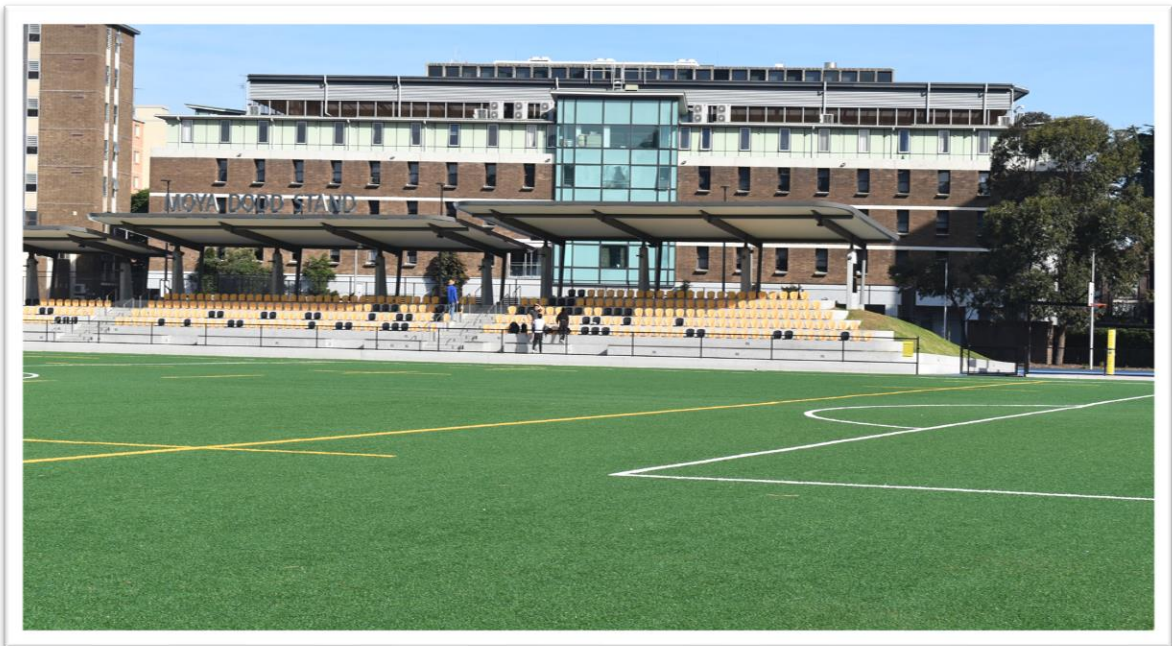


NEW COLLEGE



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NEW COLLEGE



**RESIDENT HANDBOOK**  
Version 1 – January 2024



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## **INTRODUCTION (1.0)**

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## 1.1 Master's Welcome

### WELCOME TO NEW COLLEGE!

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



Our sister 'college', New College Postgraduate Village (NCV), is located diagonally opposite and is home to 315 postgraduate and undergraduate. While our sister colleges have their own distinct communities, there are opportunities for shared sporting, social and formal events throughout the year, and both buildings are owned and managed by us. Like New College, the Postgraduate Village is also concerned with the intellectual, social and spiritual development of its residents.

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

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

Welcome to the 2024 New College community!

Adjunct Professor Bill Peirson

**Master**

## 1.2 Living at New

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

Admission to New College carries with it the presumption that residents will conduct themselves as responsible members of the College community. This includes an expectation that students will obey the law; comply with the rules & regulations of the College; maintain a high standard of integrity and honesty; and respect the rights, privileges and property of other members of the College community. 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 residents are expected to observe as a condition of accepting resident membership at New College. The specific examples are intended to be illustrative rather than exhaustive in providing residents with an indication of what constitutes appropriate and inappropriate behaviour. The Master reserves the right to introduce or change rules when necessary to sustain the College community for the good of residents.

If any subsequent changes to the handbook are required, residents will be informed by email at the time.

