visited or have simple works done by maintenance staff as required, meaning they are free to enter your room after knocking.

Insect pest control happens on a regular maintenance cycle during the year but if you have any issues please make a maintenance report immediately so that staff can deal with it.

4.4 Internet

Collegians receive unlimited Wi-Fi data as part of their room contract, through our internet provider Superloop. Rooms also have an ethernet port that can be configured for internet access. 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. Enquires regarding internet may be answered at reception, and further assistance is available by calling Superloop on 1800 661 407. The computing tutors of both Colleges are also available to assist you with internet issues.

Full details on operation and the terms and conditions of network use are provided on arrival at College. **Your access to the College networks is conditional on you complying with the "Acceptable Use Policy" of our Internet Service Providers, with whom you hold an internet account.**

4.5 Bedrooms

Each bedroom is for the exclusive and sole use of the College resident in whose name it is registered. The Colleges provide single accommodation only and so **cohabitation is not permitted.** The only exception is in specific visitor rooms or otherwise specified in a visitor booking. Rooms are occupied by collegians as licensees and any room in the College may be entered at any time by a member of the College staff according to the duties of their role, or under direction from a Dean of Residents or the Master, if deemed necessary. Your dignity will be respected, and College staff are instructed to always knock appropriately prior to entry.

Some common matters specifically relating to the use of bedrooms are addressed below. Bedrooms are subject to all other rules and guidelines listed in this document.

a. **Entering another person's room without their permission is strictly forbidden**

b. If you get locked out of your room, see reception or contact the Duty Officer. Excessive after-hours calls (between 11pm and 9am) may incur a fee. Collegians should be aware of automatic door locking, and should be in the habit of both locking their room, and carrying their key/access card with them.

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 registered through the Room Inventory form on arrival. Your room will be inspected on departure. **Losses or damages are your responsibility and you will be charged for them.**

d. Your room is supplied with a bed, linen, eiderdown, pillow, chair, desk, lamp, wardrobe, and side table. 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 of Residents to the tallest members of the community, and therefore these should not be moved between rooms. If you wish to make a request for one, please do so with the Dean of Residents indicating your height. Please note that the College does not officially provide mirrors in rooms. Any mirror that you may have found in your room has been installed, with approval by maintenance, at the cost of a previous resident, and has been left in place.

e. You must use linen and a pillow case. Sleeping on a bare mattress and pillow deteriorates it, as well as being unhygienic.

f. College property is not to be taken out of the College without permission from the Dean of Residents. Room and cupboard doors must not be removed or tampered with. Collegians 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.

g. **Candles, incense and other naked flames are forbidden in all of college, including bedrooms. Flammable materials and products must not be brought into the College.** At New College, cooking of any kind in your bedroom is forbidden. Kitchenettes are provided in each group for the preparation of light refreshments, but no cooking is permitted.

h. Collegians must not tamper with their windows, or any window screens fixed in place. Access to the windowsills, including sitting on any ledges, is strictly prohibited due to the extreme danger of falls. Any access to the exterior of either building, other than designated balconies 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.

- Bedrooms on level 1-3 at New College are provided with a removable fly screen which can be used as required and it not to be taken out of the room. Fourth floor rooms are fitted with window latches, which must not be tampered with.
  - Window springs at NCPV 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.

i. Serious damage has occurred to the College building due to furniture. Consequently, **no furniture is to be admitted to or re-located within the College without the permission of the Dean of Residents**. Second-hand furniture is not permitted because of the pest risk. Sofa-beds and private mattresses are not permitted to be brought into College. Milk crates are also not permitted to be used as furniture or for structural purposes and will be removed if found.

j. **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. This must all be removed at the end of a residency period. Care should be taken, especially when removing Blu Tack, as it may damage walls and collegians will be required to meet the expense of removal or repair.

   If you wish to hang items, *removable* Command Brand adhesive hooks may 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.**

k. Since rooms have air-conditioning, **private heaters, fans and air-coolers are not permitted**. The air-conditioning is either set to heating or cooling for the entire system, and is switched by maintenance on set dates as the seasons change (approx. 1 May and 2 October). Attempts to use the air-conditioning in the other mode will be ineffective, damaging and disrupt it working for those around you. As a general guide, the optimum temperature range is between 20-22c (extremes like 16c in summer or 35c will not run optimally). Please turn off the air-conditioning when you are not in the room and open windows to allow room airflow.

l. **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 exclusively at New College with **prior approval from the Dean of Residents**. No animals that could survive outside the tank will be permitted. Any water damage must be cleaned up, reported and necessary repairs paid for.

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

4.6 Common 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.

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

No items, including decorations, may be attached in any way to the fire safety equipment such as exit lights or the sprinkler system. Ceilings must not be tampered with in any way, including for the purpose of hanging decorations.

No offensive text, quotes, or images should be displayed in any room of the college.

Water activities are prohibited within the Colleges.

Inside the Colleges, ball games carry a significant risk of damaging fixtures in the building, particularly the sprinkler system. Ball games and other noisy activities are only permitted in the Colleges by permission of the Deans of Residents. For New College, see section 4b.7.

Water can cause extensive damage to carpets, furniture, fittings and personal property, particularly for first floor rooms. Water in the stairwells, balconies and courtyard makes them hazardous. Thus, intentional **water fights or throwing water is prohibited**. Any costs incurred will be borne by those responsible.

Open flames, candles and incense burning are not permitted anywhere in the building.

4.7 Electrical equipment & Batteries

Electrical appliances can present safety risks, especially non-compliant or faulty equipment, adaptors or devices, as well as overloading of power points. As a result**, all electrical items must meet approved Australian standards and all incoming non-standard or international electrical equipment must be inspected, tested and tagged.** Faulty equipment and overloading of power points are hazardous and a potential fire risk. Below is the acceptable safety standard symbol you should look out for on your electrical equipment.

Australian Safety Symbol

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

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, personal devices and personal care devices (toothbrushes, razors, hair dryers and hair straighteners). All other electrical equipment requires approval from the Dean of Residents and, if approved, must be tested and tagged by maintenance. Please complete an *Electrical Equipment Registration Form* and *Maintenance Request* at 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. As mentioned previously, additional heaters, or cooking equipment like electrical bench-top cockers or convection ovens are not permitted (regardless of safety ratings, as they require too much power supply).

- At New College, electrical items with heating elements such kettles, rice cookers, and coffee machines, are never allowed in bedrooms. College provides a kettle in each common room. Resident Advisers are permitted to have coffee machines in their flats which they may allow others to use. Given the catering arrangements, rice cookers and

other cooking appliances can only be used in the first-floor kitchen subject to them having been approved and tagged and tested.

- At NCPV, electrical items with heating elements such kettles, rice cookers, and coffee machines, are never allowed in apartment bedrooms. The college provides a kettle in each apartment kitchen. Personal rice cookers and other cooking appliances can only be used in the apartment and studio kitchens subject to them having been approved and tagged and tested.

Similarly, any risk of fire associated with lithium batteries must be seriously considered. Unfortunately, no guidance from fire authorities on how to manage fire risk associated with lithium batteries is available presently that is suitable for residential communities. The following rules are in place regarding lithium-based batteries within our communities.

- No electric or hybrid motor vehicles will be permitted within our college-designated parking areas as these are all either under our buildings or in very close proximity.
- Any lithium-based batteries in excess of 5 Amp. Hours or 150 Watt. hours are not permitted within our buildings.
- Batteries in excess of these ratings can only be charged within the New College Shed where a charge station will be established. This includes items such as electric skateboards and e-bikes.

This does nothing to diminish our colleges' commitment to minimising our ecological footprint as much as possible. We will rescind these rules if and when Lithium-based batteries are supplied in a reliably safe form. For the present, community safety must be our priority.

4.8 Housekeeping

Cleaning is compulsory as part of the requirements of us to manage public health. Once a week, rooms are vacuumed, surfaces wiped, ensuite bathrooms are cleaned (communal bathrooms are cleaned on a more frequent schedule) and linen is exchanged. Note the following for what must be done on the appointed cleaning day for clean linen to be given:

- Remove your used bed linen and place it neatly outside your door.
  - Remove your used bed linen and place it in a neat pile on your bed.
    - Visitors do not need to strip the bed themselves. Additionally, these rooms will be provided with clean towels.

Cleaners can be identified by their New College blue polo shirts and have permission to enter your room after knocking. Cleaning staff are expected to cover 500 rooms between both buildings, so they need to work in a logical sequence. They cannot come on demand, please do not ask them to "come back later". They are also instructed to not move 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 items.

Cleaning the kitchens at NCPV is always the responsibility of the collegian. In a studio this means you must wipe down the cook top regularly and do the washing up. In an apartment, all collegians 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.

4.9 Laundries

Washing machines and dryers are available in both buildings. Collegians are advised to place their own washing powder or liquid into the machine prior to loading clothes. To complete a satisfactory wash, collegians should not force clothes into the washing barrel or overload beyond ¾ of the way full. If you are unsure about any part of using the machines, please seek assistance for an RA or SR. If you have any issues with washing machines, please report this immediately via the Maintenance Book. Any issues that are not avoided by following these instructions should also be photographed and reported immediately to reception or the Resident Adviser on duty for investigation. As the machines require coins for operation, a limited supply is available for exchanging with cash at the reception.

Specifics for using the laundry machines at each building are as follows:

- Each machine currently costs $1.00 (as a $1 coin) to operate. The machines are on timers to only work between the hours of 9am and 9pm. Note that it might take a few days for these to adjust after daylight saving time changes. Students are advised that any load of washing started may not finish its cycle if this is not completed by 9pm. Collegians should be in the habit of leaving a basket for their load in the corresponding labelled place in case they don't retrieve their load immediately after it finishes. Unclaimed belongings left behind for a prolonged period will be removed and placed in lost property.
  - The washing machine requires two $1 coins while the dryer is only $1. The machines operate 24/7. Signs in the laundry indicate wash times, so please endeavour to collect your loads promptly. Several baskets have been placed in the laundry for persons who leave their clothes in the machine for too long. Please **contact duty before moving any items** to these baskets, you need to provide a small window allowing for others to collect their items – **under no circumstances should others' items be dumped on the floor.**
    - Visitors at New College should see reception to use the laundry. For those at NCPV, please refer to the above instructions.