### RIGHTS

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

### RESPONSIBILITIES

- To participate in the College in ways consistent with one's interests and abilities.
- To observe the rules set by the College and the University.
- To maintain your academic studies to the best of your ability.
- To support others and be involved in their lives in positive ways.
- To show respect and consideration for the rights of other residents and staff.
- Students must not engage in, or be party to conduct that is offensive, illegal or likely to bring the College into disrepute.
- To keep the College Dean of Residents informed of anything relevant to my wellbeing issues that may significantly and negatively impact oneself or the wider student community at New College.\*



*\* Please note: If a student requires someone from College to be their Emergency Contact this should be the Dean of Residents, not another student, and not a Resident Adviser, or Tutor, as emergency contact details may not be updated after people in these positions cease to live or work at College, while the Dean of Residents position is perpetual. The Dean of Residents Duty Phone number to provide for contact purposes is 0455 496 212.*

## **KEY RULES AND POLICIES**

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

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

## **1.3 General Information**

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

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

## **1.4 Resident Student Program**

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

## **1.5 College Staff**

The Master of the College is Adjunct Professor Bill Peirson. He was appointed in 2016 as the sixth Master of New College after serving as Dean for the previous two years. He formerly spent 14 years as a senior research and teaching academic in the School of Civil and Environmental

Engineering at UNSW. The Master is the CEO of New College, the Director of CASE, and is responsible for the overall administrative, academic, social and pastoral leadership of the New College Communities. His responsibilities also cover the ongoing development of the College and its relationship with alumni, UNSW and the wider community. Administrative services, conference program activity, and casual accommodation are also overseen by the Master.

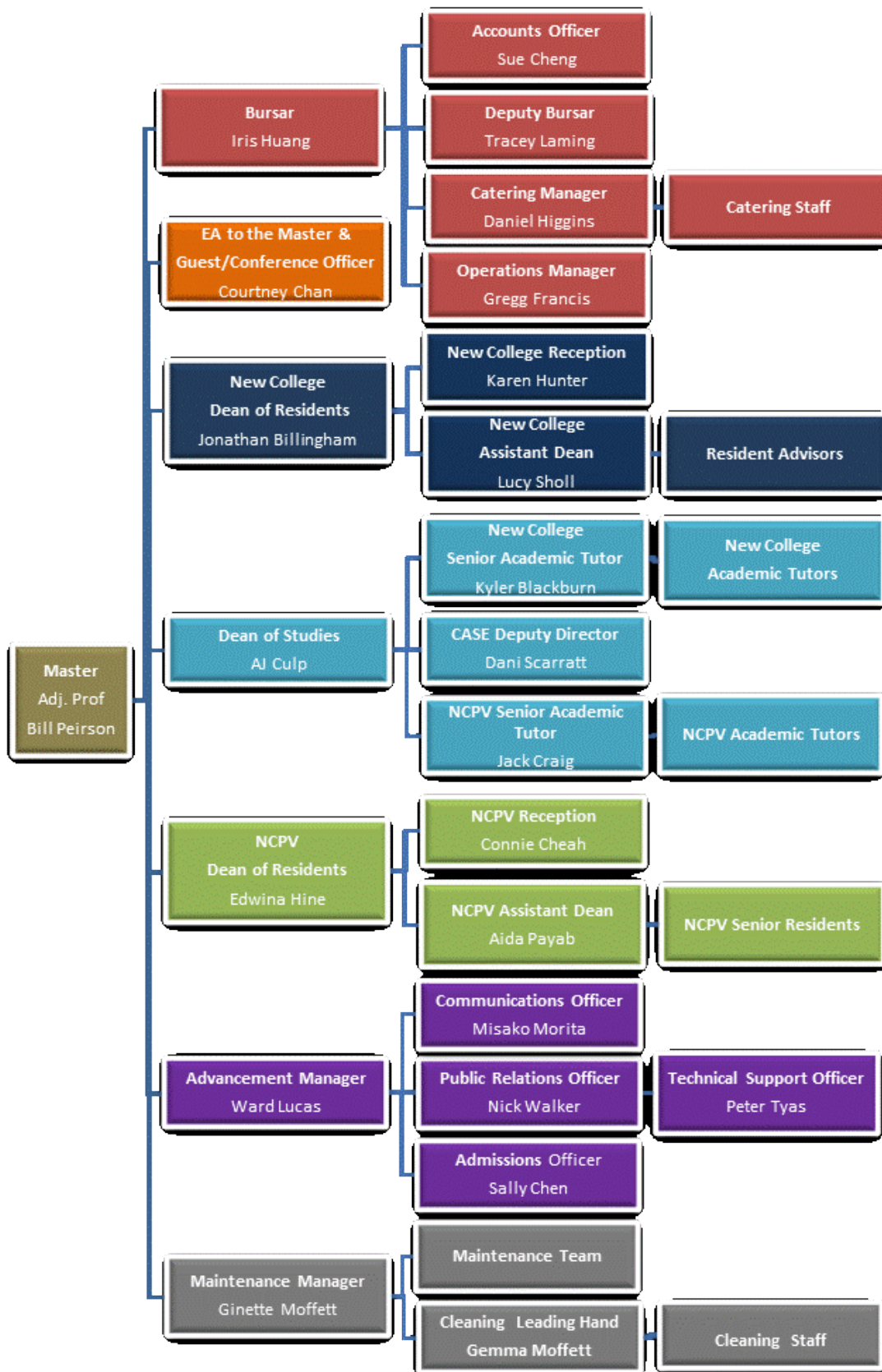
Mr Jonathan Billingham was appointed as Dean of Residents at the end of 2019. Originally from country NSW, Jonathan previously lived in New College for four years (2006-09) as an undergraduate music student. The Dean of Residents oversees the pastoral care program for the residents at the undergraduate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