The laundries are also equipped with wash basins, and at NCPV, ironing boards. At New College, ironing boards are available in common rooms.

4.10 Car parking

Parking inside the University is under their jurisdiction, and parking permits need to be purchased to use these spaces on weekdays.

There is limited secure parking available at New College Postgraduate Village. To enquire about availability and rates, contact NCPV reception. Cars are parked at the owner's risk and must only be parked in the assigned bay.

Whilst there is a single disabled parking spot at the back of New College and others at the north of the building, **there is no free parking for New College residents.** The storage of motorbikes at the rear of New College may be available but only with a written record of authorisation by the Master or Dean of Residents. Collegians should note that they are not allowed to use the College van's parking spot.

4.11 Bike Storage

Both college buildings have a designated bike storage space.

- A secure bike shed is located at the rear of New College for collegians' bicycles. You must register your bike and obtain a key from reception at a cost of $50. The lock is changed each year and a register of bikes is kept. Abandoned or unregistered bikes will periodically be removed.
- At NCPV, bicycles must be stored in the basement, with an identification tag from Reception. Bikes are stored at your own risk and personal locks are recommended for security.

Bicycles are not to be stored or secured in any other area of the College without Dean of Residents approval, including in one's own room. If approved, these bicycles must be stored in a way that enables cleaning. Under no circumstances may bicycles be left in common rooms, corridors or public areas of the College as these pose an evacuation risk. It is recommended you 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. E-bikes are not allowed within the College.

4.12 College Vehicle

New College has a vehicle which is made available for pastoral care purposes. With approval from the DoR the vehicle may also be used for endorsed College-related student activities, generally with the New College Students' Association (NCSA) or New College Christian Fellowship (NCCF). The College vehicle is not available for non-College activities, such as moving personal belongings or attending birthday parties. NCPV student leaders may request to book the vehicle for college related activities.

In general, the van is to be parked in its designated bay at New College. When required by maintenance, it may be parked at NCPV. Drivers must be authorised, and a booking must be made at New College Reception, which will be recorded in the New College Duty book. Each journey is to be authorised in writing during working hours by the Dean of Residents before a booking is complete. The College vehicle is not just for use by students but also provides a critical service for staff, especially members of the maintenance, kitchen and RA teams so respect and care for both the vehicle and booking timetable must be maintained. 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 of Residents when such discretionary use has been made.

Vehicle keys must be signed for and then returned and signed back in after use. After office hours, this is done with the New College duty officer. Any refuelling must be done using the College fuel card attached to the keys at the designated fuel outlets with unleaded fuel. The pin for the card is on the inside of the card holder.

Learner and "red" P1-provisional license holders are not eligible to drive the College vehicle. Authorised drivers of the College vehicle agree to conditions set out on the booking form. This includes an undertaking to drive and park safely in accordance with road rules, and to be responsible for paying the cost of any damage to the vehicle, or fines incurred (e.g. speeding or parking fines).

4b Additional New College Facilities

4b.1 Keys and Locks

A room key and top cupboard key are issued on arrival. **Keys must not be duplicated nor are locks be tampered with.** Collegians will be charged for the replacement of lost top cupboard or room keys.

4b.2 Group and Common Areas

In addition to the standard information about common areas (section 4.6 Common Areas), further information applies to New College where rooms are set up in the group format.

Each group has a designated area where sports shoes and shin pads can be aired, as to not clutter the hallways. Items such as sports bags and skateboards must remain in collegians' rooms. Common rooms and bathrooms are the responsibility of each group and **should be kept tidy**.

Any decorations must not pose risk to college facilities or fire evacuations. Each year, these decorations, whiteboards, door signs, and all other personal items must be cleaned off and cleared from the group space during the first week of the exam period in Term 3.

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

4b.3 Group Kitchenettes

Your group kitchenette must be left clean as a matter of public health. It is the responsibility of all groups to:

- Keep kitchenettes, including common room benches, clean and tidy
- Leave all the dining room cutlery and crockery in the dining room dishwashing area, as it is not permitted to take these items out of the ground floor.
- Ensure fridges are kept clean with all items dated and labelled with the owner.

Any kitchen items from the ground floor catering kitchen are not to be taken upstairs into common areas. Common rooms, benches and kitchenettes will be regularly inspected, and fines

will be applied directly to resident accounts, either to all members of a group, or to specific individuals who are found responsible for taking catering items upstairs.

4b.4 Drying racks

Clothes drying racks are provided by the College on levels 2, 3 and 4. On level 1, freestanding clothes drying racks may be used until permanent drying racks are installed. 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 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.

Collegians should promptly remove their clothes once they have dried. Dry clothes that remain out will be moved together to free space and if they remain unclaimed, they will be placed in lost property. Clothes that have dried and which remain on drying racks may be removed and placed in a bag underneath the drying rack. If the bag of clothes is not collected in a timely manner, then it will be removed by staff and the Resident Adviser from that group will be notified so that they can contact group members and encourage the items to be collected. Unclaimed belongings left behind will be removed permanently.

4b.5 Music Resources

Located next to the ground floor elevator, the Music Room contains a grand piano, electric piano, drum kit, and other musical equipment. The Music Room should not be used before **8:30am** or after **10:00pm**, and this curfew may be brought forward by the Dean of Residents 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.

If you have a personal musical instrument, this should be stored in your college room, unless you receive permission to store your instrument in the music room. Instruments in the music room should be stored in appropriate hard cases and should be labelled with the owner's name. No one should open, touch, or play an instrument that is not their own, unless they have express permission to do so.

4b.6 Ground Floor Common Rooms (MCR & MR)

These Common Rooms may be booked by collegians for meetings or functions, with prior approval from the Dean. When there is no scheduled function, students can make use of the MCR or MR as a casual study spaces.

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.

4b.7 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 pleasant place for you to sit, read, study, talk, socialize 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. Skateboarding/scooters/roller blading are strictly prohibited**. Badminton is permitted between 11am and 9pm. 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, or around the courtyard without permission from the Dean of Residents. 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 a serious disciplinary matter.

The national Australian flag, the Australian Aboriginal Flag, and the Torres Strait Islander Flag are displayed in the New College courtyard. At times these flags may also be accompanied by Australian state and Australian territory flags, the national flags of foreign sovereign nations, and the flags of other significant self-governing foreign territories. The flying of these flags will reflect the composition of collegians living in the community in any given year. Nonofficial flags and banners will not be displayed and flags are only to be handled and displayed by the Dean of Residents. The flying of flags at New College is subject to the protocols set out by the Australian government at https://www.pmc.gov.au/publications/australian-flags-booklet/part-2-protocols-appropriate-use-and-flying-flag.

4b.8 TV Lounge

The courtyard TV Lounge, colloquially known as the 'Fishbowl' is for entertainment and resident meetings, but is not a formally bookable space. The NCSA informally administers the unofficial 'Fishbowl Forecast' for collegians to announce and share plans. Out of consideration of noise, large groups after 11:00pm (for example, watching an overseas sporting match) should use the downstairs Café TV area

The facilities should be used responsibly, kept tidy, and equipment switched off by the last person to leave the room.

4b.9 First Floor Common Kitchen

The common kitchen on the first-floor 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. To obtain access a key card must be signed out from Reception or the RA on Duty.

Whoever has signed out the key card will be held responsible for the state of the kitchen, regardless of whether they are the one to have left a mess. All people using the 1st floor kitchen must use the sign-in book at the entrance. If you have signed out the kitchen key-card, and then let people in to use the kitchen alongside you, please ensure that they sign into the register too. If they wish to continue using the kitchen after you leave, you must call the RA on duty to notify them of the change designating a specific person to be responsible for the space and card. Otherwise, you will be held responsible if they, or anyone after them, leaves a mess or loses the card. The kitchen card must be returned to Reception or Duty by the person last registered as having it. You must check that both the balcony door and courtyard door are closed and locked when a booking finishes and that all appliances and lights are turned off.

Care should be taken in cooking that excessive smoke is not generated, and food is not left unattended. Users 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.

Visitors are not permitted to use the common kitchen (except by prior approval in January and December).

4b.10 The Bridge

For safety reasons, no one should stand on furniture, sit or climb on the parapet, or lean over the sides of the third-floor bridge. Furniture should not be removed from the bridge without approval or direction from the Dean of Residents. Tables are to remain set up on the South side only to allow for the passage of cleaning trolleys.

The bridge is not a place for large group activities that may disrupt surrounding collegians 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.

4b.11 The Private Gym

The gym on the ground floor is only for collegians from New College, and authorised members of staff, who have been approved with an induction. 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 of Residents at any time for behaviour that is against the conditions of use, or any other displayed rules of the gym. Inductions and other matters relating to the gym are managed by the students appointed by the NCSA as the GymSoc heads. 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 is restricted from 9am to 9pm. Dedicated hours exclusively for women are arranged and advertised by the heads. The key to the gym will be held at reception or by with Duty, 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.

4b.12 Games Room

The Games Room is in the courtyard and is equipped with a table tennis table and pool table. The Games Room should be left in a tidy state; lights, air conditioning and equipment switched off. Meals must not be taken into the Games Room. Any items left behind may be removed and disposed of by cleaning staff. A resident who damages anything will be expected to pay for the damage.

4b.13 Café Lounge and TV

A television is provided in the Café (southern end of the Dining Room) which students are welcome to make use of. The Café can be used for watching late night sporting events and the like but please observe the rules regarding noise, particularly minimising volume after 11.00pm.