Rev Dr AJ Culp was appointed as Dean of Studies for the New College Communities during 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.

Our Bursar, Mrs Iris Huang, is responsible for financial, IT and catering matters.

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

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



## 1.6 Resident Advisers

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

Name	Nickname	Position	RA Flat
Lucy Sholl	Popeye	Assistant Dean	4C7/4S
Tobias Chapman	Norbac	Resident Adviser responsible for the 1AB & 1CD Groups	1R1
Lauren Jaggars	Blaze	Resident Adviser responsible for the 1EF & 1GH Groups	1R2
Benjamin Stacey	Betty	Resident Adviser responsible for the 2AB & 2CD Groups	2R1
Paige Sedgwick	Pauline	Resident Adviser responsible for the 2EF & 2GH Groups	2R2
Aditya Goyal	Beresford	Resident Adviser responsible for the 3AB & 3CD Groups	3R1
Jaimee Soo	Keto	Resident Adviser responsible for the 3EF & 3GH Groups	3R2
Ela Yohannan	Oat	Resident Adviser responsible for the 4AB Group and U18 residents throughout the college.	4R1
Isaac Learson	Riptide	Resident Adviser responsible for the 4CD Group and U18 residents throughout the college.	4R2

## 1.7 Alumni Relations

The College maintains strong connections with its 53 years of alumni, and encourages their active participation in College life, with many serving on the Board, attending formal dinners, and organising reunion events. After a resident leaves College, they are added to the alumni database and encouraged to maintain contact with the College.

## 1.8 New College Board

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

## 1.9 New College Lectures

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

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

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

## **FACILITIES (2.0)**

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## 2.1 College Office

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

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

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

## 2.2 Mail and other deliveries

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

Students are notified by email when a parcel has been delivered. Parcels are kept at reception and may not be collected by anyone other than the recipient, except where the College has received express permission from the intended recipient for a nominated person to collect their parcel. Delivery notifications from couriers or Australia Post do not mean that parcels have arrived at New College but rather that your parcel has reached the UNSW Mail room. Please wait for an email from reception before coming to collect your parcel, to allow it to reach the College from the UNSW Mail Room.

### 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.

Our receptions will not receive any parcels in excess of 16 kilograms. Staff check with incoming couriers to ensure that these weight limits are not exceeded.