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

4b.14 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 collegians for the viewing of films or presentations. Approval for the use of all data projectors should be obtained from the Dean of Residents 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, pornographic, or similarly offensive material.

4b.15 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 range of tools is located on the north side of the College. The shed can only be used between 9am and 9pm, with power tools restricted to Monday to Saturday

between 10am and 7pm only. Collegians should remember that the Shed is located near ground floor visitor flats and the Dean's family residence.

The NCSA subcommittee 'Shedsoc' oversees the training and keeping of safety records. Prior to using Shed, collegians 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, meals or gatherings between the hours of 9am and 9pm, restricted out of consideration for surrounding members of the public and visitors. Usage outside of these hours may be allowed with a booking and a Resident Adviser on duty. College rules apply and any non-collegians must adhere to the rules as would be standard for a guest.

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. The outside Northern Garden is a space where collegians are be permitted to consume alcohol with a Resident Adviser (not drinking) present.

Bookings are available between 4:30-7:40pm Wednesday, Friday and Saturday, subject also to the availability of a Resident Adviser. Booking and collecting the access key is through Reception or Duty. Bookings must be made during office hours by 12 noon on Wed and 12 noon Fri. Groups in excess of a maximum of six collegians (including the person who books the space), plus the RA need special approval by the Dean of Residents. ***Alcohol must not be consumed in the work shed***. Any complaints regarding excessive noise or loud, offensive language, 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. Responsible service of alcohol encourages safe drinking not exceeding two standard alcoholic beverages per hour. While the Northern Garden is a casual space and not a licenced venue, the same principles should apply and in a 1.5 hour booking, no more than 3 standard drinks should be consumed. Anyone who is deemed to be drinking irresponsibly may be asked to slow down, leave the Northern Garden, or the RA may close the booking early.

4b.16 Alcohol Storage

If you need to store small amounts of alcoholic beverages for consumption at a later time, outside of College, this can be done so with the alcohol fridge. The designated locked fridge for alcohol storage is located in the café area of the dinning room. To access it you must go to Reception or Duty . A register is kept in the fridge to maintain a record of who items belong to, to be referred to when something is taken out. Remaining alcohol will be disposed of at the end of the year.

To accommodate organising drinks for events, the NCSA have a separate dedicated locked cupboard, which is also accessed with a key kept at reception or with Duty.

4c Additional New College Postgraduate Village Facilities

4c.1 Door locks

Bedroom door locks at NCPV 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. Ask your SR to show you if you are not sure how your bedroom door lock works.

4c.2 The Terrace

Located on Level 4 is an outdoor terrace area. Collegians 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 of Residents a week in advance.

4c.3 Printing and photocopying in the business centre

A photocopier and scanner are 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 NCPV Reception.

4c.4 Study Spaces around NCPV

There are several study spaces on levels 2, 4 and 6 available for individuals or groups. 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. Some textbooks are installed in the bookshelves in study rooms.

The Business Centre and the MCR on the ground floor are also useful spaces to do group assignments or as a late-night study space. On Saturday mornings the MCR is usually reserved as a quiet study space until 1pm and in the weeks leading up to examination periods these dedicated quiet study times are increased.

During examination periods, the MCR is often set up with study desks for preparation or essay writing. When working in the MCR during this period, please use headphones and keep noise to a minimum. However, as there are other spaces to study and nowhere else to play the piano, collegians wanting to play piano can do so even if people are using the MCR for study purposes.

4c.5 Piano

The grand piano in the Main Common Room is available exclusively for collegians 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 Reception or Duty to make a piano booking. The piano is always kept locked. No food or drinks are to be placed onto the piano and it must be locked and covered after use.

4c.6 Rubbish Disposal

Rubbish bins in apartment kitchens must be emptied daily. **Small plastic bags** of rubbish can go in the **rubbish chute** located on each floor in the Southern corridor. Bends in the rubbish chute design mean large bags of rubbish, metal items like saucepans and things like doona covers will get trapped and block the chute so these items must be taken down to the shared rubbish bins in the basement. **Do not force large bags or items into the chute**. Do not drop glass down the chute.

Recycling bins are provided in the basement for recyclable materials (paper, plastic and glass) as well as recycling bins on each floor, which collegians are encouraged to use appropriately. Large signs over the bins direct the correct disposal of materials. Please follow their directions, including the instruction to crush your boxes before their disposal. Please do not ruin the recycling efforts by adding items that can't be recycled. Pizza boxes cannot be recycled.

Crush your boxes before you dispose of them in blue bins (Cardboard and paper only).

Yellow Bins – recycling for hard plastics, and glass. NO plastic bags, NOT RUBBISH

Please ensure you take the rubbish and recycling to the bins frequently. Cleaning charges or fines are issued if a room or apartment is not kept clean.

- If you have a medical condition that requires use of needles, please ensure that the Dean of Residents is informed so that appropriate disposal can be provided and maintained.
- The toilet system should not be used for the disposal of items relation to personal hygiene. Personal hygiene products should be appropriately wrapped, bagged, and placed in the bin for hygienic disposal via the garbage system.

4c.7 Kitchen facilities

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.

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 NCPV – 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 of Residents for advice before you start cooking. Keep 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.

Those in apartments 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 kept clean, they will be cleaned and a charge or fine will be applied to all in the apartment. Please speak to your SR or the Dean of Residents if you are having issues with others in your shared apartment regarding maintaining kitchen cleanliness.

Oven in the MCR Kitchen

The oven in the MCR kitchen is available to all but was put in specially to provide oven facilities to those living in studio rooms who do not have access to one. It must be left clean.

There is a range of utensils in the cupboards that are available for your use. Please ensure you clean up.

False Fire Alarms that occur because of cooking in the MCR 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.

5 Catering

5.1 Meal Times

During the Academic Year meals are served at the New College dining room between the times shown below, except for Formal Dinner dates.

Meals	Monday to Saturday	Sunday
Continental Breakfast* & Cooked Brunch on Sunday	7.30am - 10.00am	7.30am - 10.00am 10.00am -12pm (Brunch)
Lunch	12.15pm - 2.30pm	12pm - 2.30pm
Dinner	5.15pm – 8.30pm (Except Saturday when dinner service ends at 7:00pm)	5.15pm – 8.30pm

5.2 Dietary Requirements

Your dietary requirements are recorded through the membership portal. The Catering Manager is happy to discuss specific dietary needs and will endeavour to accommodate your requirements. If your dietary status changes, then please update these details via the New College Portal. This is especially important to keep the kitchen staff updated. Access to the New College Portal is via http://portal.newcollege.unsw.edu.au/StarRezPortalX/ Please ensure you use the same login details that you used for your application or readmission.

Gluten-free meals are available by prior arrangement. Special dietary lockers are available to ensure ingredients and equipment are isolated to maintain dietary integrity. Similarly, there is a gluten free exclusive toaster available. Anyone with allergies **must** ask staff to confirm if a dish contains any allergy ingredients that may affect them.

Regarding the vegetarian meal option at lunch and dinner:

1. Collegians who are listed in the College database as vegetarian should always be able to obtain their vegetarian meal.
2. Those who are not listed in the College database as vegetarian will be allowed to obtain the vegetarian meal option where there are sufficient quantities available, and where this does not leave the vegetarian collegians without a meal option.
3. The Catering manager monitors the various vegetarian meals that we offer and gradually upscales the quantities over time pending demand. Subsequently, not every vegetarian meal will always be available, especially in the first few weeks of Term.
4. Only those with a registered vegetarian dietary requirement will be able to obtain the vegetarian meal option at Formal Dinners.

5.3 Café

During term times the Café will be open from 11.30am-2:30pm and from 5:00pm-8.30pm daily. Collegians 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 service at 2.30pm. These arrangements are subject to review.

5.4 Taking Meals – the College App

New College Communities uses an App for checking in at mealtimes. The App can be downloaded by scanning a QR at the meal-race, available via the Apple Store or Google Play. If you are having issues, go to the college Reception Desk at New College or New College Postgraduate Village and follow the process of downloading the College App which will involve using your college residency number and your mobile/email address to activate the meal service App. Before entering the meal-race to collect your meal, open the College App and go to the 'Current meal in the Dining Hall' to record that you are obtaining the meal. You then show the kitchen staff the resulting confirmation screen.

If you do not have your phone on you, the kitchen staff will be able to record that you have taken a meal on your behalf. (Please bring your phone and use the App as the staff will be busy serving meals).

Meal credits are not transferable to others. Everyone MUST use the App to tick off a meal credit every time they take a meal from the meal race or the Café.

Everyone should be able to collect seconds after any meal provided that they do so within the designated meal times. The display of the current meal on the app is timed so that you can show that an initial meal has already been taken. Seconds will not deduct an additional meal credit. The catering staff are responsible for managing the catering volumes and so on occasion may indicate that 2nds are not possible of a certain option depending on the time and availability.

5.5 Dining

The Dining Room

The Dining Room is provided for the enjoyment of collegians 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.

Dining other than on the ground floor

The standard set of Dining Room crockery, cutlery and glassware must not be taken beyond the ground floor, nor outside of the building. Generally, all meals should be eaten in the Dining Room. However, where collegians wish to eat their meal in the courtyard, northern garden, or on the Village Green, they can bring their own personal container or crockery (or purchase a disposable set at the cost of 50 cents from café). Meals should not be eaten in College rooms, except if students are unwell, have an assessment, or online class during the meal period. Even in these circumstance, own crockery or takeaway arrangements must be used.

Any collegian found to be taking Dining Room Items (crockery, cutlery, or glassware) outside or beyond the ground floor of New College will be cautioned and fined $10. Any Dining Room items found in rooms may result in a conversation with the Dean of Residents. This can be viewed as sign that general wellbeing and collegiality are not being maintained. If College staff find Dining Room items in your room, a fine may be issued by the College. Dining Room items found in Group common areas will be reported by cleaning staff and will result in a group fine of $2 per item being applied.