Any items of excessive weight will not be received. If you are having deliveries in excess of 16 kilograms, please ensure that you have your own arrangements in place to receive them.

### Identity of those collecting mail

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 postal address is:

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

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

### **Other deliveries**

Deliveries of online grocery orders and take-away food will not be received by college staff, nor should delivery drivers use the New College intercom. If you are having deliveries made to New College other than ordinary mail/parcels, then you must provide instruction for delivery drivers to wait outside the New College building and call you directly on your mobile phone until you can receive the delivery yourself.

## **2.3 Electoral Divisions**

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

## **2.4 Maintenance**

Please report any damage or malfunction of any fixtures or fittings via the maintenance book located on the table immediately adjacent to College Reception.

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

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

## **2.5 Internet**

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

**The College has adopted the University's policies on computer use. Your access to the College networks is conditional on you complying with the "Acceptable Use Policy" of our Internet Service Providers, with whom you hold an internet account.**

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

## **2.6 Noticeboards**

The main notice boards are in the eastern entrance foyer, outside the entrance to the kitchen and opposite the elevator. Official information about the College is posted on them. In addition,



the Weekly Notices are distributed around College and residents receive an electronic copy via email. Residents are expected to read all notices regularly.

There are also noticeboards on the first landing of the eastern and western stairwells for student notices.

## 2.7 Bedrooms

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

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

- a. A room key and top cupboard key are issued to each resident on arrival. **Keys must not be duplicated nor are locks to be tampered with. Entering a resident's room without their permission is strictly forbidden** (however, in exceptional situations this may be allowed with a member of staff present).
- b. Your room door may automatically lock when closed, so you should get into the habit of carrying your key. If you do get locked out, contact the Office or Duty RA/Tutor. After hours (between 11.00pm and 9.00am), an opening fee may be charged. **Residents will be charged for the replacement of lost top cupboard keys or room keys.**
- c. **You are responsible for any damage to your bedroom** (other than that resulting from normal wear and tear). A log of contents of your room is kept and your room will be inspected periodically, and on departure. **Losses or damages are your responsibility and you will be charged for them.** Your room is supplied with a bed, linen, doona, pillow, chair, desk, lamp and bin. Additional blankets are available from housekeeping. **You are required to provide your own towels.** There are a limited number of 'long beds' allocated by the Dean of Residents to the tallest members of the community, and therefore these should not be moved between rooms. 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.
- d. **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.** Residents may be charged for maintenance to correctly refit doors if they are tampered with. Other College furniture (in rooms and common rooms) also must not be dismantled.

- e. **Cooking of any kind in your bedroom or elsewhere in the group areas is forbidden; as are candles, incense and other naked flames. Flammable materials and products must not be brought into the College.** Kitchenettes are provided in each group for the preparation of light refreshments, but no cooking is permitted.

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

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

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

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

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

If you wish to hang items, *removable* Command Brand adhesive hooks should be used, however, great care should be taken to ensure they do not damage the wall, especially when being removed. **Be aware that many doors in the building are expensive fire doors and so cannot have holes drilled or poked in them without damage. Any damaged door must be replaced under fire regulations and the cost will be the responsibility of those who damaged it.**

- i. **Chin-up bars** fitted to door frames can easily damage paint and woodwork. A thin piece of wood and cloth often helps safeguard against damage. Whilst permitted, individuals or groups will be held responsible for any damage caused by chin-up bars.

**j. All incoming non-standard electrical equipment must be inspected, tested and tagged.**

Faulty equipment and overloading of power points are hazardous to students and a potential fire risk. All College rooms are equipped with enough power to service student needs. The following categories of electrical equipment are approved for use (if they are manufactured to Australian standards): audio equipment, computers, pedestal fans, personal devices and personal care devices (toothbrushes, razors, hair dryers and hair straighteners). All other electrical equipment requires approval from the Dean and, if approved, must be tested and tagged with the cost borne by the resident. Please complete an *Electrical Equipment Registration Form* and submit to Reception. Students will be contacted to arrange the testing and tagging. Electrical equipment that does not conform to Australian standards is never to be used inside College and will be removed when identified. Please note that electrical items with heating elements such as kettles, rice cookers, and coffee machines, are not allowed in bedrooms. College provides a kettle in each common room. Resident Advisers are allowed to have Coffee Machines in their flats which they may allow others to use, Rice cookers and other cooking appliances should only be used in the first-floor kitchen subject to them having been approved and tagged and tested.