For hygiene reasons, continued breaches of the above terms may be subject to further 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.

Anyone with a serious gluten-free allergy or coeliac disease may request their own locker in which they may store their individual toaster. It is the individual's responsibility to keep the toaster and locker clean, tidy and free of any potential contaminants. The lockers are in the café area. Gluten free toasters must not be used after 11pm or before 6:30am, in case of the inconvenience to the wider community from a fire alarm during sleeping hours.

5.6 Meal and café Credits for New College

New College membership includes catering. **New College students have 14 Meal Credits** per week for the duration of their College Membership to use for lunch and dinner each day, in addition to available breakfast. The meal week starts on a Sunday and goes through to Saturday. Self-catering arrangements are not available for collegians of New College.

New College students receive Café Credits if they are unable to attend lunch or dinner, and this will be updated in the app each night. A maximum 4 missed meals can convert to Café Credits per week (Sun to Sat). The credit system generally commences within the first month of the academic calendar.

Cafe Credits can be used to purchase items in the Cafe. Each Cafe Credit is worth $2.50. Cafe Credits will expire at set times during the year. It is important if you want to use the Café Credits that they are used before every block expires. The exact dates for the blocks can be found in the appendix.

Cereal items are available 24/7 from café but this service will be withdrawn in collegians allow mess to accumulate around the cereal dispensers. Bread and spreads are also always available, with toasters operating at limited hours to avoid major disturbances from a smoke alarm being set off.

New College Meal Blocks

Meal Blocks	Start Meal Blocks	End of 1st Meal Block	End of 2nd Meal Block
Term 1			
Renewed Contracts (Oldies)	1 February	28 March	16 May
Initial Contracts (Freshers)	8 February	28 March	16 May
Term 1 Break	17 May	30 May	
Term 2	31 May	11 July	29 August
Term 2 Break	30 August	12 September	
Term 3	13 September	24 October	13 December

5.6.1 Late Meals

During the three term periods (not including vacations, Prep Week or O'Week), late lunches can be organised in advance with the Catering Manager. You must fill out a form located at the end of the Meal Race. The late lunch meals will be available after 2.30pm, and late dinners after 8.30pm to be picked up by the student from the Dining Room fridges.

Meal race dinners (including late dinners) are not available on Formal Dinner evenings and no Cafe Credits will be allocated for missing Formal Dinners.

5.6.2 Packed Lunches

Pre-prepared lunches are available. Arrangements should be discussed with the Catering Manager at the beginning of the term or upon arrival at New College. Your meal credit 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. This should be prior to the conclusion of dinner service. The lunch can then be collected in the morning from 8am. If leaving College prior to 8am, an extra meal can be made up and provided to you during dinner time on the night before, and the credit will be deducted from your meal credit in the usual way.

5.6.3 Meals for Guests

Guests can eat at the College but **must pay for meals through the Café.** 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 EFTPOS card facilities.

b. Collegians may **not** 're-use' their residency number or their App at the meal race 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 the catering manager.

5.7 Meal Plan for New College Postgraduate Village

For collegians who would rather not do their own cooking, NCPV offers a Meal Plan through the New College dining room. The Meal Plan is also a great way to get to know others at NCPV. Collegians 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 $100 per week and you pay for a term's subscription at a time. The Meal Plan week starts on Sunday at lunchtime and ends on Saturday 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. Shorter plans may be arranged with the Dean of Residents' approval and these are charged at $12pn. 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 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 NCPV 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 you will be served through the meal race or café area. using the app to 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 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.

New College Postgraduate Village Meal Blocks

Meal Blocks	**Start Meal Blocks**	**End of 1st Meal Block**	**End of 2nd Meal Block**
8th Feb Starters	8 February	28 March	16 May
15th Feb Starters	15 February	28 March	16 May
Term 1 Break	17 May	30 May	
Term 2	31 May	11 July	29 August
Term 2 Break	30 August	12 September	
Term 3	13 September	24 October	13 December

*Lower price for meals booked a term at a time.
*Minimum weekly meal booking for 4 weeks (rate to be confirmed) but at the more expensive rate ie Any less than a term booking is at the higher rate (rate to be confirmed)
*Term Breaks can be included in the term meal booking which is to be paid for at the start of that term (same principle applies to Term 3 Exam/Bookings)
*Finish date for Term 3 second block (24th October to 28 November) is to include meals up to the 13 December – ie no Meal Block cancellation of Café Credits on the 28th of November

5.8 Breakfast at New College Postgraduate Village

Complimentary breakfast supplies are available from the NCPV MCR kitchen. These supplies are available to NCPV collegians, separately to the New College dining room meal plan. They include basic cereal, toast, jam, butter, tea and coffee, some fruit, and on occasion, special breakfast treats.

These supplies are for the free enjoyment of NCPV collegians only, not guests. As to save on disposables, everyone should have their own set of crockery and cutlery to use for breakfast, and other college events like suppers.

The breakfast area must be kept tidy and clean. Staples of bread, milk and cereal will be replenished regularly. Specialty items (like Nutella) are for all to share and should not be hoarded or eaten directly from the jar.

5.9 Meals for Visitors

Visitors who wish to eat the dining room meals should contact the Casual Accommodation and Conferences officer (conferences@newcollege.unsw.edu.au) to make these arrangements and pay in advance.

6 Procedures

6.1 Matriculation and Membership

Living at both New College and New College Postgraduate Village is through accepting a resident membership with New College, which is established through your membership contract and matriculation, which is signing the College Register or Matriculation Book. Fees are charged for the whole contract period, and members remain liable for the full fees of the contract

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). Specifically, standard contracts at New College are for 45 weeks, whilst at New College Postgraduate Village the standard length is 48 or 44 weeks. **Acceptance of membership is a contract of financial responsibility for the whole of the membership period. It is expected that collegians remain for the whole year.** If you have questions about your contract or need to discuss contract options outside the standard length, please make an appointment with the corresponding Dean of Residents through Reception. **Varied contracts are only by approval of the Master in exceptional circumstances, which may include academic reasons.** Membership concludes at the end of the contract, unless electing to return the next year (subjection to successful readmission), and can only be varied with the approval of the Master.

6.2 Readmissions

Residential membership is usually offered for the specific academic calendar year only and application for re-admission is made before the end of your contractual period through the New College portal. The opening of this application will be advertised through weekly notices.

Readmission applications are assessed based on many factors regarding collegian engagement and in light of demonstrated commitment to the obligations and priorities of College life, as indicated in this Handbook generally, and in relation to the specific criteria below. Certain parameters of the criterion vary between New College and New College Postgraduate Village in line with the different obligations and offerings.

Criteria A - Engagement in College life

At New College

- *Genuine involvement showing significant support for some of the NCSA's main activities which include sport, social events, subcommittee events, cultural events, and theatrical productions.*
- *Attendance at compulsory Group Suppers on Sunday nights*
- *Attendance at compulsory New College Formal Dinners*
- *Note that while attending Group Suppers and Formal Dinners is a minimum requirement for your current contract, we a looking for more than the bare minimum when it comes to Readmission. Engagement in community life is considered (but not the only factor) when reviewing room preferences.*

At New College Postgraduate Village this includes

- *Genuine involvement with events and/or major College activities, e.g. Culture nights, movie nights, college excursions, the gardening group, and O week events.*
- *Attendance at suppers regularly*
- *Contributing to Coffee Chat and English Conversation activities*
- *Contributing to Research Community Dinners and Meetings*
- *Attendance at College Formal Dinners*
- *Attending Faculty Group Suppers or tutorials or study get-togethers*
- *Involvement in volunteer opportunities, e.g. helping out at Open Day, setting up or cleaning up after college events, volunteering to run a college event.*

Criteria B - Respect and Rules

- *Demonstration of respect for other collegians, staff*
- *A history of maintaining both the 'letter' and 'spirit' of the rules of the College, as shown in your membership contract and this Resident Handbook.*

Even if Criteria A & B are met, Readmission may not be granted if a collegians does not meet Criteria C.

Criteria C – Academic Progress

- *A serious level of commitment to study according to your competence and ability.*
- *Maintaining successful academic progression with the university.*
- *For those who have failed subjects, 'Have you conscientiously applied yourself in a timely manner to the directions made by the Dean of Studies?'*

Failure to meet the criteria above will make it very hard for a collegian to make a compelling case for Readmission.

In cases where renewed membership is sought with membership of the other college (namely, when a resident of New College wishes to move to New College Postgraduate Village for the next year), this application may require additional steps such as an interview with the Dean of Residents of the other college.

6.3 Finances

6.3.1 Invoicing of Fees

(i) Upfront Payment Plan

Fees are to be paid upfront by the dates 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 Edstart or an Instalment Plan Membership Fee (at the slightly higher cost) for the remainder of the year and a switching fee may be applied.

(ii) *Edstart for Local Students*

New College has partnered with Edstart to improve school fee payment options.

This arrangement is underpinned by a commitment to improve the affordability and accessibility of College accommodation for our collegians.

The Edstart Service is only available to local students but implementing this new system helps put downward pressure on our overall fee settings for all New College collegians. International students will still be able to pay via the existing College-administered instalment plan.

Edstart works with thousands of families across the country. Edstart can be used to fund accommodation and tuition fees and other education-related expenses like text books and devices. Conditional on the acceptance of your 2025, New College Membership Contract, eligible collegians will have the ability to:

- Pay weekly, fortnightly or monthly by selecting the schedule that works best for you.
- Choose your preferred day for when payments are made.
- Spread your College fee repayments up to 5 years after you finish living at New College.
- Adjust your payments at any time.

There are fees and interest associated with Edstart that will be made clear throughout the application process. Please visit www.edstart.com.au/newcollege to calculate a payment plan for your fees and set up your account. On your acceptance, Edstart will then pay your college fees when they are due, as well as any overdue balance on your behalf. From there, they will activate your regular repayments as part of your plan.

Please provide your consent to share information with the College so that we can work together.

Existing Edstart account holders may opt to incorporate your New College fees into your current plan. You can contact Edstart on 1300 139 445 or email contact@edstart.com.au if you have any queries or require assistance with setting up your account. Please note this option is only available to collegians of New College, not New College Postgraduate Village.

(iii) Instalment Repayment Plan for International Students

International students can elect to pay fees on an instalment plan through direct-debit authorization process. 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.

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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.

6.3.2 Deposit and Bond

A holding deposit of $2000 is required at the beginning of each contract period. A bond must be paid upon acceptance of membership , of $1000 at New College and $1500 at New College Postgraduate Village. 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 at membership termination 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.

6.3.3 Breaking Contract

A fee is charged if a collegian chooses to break their membership contract early. Collegians are also committed to continue paying the fees prescribed by their contract until a replacement is found to take over the remaining contract period. The finances of the colleges depend on the fees of committed members of each community each year. Consequently, people wishing to terminate early impacts the cost efficiency of the entire college.

It is the responsibility of each member to understand the nature of the contract issued and to ask questions before signing the document. Contracts are legally binding, and you are agreeing to pay the fees 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 of Residents as soon as you become aware of them. The Dean of Residents 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.

6.3.4 Student Financial Assistance

The College has scholarships to assist students facing economic hardship. There is also a limited number of scholarships awarded each year to students of merit, based on contribution to college or academic excellence. These scholarships are only open to domestic students. The fund is operated on an entirely confidential basis and those with a need or interest should complete a scholarship application via
https://newcollege.unsw.edu.au/admissions/scholarships-bursaries

Further financial assistance may be available for students in extraordinary circumstances. Please make an appointment to see the Bursar if this is the case for you.

6.3.5 Printing a Statement via the New College Portal

The New College Portal is located here: https://portal.newcollege.unsw.edu.au/StarRezPortalX/

The College provides a facility for collegians to be able to generate a statement of their College account balance. For instructions on how to do this, see the instructions available here: https://newcollege.unsw.edu.au/images/newcollege/downloads/2025-Oweek/StarRezPortalX_Printing_A_Statement.pdf

6.4 Personal Insurance

Property Insurance

The College is unable to accept responsibility for loss, theft, 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.

Personal Accident Insurance

The Colleges do not provide personal accident insurance coverage. Personal accident insurance for organised inter-collegiate sport, which is facilitated by the NCSA, is provided by UNSW (through Arc Sport). Please note that this may not in every instance cover non-UNSW students, especially subject to the location of the sport activity. The NCSA maintains limited insurance cover for their activities; collegians are advised to consult the Trustees of the NCSA (President, Secretary and Treasurer) for specific details regarding coverage.

All members our Colleges should be covered by either some hospital/medical benefit insurance scheme and/or by Medicare. You must check your cover before coming to College, as if an ambulance needs to be called on your behalf, you will be responsible for the ambulance callout fee.

6.5 Arrivals and Departures

When arriving at the Colleges, you will be given a Welcome pack which contains important information for you to read and act upon. Included is the Room Inventory Form which is essential you complete and return to Reception within 48 hours of arrival. The slip for the key register should also be dated and signed to document your arrival (and departure).

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 after the end of a contract, 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 collegians 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.

6.6 Building Access

Collegians have access to the building of the residency. Building access may be coded electronically onto a UNSW student card, as well as cards which may be issued by the college. If you lose the card that gives you access to the building, please report that to Reception immediately so that the card code can be cancelled to prevent unauthorised entry to the building and your room. Collegians are charged $50 for the replacement of any lost cards provided by College. **Giving your card to a non-collegian constitutes a breach of security. Any such breach of college security will be treated as a severe disciplinary matter and may result in immediate termination of membership and expulsion from the college.** Guests visiting collegians cannot use their card to gain access and must always be accompanied.

6.7 Summer Storage

Collegians vacating their rooms for the summer with a contract for the following year are able to store belongings at the college over the break. All boxes, suitcases and belongings must be clearly labelled with your name and all goods are stored at your own risk. Importantly, storage must be arranged during office hours, as forms and payments, if applicable, must be completed with reception and only maintenance staff can provide

access or take the belongings. Subject to availability, college has storage boxes that cost $10 each which can be purchased from reception.

- Collegians returning to New College in the subsequent year can store up to 150 litres in total, with a maximum of 25kg per item, over the summer period, organised through Reception. If you need to store more than this, there is a storage charge of $30 per 50 litre box. If suitcases are used for storage, their approximate volume will be taken from the max.150 litre combined free storage.
- New College storage is in designated box rooms. Reception and maintenance staff will determine where summer storage is put, and so will provide instructions on where belongings are to be taken.
    - NCPV storage is in the basement. Belongings are to be delivered to and from the cages where Maintenance staff sign off on the items and lock them securely. Basement storage can only be accessed on weekdays between 9:00am and 2:00pm 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.

If Maintenance staff need to pack up or remove the contents of your room in your absence, there will be a fee of $70/hour for the time that it takes to do this on your behalf and the standard rate for storage boxes will be charged, if these are required.

6.8 Fire Alarms

The buildings are fitted with a fire detection system throughout, and this is connected directly to the local fire station. This means any alarm calls the fire brigade.

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 and a charge recognising the disruption to College life. The current charge is approximately $1800 per false alarm, but this is subject to increase. A minimum charge of $500 will automatically be passed on to the resident responsible for the false alarm. The amount charged back to the collegian can be higher than $500 depending on the level of negligence involved in generating the False Alarm call out.

At NCPV to avoid setting off the Fire Alarm during cooking:

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.

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 to the evacuation area

- At New College, the Village Green Moya Dodd Grandstand.
  - At NCPV, those exiting the building on Anzac Parade (i.e. North) should proceed along Anzac Parade towards the NIDA main entrance. Those exiting towards Day Avenue or the rear lane should proceed west along Day Avenue to the corner of Day Avenue and Doncaster Avenue.

During a fire alarm event, **do not use the lift.** People 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. The college authorities in the building at the time will notify the fire brigade of any person in need of assistance. Everyone must comply with any Fire Drills and any directions made by Resident Adviser, Senior Residents or any other College staff who act as Fire Wardens when the Fire Evacuation system is operating. 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. The internal corridors and stairwells have been fitted with emergency lighting in the event of a power failure.

There are hydrants and fire hoses throughout each 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.

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 collegians responsible.**

Again, anyone who causes a fire alarm due to negligence or breaches of College rules may be asked to pay the fine for a false alarm. **In the case of damage caused by a guest, the responsibility will remain with the collegian who invited the guest into the building.**

Disabling a fire alarm or fire equipment is a very serious matter. This includes tampering with or placing objects over smoke detectors in room to disable them or reduce their effectiveness. Anyone doing so will be subject to serious disciplinary procedures and may be reported to the relevant authorities. It is a **minimum** $100 fine for tampering with fire alarms in your room or in other parts of the building.

6.9 SMS Broadcast Tool

Each College has an emergency SMS broadcast system. You should save **+61 483 915 700** in your phone as the SMS Broadcast Tool:

Please pay attention to any messages from the number. It is not spam and it might be serious.

Every collegian has the responsibility to maintain a current Australian mobile phone number and have this registered with the College database. SMS broadcasts will go to the mobile you have listed with the. If anyone has erroneously given their parent's mobile phone as their own, please ensure you update that via reception or through logging into the New College portal. https://portal.newcollege.unsw.edu.au/StarRezPortalX/

7 Community Life

7.1 Noise

In any community where people live and work together, noise can be a serious problem. Lack of sleep can be a major contributor to poor mental health and academic challenges. You should therefore refrain from any behaviour likely to annoy or disturb other collegians. Noise must be minimised before 8am. No loud noise generating activities are permitted after 11pm but even before this time you should be thinking about minimising noise throughout the evening from 9pm, commensurate to how close it is to the 11pm curfew. **After 11.00pm** activities that create noise should be fully completed **to allow collegians to sleep or study.** This applies particularly to courtyards, common rooms and corridors.

- At New College, standard practice for the Duty Officer to conduct a noise round in the latter part of the evening and any requests to be quieter must immediately be adhered to.
  To limit noise, the lift (elevator) is only for use from 8am to 11pm (must not be used at 11pm or before 8am in the morning), except for people with a disability, injury, or other special mobility needs.
- At NCPV, people coming home late should avoid carrying on loud conversations or slamming doors

If you are being impacted by noise, ideally you should first approach the individual concerned and ask them to stop the noise. If this is not possible, you feel uncomfortable or this fails to achieve the desired outcome, you should make a formal noise complaint to the duty officer by calling the corresponding duty phone. They will then take appropriate action. Continued excessive or unreasonable noise will lead to disciplinary measures.

7.2 Drugs and Illegal Substances

Any illegal activity, but especially the possession or consumption of illegal drugs or other illegal substances, is forbidden and treated with zero tolerance. Any activity or behaviour connected with illegal drugs (regardless of if it occurs within the College, or at any College-related activity, or at another location) which brings the College into disrepute, or which poses a potential risk, or which has an adverse impact on the College or wider community, will immediately result in a review of College membership. Drug related matters will usually result in expulsion from College and may be referred to police for investigation. Where residency is terminated on these grounds, the person involved will still be liable for all fees owing until the end of the contract period.

Each college building has rules around alcohol consumption. Please refer to the specific sections for each College.

7.3 Dangerous Items and Substances

It is absolutely forbidden for collegians to have firearms, weapons (including replicas), explosives, gas bottles, fireworks or any flammable, hazardous or dangerous substances of any kind in the College. Please also note the restrictions on lithium batteries in section 4.7

7.4 Health and Safety, Harassment and Discrimination

Our Colleges are unique communities that provide 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 collegians are at the core of college life. Collegians enjoy the privilege of membership of this community, and with it, responsibility to contribute in positive ways to the lives of other people.

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.

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 students and staff outside the buildings.

In summary, everyone is 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 background, beliefs and practices, or 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.
The complete Harassment, Bullying and Discrimination Policy is available with all other New College Policies on the New College Communities website (https://newcollege.unsw.edu.au/about/the-new-college-communities/governance/policies)

Further, at the end of 2025, the Federal Government passed legislation in relation to gender-based violence within university contexts. Consequently, a plan and framework for gender-based violence was developed for our colleges and is available at

https://newcollege.unsw.edu.au/about/the-new-college-communities/governance/gender_based_violence

7.5 Christian Activities

The New Colleges are founded on Chrisitan faith and values, and there are a variety of activities allowing collegians to participate in, grow and explore the Chrisitan faith. However, these are not mandatory, and no religious test is imposed on collegians. Both colleges welcome people of all faiths and beliefs.

Further information about the various Christian activities is included in the following sections for each College's specific community life.

7.5.1 Ministry Trainees

In partnership with Campus Bible Study, an evangelical Christian student ministry at UNSW, ministry trainees from their team are involved in the Christian life of the College.

- At NCPV, the Senior Ministry Resident is normally a collegian. As well as coordinating NCPV Bible studies and assisting in the organisation of the College service, they tend to host discussion groups and other events for those interesting in learning more about the Bible.
- At New College, trainees are non-resident members of the community. While they don't live in the building, you will see them around on the Ground floor, particularly in the Dining Room during mealtimes, or in the courtyard in the company of the collegian they're meeting with.

More information on the current associated Campus Bible Study trainees is available in the appendix.

7.6 Dress Code

I**t is expected that you will dress in a manner that is tidy, modest and appropriate to any given occasion**. The following dress code requirements apply at all times both for modesty and harmony in the community and as guests, including high profile dignitaries, may be visiting:

- Swimwear must be covered (top and bottom)
- it is not acceptable for anyone to go around topless, regardless of gender.
- for hygiene and safety reasons, **shoes must always be worn in the New College Dining Room**. The fine for repeat non-compliance (more than once) is $20
- You must not be in a common college space in just undergarments, regardless of gender

7.7 Security

The location of our Colleges, on a busy road, presents a potential security problem. Without collegians 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 Reception or Duty and/or UNSW Security immediately. Guests are to be strictly accompanied at all times (see section 7.8 Guests). Where special guest arrangements need to be made, these must be requested via the college reception and are subject to the approval of the Dean of Residents. Any breach of college security will be treated as a very serious disciplinary matter and may result in immediate termination of membership and expulsion from the college.

The College can only be entered by means of your access card. If not carried, a Duty Officer should be contacted through the intercom. However, an out of hours (11.00pm – 9.00am) opening fee of $50 may be charged for excessive or negligent requests on the Duty Officer.

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.

7.8 Guests

Following from the importance of maintaining security, and prioritizing the sense of community and harmony, rules are in place for guests of collegians, visiting the college.

Whilst collegians are welcome to invite guests into the building, each collegian remains responsible for the guest's location and conduct at any given time within the building. Guests are not allowed to wander around the building unaccompanied. Collegians must not give their keys or access cards to guests under any circumstances. If any visitor or guest infringes on the rights, safety, security, or comfort of other collegians, they will be asked to leave, and the hosting collegian will be held accountable. 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. Collegians who have unregistered guests staying in their room may have their membership contract terminated.

Guests must follow New College rules, and the hosting collegian will be held responsible if they do not. Care must be taken to honour the noise curfew and after 11pm guest movements in common spaces should be contained to ground floor common spaces.

7.8.1 Day Guests

Day guests are those visiting a collegian briefly, without staying overnight.

While guests can be invited to eat meals in college, **all meals for visitors must be obtained and paid for through the Café**. Guests are prohibited from using the meal code or credits of any collegian. All meals consumed by visitors will be charged in accordance with the arrangements outlined in section 5 Catering.

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

7.8.2 Overnight Guests

In addition to all above conditions for day guests, collegians are permitted to have visitors accommodated **in their own room**, for up to **five nights per term across the year, with a maximum of three nights in any one stay**. Only one overnight guest can be accommodated at any one time, and all overnight guests require approval from the Dean of Residents. When approved, a mattress and linen will be provided.

Requests will only be considered if made by 12 noon on the business day before the arrival of the guest. Guest requests will not be reviewed for approval after hours or on weekends. Mattresses/linen will not be delivered on weekends. Your guest may not stay in College unless you have received an email from a staff member approving the guest request. If approved, you will be asked to make payment at reception before close of business prior to the guest stay. The cost of hosting an overnight guest is $45 for the first night, and a further $10 per night for following nights. Details for each college are as follows:

- At New College, requests for approval are made through submitting the Overnight Guest Request Form available at reception, with which you will clearly identify the guest and your relationship with them, the purpose of the visit and the proposed dates.

- At NCPV, requests must be made by email the Dean of Residents two working days in advance of the proposed stay. In the email you need to outline who the guest is and the number of nights you are requesting for them to stay.
  If approved, the resident will be asked to put the dates for the guest stay in the maintenance book at NCPV reception so that staff can deliver and collect the mattress and linen on the appropriate dates.
- Any additional guests staying with a visitor should be discussed and arranged with the casual accommodations officer.

Overnight guests must be over the age of 16 and will not normally be approved during Prep Week, O'Week, STUVAC or the Examination Period. All overnight guests are to be registered with reception *prior* to their stay.

The fees charged reflect the cost of processing guest requests bookings, and delivery, collection and laundering of the linen. The mattress and linen pack will be delivered and collected by maintenance staff.

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 collegians and must be kept securely *inside* the resident's room until after the completion of the stay when it should be placed outside the room for collection by Maintenance. 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 can /easily disrupt the normal functioning of a group but, in special circumstances, the Dean of Residents 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 collegians 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 collegians. Your acceptance of your residency contract includes your agreement to abide by this basic rule of community life at New College.

7.9 Smoking & Vaping

New College and New College Postgraduate Village, like the entire UNSW campus, is a smoke free area. Smoking and vaping are strictly prohibited anywhere within or around (within 5 meters) the College building, including in any rooms, the walkways, the courtyard, or near the fencing and boundaries around College. As mentioned in section 6.8, tampering with or placing objects over smoke detectors in room to disable them or reduce their effectiveness is prohibited.

7.10 Medical Care

First-Aid kits are available with the Resident Advisers, Senior Residents or Reception. All Resident Advisers and Senior Residents and Reception are trained in first aid procedures and will be very happy to help you when required. If you need the First-Aid supplies, please request this from the relevant person. However, staff are not trained or permitted to give out medication of any kind nor share their personal medication with you. If you need medication but you are so unwell that you cannot attend a Pharmacy/Chemist yourself, you can provide a written request via an email for a Resident Adviser/Senior Resident to collect medication from a local Pharmacy/Chemist for which you order and pay.

Resident Advisers, Senior Residents and other staff will be glad to help you when you are ill or injured. They can offer assistance in helping you access healthcare professionals. In any case, the College must be informed of all illnesses and injuries. Reception or Duty Officer, and ultimately the Dean of Residents, should be informed immediately of any illness or accident. Please let Reception or the Duty Officer know if you are taking yourself or someone else to the hospital.

If necessary, a doctor will be called or you can be taken to the University Health Service on campus (phone 02 9385 5425), which is a bulk-billing private practice, or to Emergency at the Prince of Wales Hospital.

Maroubra Urgent Care Clinic (806 - 812 Anzac Parade, Maroubra NSW 2035, 02 9349 9001 Monday-Sunday, 7am - 9pm) is also available and no appointment is necessary. The clinic offers free, immediate treatment for non-life-threatening conditions, providing priority care without the need for emergency department visits or when your medical need cannot wait for a GP appointment.

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

Vaporisers should not be used in your room except by express permission from the Dean of Residents. In rare circumstances, collegians may upon review of a request to the Dean of Residents, be provided with a small fridge for appropriate storage of medication. Sharps disposal is available on request.

7.11 Notices

Both colleges have corresponding Weekly Notices which are sent out via email to all collegians of the building on a Tuesday afternoon. They are a vital mode of communication and contain important information from the Master and Deans, and as such it is your responsibility to read it each week. If you wish to change your nominated email address, please contact Reception.

- At New College, as well as being sent via email, printed copies are distributed on the tables in the Dining Room and in common rooms.
  The main noticeboard is located around the central stairwell in the Dining Room.

Official information about the College is posted there and the NCSA, NCCF and other official student committees have sections allocated for promoting their activities. Noticeboards are also throughout the landings of the stairwells for appropriate student posters.

- At NCPV, the weekly notices are posted in the interior of the lift and copies are distributed to common rooms as well.
- Visitors will receive the weekly notices corresponding to the building they are staying in.

7.12 Scholarships and Prizes

The College awards scholarships and prizes to members of the community for their academic achievement, their contribution to college or other notable achievements, in many cases honouring past members of the College Community. They are detailed below. These awards are primarily celebrated at the Commencement Formal Dinner, and others specific to New College are awarded at the conclusion of the year at their Valedictorian Dinner.

Dr Ian Walker Scholarship

This scholarship celebrates the lasting influence Dr Ian Walker had on New College. His lifelong dedication to education and pastoral care helped ensure collegians had a smooth and supported transition to university life. Ian ensured New College wasn't just a ‘a place’ to live, but a home and a community where lifelong friendships and memories were made.

The Dr Ian Walker Scholarship provides a regional or rural student the chance to attend UNSW and New College. Like Ian, the scholarship recipient ‘is committed to making a significant contribution to college.’

Jared Pritchard Memorial Scholarship

The Jared Pritchard Memorial Scholarship is named in memory of Jared Pritchard, a very talented and creative young man who lived at New College for four years but who sadly passed away in December 2010. The Jared Pritchard Memorial Scholarship is awarded based on the applicant’s ability to contribute to the creative and performing arts within the College community.

The Ruth Peirson Prize for Languages

Ruth Peirson served our colleges as wife of the Dean of Residents at New College in 2015 and 2016 thence as the Master’s wife from 2017 until her death in 2024.Throughout her adult life she was a passionate student of languages and culture. She spoke three

languages fluently and had a tourist knowledge of at least three more. She taught languages at all levels of education from Primary School through to University. She was a firm proponent of learning language as a means to better understanding others.

The Ruth Peirson Prize for Languages celebrates her passion for college communities and the opportunity they provide to learn languages and to appreciate others. It honours her special contribution to our colleges.

The Ruth Peirson prize for languages is awarded each calendar year to that returning student resident at New College or New College Postgraduate Village who achieves the highest mark for a foreign language as a non-native speaker in the preceding calendar year.

At the Commencement Formal Dinner, the College also awards prizes for the most distinguished academic performances across a wide range of subject areas in the previous year's examinations, and recognises those in the community that have received honours bestowed by the University, such as Dean's list recipients and University Medallists.

7.13 Pranks

Playing pranks on one's friends is sometimes 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 collegians. 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.

7.14 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.

7.15 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. Collegians should not remove furniture or lift floor tiles within their rooms or common areas. Collegians 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 commencement of membership.**

7.16 Underage Collegians

A number of collegians under the age of 18 reside at New College. There are strictly no underage collegians at New College Postgraduate Village.

Curfew regulations are in place some Under-18 students, including all international Under-18 students. The curfew involves daily signing in and out at set times with the Duty Officer or reception. Adherence to these rules is very important. Breaches will incur disciplinary action, as well as informing parents/guardians and academic authorities (in the case of International students). These regulations stem from the duty of care to students that are not legal adults and the government regulations for underage student visas. More information is provided to underage collegians through their application process and upon commencing their membership with the College.

7b. New College specific Community Life

7b.1 Arrivals and Departures

7b.1.1 New Resident Arrivals

Unless individual arrangements have been negotiated, contracts for new collegians commence on the Sunday of O'Week. Collegians are encouraged to arrive before lunch (between 9:00am and 11:30am) 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.

7b.1.2 Returning Resident Arrivals

It is the expectation that returning collegians, known as oldies, arrive during Prep Week (the week renewed contracts start, the week prior to O'Week) to help the O'Week Team, and other leadership teams, to prepare College for the arrival of freshers. All oldies (not just Senior Collegians) have a responsibility to provide a welcoming environment within groups for the new freshers. The culture of oldies informally mentoring Freshers, helping them to feel safe, included, to make friends and have fun during O'Week is decades old, which starts with being a present, having decorated the group and being equipped to be an involved group of oldies from day one.

As for logistics, 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.

7b.1.3 Signing in and Signing Out

All collegians 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. Current fees for lost items include:

- $ 50 for Lost access cards
- $ 50 for Lost room key
- $ 10 for Lost wardrobe key

7b.1.4 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 you RA, you must send an email to enquiries@newcollege.unsw.edu.au.

7b.2 Summer stays

You may request to remain in New College outside of your contract dates over the summer break, if rooms are available, but you may be requested to change rooms and/or be accommodated in NCPV for a period, depending on demand and necessary works in the New College building. Meals through the dining room may not always be available. Specific details will be communicated as bookings are arranged.

The process for summer bookings will be communicated through the weekly notices at the start of term 3. For earlier enquiries, contact the Casual Accommodation and Conferences Officer (conferences@newcollege.unsw.edu.au).

7b.3 Resident Advisers

Resident Advisers (RAs) are senior students employed by the College who reside in flats in the College and provide pastoral care and organisational assistance for the College community. RAs are rostered to be the Duty Officers within the New College building outside of office hours. They are also rostered to perform duties at sporting and social events, and have monitoring responsibilities relating to well-being and discipline of individuals and the entire resident community. They are trained in First Aid and Mental Health First Aid, as well as other skills to support collegians as individuals and within their groups throughout their college experience. The Resident Adviser team is led by the Assistant Dean and each RA has a particular responsibility to a group(s) of college, which follows the layout of the building in groups and their flat locations. The current Resident Advisers and their locations are listed in the appendix.

The sitting area of a Resident Adviser's flat is undoubtedly a valuable and well appreciated space for the college community. RA flats exist as a means to extend hospitality to

collegians, particularly those in their group, provide RAs with a suitable space to carry out activities involved with pastoral care and generally be a comfortable opportunity for sociability, connection and visibility amongst the community. Collegians should kindly remember that for the most part the offerings that make these spaces so enjoyable are generously provided by the RAs and should not be abused or taken for granted, and the boundaries they set in place regarding their flats are to be respected. Examples of doing so are abiding by requests to vacate the space or be more quiet, or cleaning up after yourself. The bathroom, storage nook and bedroom are their personal space.

7b.4 Senior Collegians

Senior Collegian is an honorary position at New College.

The role of a Senior Collegian is to:

- Mentor other members of the group (Freshers and Oldies) in relation to building a positive group culture in which people can have fun whilst maintaining safe and respectful relationships.
- Actively encourage other members of the group to participate in the full range of student-led activities of the College.
- Support the College pastoral care program by encouraging other members of the group to seek out support from the Resident Advisers, Assistant Dean, or Dean of Residents as appropriate. As an honorary position, a Senior Collegian is not expected or encouraged to provide Pastoral Care beyond what would normally be expected of a friend.
- Support the College tutoring program by encouraging other members of the group to seek out support from the Academic Tutors, Senior Academic Tutor, or Dean of Studies, as appropriate.
- encourage group participation in NCSA and subcommittee events.
- organise a group picnic and a group dinner each term with the RA and other oldies.
- ensure organisation of group decorations at the start of each term.

To be selected and continue to hold the title of a Senior Collegian, a student-member of New College must:

1. Hold upper-year membership, being in 3rd to 6th year of both New College and/or university.
2. Maintain an exemplary track record of service, involvement in College life, and have demonstrated their willingness to abide by the rules of the College and encourage others to do so.
3. Be enrolled in a Bachelor level degree (or higher) and continue to maintain satisfactory academic progression.

4. Be nominated in writing, either by a Resident Adviser, the Assistant Dean, or the Dean of Residents. Nominations are to be made on a confidential basis to avoid possible disappointment.
5. Be approved by the Dean of Residents and the Master.
6. Be willing to accept the role of Senior Collegian.

College groups will be allocated up to two Senior Collegians, but the Dean of Residents may vary this according to the availability of suitable candidates. While it will not always be possible for every College group to have a Senior Collegian, other senior members are allocated to groups from the Academic Tutor, NCSA, NCCF and O'Week teams.

7b.5 New College Students' Association (NCSA)

All New Collegians are automatically members of the New College Students' Association and are subject to its constitution. Resident Advisers and the SAT are associate members, and non-Arc members are affiliate members. The compulsory annual fee is determined each year by the Association and is payable with the fees for your membership of the College. Membership of the NCSA 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.

7b.6 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 Inter-College Representative, 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 or EA to the Master.

7b.7 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. Collegians are only eligible for valediction after completing a minimum of 6 trimesters, or equivalent for their course, across two distinct calendar years. However, once eligible, Valediction is not automatic. Collegians must apply through the process facilitated by the Secretary of the NCSA.

Valediction is celebrated at the Valedictory Formal Dinner, as mentioned in the previous section. The Dean of Residents overseas valediction and organises the dinner in collaboration with the NCSA.

7b.7.1 Valediction Awards

In addition to the range of prizes given at the commencement formal dinner (Scholarships and Prizes 7.12), the Valedictory Dinner is an opportunity to recognise significant contributions and achievements in college life. The NCSA administers and awards a series of honours, including those relating to sporting achievement and the New Collegian of the Year. The College bestows the honour of the New College Award for Service to the Community and the New College Award for Academic Excellence.

7b.8 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 socializing 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, collegians 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. Collegians 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 the locked student fridge reserved for this purpose. Collegians wishing to store alcohol must contact Reception or the Duty Officer prior to entering the college. The fridge will be cleared out during at the end of each academic year, so collegians must collect their alcohol before vacating. The Duty Officer will meet them on the ground floor. A separate cupboard is principally reserved for alcohol associated with NCSA activities.

Any collegians consuming, storing, or bringing alcohol into College in contravention of the rules will have that alcohol confiscated, prior to disposal. Fines will be imposed.

- The examples below form a *baseline guide only* and may be increased depending on the severity of the rules broken.
    - First time caution for being present while not drinking at a room party but also not doing anything to uphold the rules – minimum $100 fine.

- First time caution for storing and/or drinking alcohol in College, with no previous disciplinary history – minimum $150 fine..
- Hosting people in your room drinking alcohol, where you have no previous disciplinary history – minimum $300.

Subsequent disciplinary issues may result in greater penalties being applied. Repeat offending in relation to the alcohol rule has historically resulted in collegians having their membership contract terminated. Parents of collegians who are under the age of 18 will be informed if they have been found to have been drinking alcohol or have been found to be present with anyone else breaking this College rule.

7b.9 New College Christian Fellowship (NCCF)

The New College Christian Fellowship is the body of New Collegians sharing Chrisitan fellowship. It meets regularly at advertised times and places. Meetings and events are informal and interdenominational in character. The NCCF is run by the NCCF Committee with a President and Committee Members that are elected students.

The centerpiece events are the Weekends Away, with one at the start of the year and another towards the start of the third trimester. Regular events are also held, ranging from testimony nights to Q&A sessions and discussion groups for those seeking to find out more about the Christian faith. A program is published at the beginning of each trimester and information is given from time to time in the Weekly Notices.

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

7b.10 College Services

College Service is an opportunity for all New Collegians to come together to explore or express Christian faith, regardless of whether they identify as Christian or not, in a format similar to a church service. The services are run roughly on a fortnightly basis, at 6pm on Thursday, in the MCR. They are not meant to replace whatever church Christian collegians may choose to attend outside of the College. In that sense the services are a place for New Collegians to unite, regardless of where, or whether, they attend church on a Sunday.

College Service is overseen by the College under the headship of the Master and co-ordinated by the Dean of Residents. The NCCF committee partners with the College to encourage resident attendance and to provide the Dean with input and feedback regarding those chosen to serve on the roster. The main point of contact between the NCCF committee and the Dean of Residents is the College Service Liaison Officer, who is themselves a member of the NCCF Committee. College Service is also a relaxed and

supportive environment for collegians to have the opportunity to develop service and leadership skills for a life of lay Christian ministry.

The aims of College Service are to:

- Help Christians living at New College to flourish in their faith by developing a deeper understanding, trust in, and love of God and his Son Jesus.
- Present a clear picture for how New Collegians can live as Christians in light biblical teaching and wisdom.
- Live out the scripture “all One in Christ Jesus” by seeing an increasing number of collegians who already identify as Christian make College Service a regular time to unite around faith in Jesus.
- Provide an opportunity for Christian collegians to invite non-Christian friends to attend a Christian Service, possibly as a stepping stone towards inviting them to also visit a church.
- Challenge those who are exploring Christianity with clear teaching about Jesus, sin, forgiveness, the eternal promises, and way of life to which God calls his people to live with the help of the Holy Spirt.

7b.11 Bible Studies

Bible studies in New College are a great opportunity to spend time together in a small group each week, exploring what the Bible has to say. Collegians from all beliefs and backgrounds are welcome, whether you are a Chrisitan or just interested in finding out more.

Bible study groups in New College are organised and cared for in partnership with Unichurch, but are for and open to all New Collegians, whether they attend another church or none at all.

An expression of interest form to join a Bible study will be circulated at the start of the year. Otherwise, you can always speak to a member of the NCCF committee, and they can help put you in touch with the appropriate person to connect you with a Bible study.

7b.12 Tuesday Night College Supper

The NCSA and the College collaborate to hold an all-of-college supper on Tuesday nights during the academic terms (excluding STUVAC, Exam Period and university breaks in between terms). All collegians are encouraged to join this important social and community occasion.

Supper is provided by the College from 9:00pm. The NCSA Executive run fun activities and curate announcements from all the key student leadership grounds regarding upcoming social, sporting, service, theatrical, cultural, society-based, and Christian activities. There is usually a fun video at the end called ‘Snapchat of the Week’, reflecting happenings of the previous week. Every few weeks the lost property box is brought to supper. On rare

occasions, formal college announcements are made but most College announcements must be read via the official weekly notices.

7b.13 Sunday Night Group Supper & Tutor Supper

Sunday night supper is compulsory. The purpose of group suppers is:

1. To have fun.
2. To share food. A roster is created by the Group each term.
3. To ensure that every group member has the opportunity to be heard every week, and not have groups dominated by the most extroverted collegians.
4. To be a catalyst that hopefully sparks further interactions and friendships between group members outside the supper time.
5. So that group members can get to know their Resident Advisers, Senior Collegians, and, twice a term, Academic Tutors.
6. To help RA's monitor Group dynamics and communicate important information.
7. To ensure, at least once each week, the immediate safety of every New Collegian.

Sunday Night Suppers are compulsory. Attendance is recorded and reviewed by the Assistant Dean and Dean of Residents. Those with a pattern of unexplained attendance may be issued fines.

Generally, it is acceptable to miss one supper per term, as long as the absence is clearly communicated with the RA in advance (or as soon as possible if afterwards due to unforeseen circumstances).

Acceptable reasons to miss Sunday night supper include:

- illness or other compassionate grounds (make sure you contact your RA)
- your thesis being due
- an official uni break in your uni schedule.

Work shifts (which should not be scheduled on Sunday nights) and other social meetings are not generally considered valid reasons for non-attendance. Study for upcoming assessments is not generally considered a valid reason for non-attendance.

Twice each term collegians meet in their Tutor groups rather than in their accommodation group. These suppers are also compulsory, and attendance is taken.

Anyone who has concern about their capacity to attend or contribute to a Group or Tutor Supper must, in advance:

1) speak with their RA; or

2) make an appointment at reception to meet with the Dean of Residents.

7c. New College Postgraduate Village specific Community Life

New College Postgraduate Village is a unique community within the University as a community for postgraduate students. It is an International community, with an older age profile that other colleges, and students across a wide range of academic disciplines. The community has a balance of academic and social programs, with opportunities to do well, and have fun and make friends, collegians will gain more from their experience of living at NCPV if they become involved in some of the myriads of social activities that are put on throughout the year. NCPV is an active community, and people are keen to make friends and welcome newcomers. We encourage everyone to speak to others in the lifts, while they are doing their laundry and to get to know the people living around them.

The community seeks to be welcoming, hospitable and respectful to 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.

7c.1 Social Activities

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

Weekly suppers are held on Tuesday nights on each floor.

Supper is a casual, friendly meeting of the collegians 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 collegians. During Term breaks, suppers are held in the MCR, Games Room or Terrace.

Formal Dinners are held across the road at New College (see section 3.1). Formal dinners feature three course meals and a guest speaker.

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

Culture Night is always a highlight of the calendar. Collegians 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 collegians about the place you are from.

Movie (film) nights are held regularly. Check out the newsletter 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 collegians would enjoy, please speak to your SR who will help you to organise and promote the event to the appropriate audience.

7c.2 New College Postgraduate Village Awards

From the opening of New College Postgraduate Village, members of the community who have served in a special way have been recognised by:

a) The NCPV Award

> This is a scholarship awarded for the following, with recognition on the honour board in the NCPV reception area. The award is made annually to the collegian who, in the opinion of the Deans and Master, has made the most significant contribution to fostering community life of NCPV during that calendar year.

b) NCPV Service Awards

> NCPV Service Awards are made each year to those who have made substantial contributions in specific areas, such as music, sport, the arts, cultural life, or social life. The Award includes a scholarship and recognition on the Honour board in the reception area of the college.

7c.3 Senior Residents

In addition to the Master and Dean of Residents, a team of six senior residents act as Senior Residents (SRs) for the College community and provide principal pastoral care for collegians. These SRs are led by the Assistant Dean who is also a resident of the College. The Senior Residents provide pastoral care and support to the collegians of NCPV. The leadership team is supported by our Monitors who reduce the load of the SRS by aiding with Duty shifts and our Senior Academic Tutor, who oversees the team of Academic Tutors, runs the regular NCPV Research seminars, and organises activities for our postgraduate collegians.

7c.4 Overnight absences

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 c.cheah@newcollege.unsw.edu.au. Knowledge regarding extended absences from the building are very important in the management of emergencies.

7c.5 Parties and Gatherings

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

1. There are more than 8 people involved. (Either collegians only or a combination of collegians and non-collegians)

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 NCPV you need to seek written permission via email to the Dean of Residents e.hine@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 NCPV collegians and numbers of people from outside of the community 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 NCPV collegians, staff, and property.

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

7c.6 Social Media

Each year there are various Chat groups set up for collegians 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:

The Specific **What App chat group for your dedicated floor: speak to your SR to join these chat groups.**

7c.7 Alcohol

Alcohol can be a fraught issue within university residential colleges but is generally less of a problem at NCPV because collegians are often older and have sensible attitudes towards its consumption. While it is possible for collegians 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 NCPV is seen as unacceptable behaviour.

While consumption of alcohol in room is permitted at New College Postgraduate Village, in contrast to New College, your behaviour must always remain controlled, and you must be of legal age to purchase and consume alcoholic beverages. Disturbance to surrounding collegians is not appropriate and will not be tolerated. Violations of this policy are required to be immediately reported to the SR on Duty who will report it to the Dean of Residents.

Consumption of alcohol in hallways, the Reading Room and the Tutorial Rooms and floor common rooms is not permitted. You can consume alcohol in shared apartment lounge/dining areas (Although you need to consult with the other members of the apartment and respect noise curfews). 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 NCPV you must have approval in advance from the Dean of Residents. 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. . All warnings given related to alcohol incidents always result in the collegian involved meeting with the Dean of Residents to discuss the incident further. Consequences stemming from alcohol incidents range from a written warning to fines and, in some instances, exclusion from the college community.

7c.8 Room Access

Your room should be locked when you are not in it, and you should not leave any money or valuables needlessly exposed. Those living in a shared apartment have the 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 NCPV Reception or call Duty. Lock out phone calls that happen after 11pm and before 7am are charged $25.

7c.9 Board Games

NCPV has a collection of board games that are available for collegians to borrow. Games are stored in a ~~locked~~ cupboard in the MCR. Students are permitted to borrow the games, but must return them to the cupboard within 24 hours .

7c.10 Booking Rooms for Exclusive Use

The following rooms require bookings for exclusive use:

Main Common Room
Games Room
Level 4 Terrace
Business Centre
Tutorial Rooms
Private Courtyard (off the Main Common Room)

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

Please note that approval will not normally be given for events that have a majority of non-NCPV collegians, or if large numbers of people from outside of the community are to be involved. NCPV facilities must not be used for any fundraising or business activities without the approval of the Dean of Residents. This includes events designed to elicit sales or promoting special products or services. Events involving gambling are prohibited.

7c.11 Christian Community

Bible studies are open to all, regardless of previous experience with Christianity. The Dean of Residents, Assistant Dean or Senior Ministry Resident will be happy to provide anyone with a copy of a Bible if requested. The NCPV Christian Fellowship organises occasional weekend aways and day trips to which all collegians are welcome to attend.

7c.12 Music (Bands and Choirs)

Historically, NCPV has had several active music groups that interested collegians are encouraged to get involved with. There are various instruments that can be loaned to collegians, 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 NCPV music scene who would be willing to teach you. For more information about the band and the various music groups at NCPV speak to your Senior Resident.

7c.13 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. 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.

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.

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.

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 of Residents if further action may be required.

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

7c.14 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 of Residents or NCPV 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.

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