**k. Lithium-based batteries**

New College has sought guidance from fire authorities on how to manage fire risk associated with lithium batteries. Unfortunately, no guidance is available that is suitable for residential communities. This is in spite of a spate of serious fires in community residences due to such batteries.

Any risk of fire must be seriously considered and so the following rules are in place regarding lithium-based batteries within our communities.

No electric 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 Shed where a charge station will be established. This includes items such as electric skate boards 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.

**l. Since your room is provided with air-conditioning, private heaters and air-coolers are not permitted.** The air-conditioning is either set to heating, or cooling, for the entire floor, and is switched by maintenance on set dates as the seasons change (approx. 1 May and 2 October).

- m. Keeping of pets is prohibited.** The *only* exception is that fish in a small fish tank (of no more than 20L capacity) may be permitted after **prior approval from the Dean of Residents**. No animals that could survive outside the tank will be permitted. Any water damage is the responsibility of the resident and should be cleaned up and reported.
- n.** No part of College (including meeting rooms and bedrooms) is to be used by residents for the operation of a private business.

## 2.8 Group Areas

Fire regulations require a 1 metre clear path for all egress routes. For this reason, bicycles, skateboards, boxes, shoe racks etc. cannot be placed in corridors. Each group will have a designated area where sports shoes and shin pads can be aired. Items such as sports bags and skateboards must remain in residents' rooms.

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

**You must not move any furniture into or out of any rooms or common rooms without the Dean 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. False ceiling must not be tampered with in any way, including for the purpose of hanging decorations.**

**No offensive text, quotes, or images should be displayed. Each year whiteboards, door decorations, group decorations, and all other personal items must be cleaned off and cleared from the group space before the end of the first week of the exam period in Term 3.**

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

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

## 2.9 Group Kitchenettes

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

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

Kitchen items 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 kitchen items beyond the Ground Floor.

## 2.10 Housekeeping & Laundries

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

Washing machines and dryers are available in the laundries located on each floor for you to complete your own clothes and towel washing. Each machine currently costs \$1.00 to operate (must be a \$1 coin). These are on timers to only work between the hours of 9am and 9pm. Students are advised that any load of washing started may not finish its cycle if this is not completed by 9pm. Residents are advised to place washing powder or liquid into the machine prior to loading clothes. To complete a satisfactory wash, residents should not force clothes into the washing barrel or overload. If you are unsure how far you can fill the washing machine with clothes, please contact your Resident Adviser. 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 be photographed and reported immediately to reception or the Resident Adviser on duty for investigation.

Wash tubs are provided in the laundries of each floor. Group common rooms also have ironing boards and irons available.

Residents should not leave their washing in the laundries for prolonged periods. Unclaimed belongings left behind will be removed.

## 2.11 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. ***Free-standing drying racks are being phased out.***

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.

## 2.12 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 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.

### **2.13 Ground Floor Common Rooms (MCR & MR)**

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

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

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

### **2.14 The Courtyard**

One of the main features of the College is the courtyard on the first floor. This provides a vital centre for the College and a very pleasant place for you to sit, read, study, talk, socialise and eat. However, it can become a centre of noise and disturbance, particularly for those in courtyard rooms, whose windows face onto it. For this reason, and to protect windows, **no ball games (except handball or spikeball from 1:00pm – 4:00pm) or Frisbee games are allowed in the courtyard and skateboarding/scooters/roller blading are prohibited.** Badminton is permitted between 11am and 9pm. Also, to protect the surface, no footwear with sharp points, heels or spikes is to be worn in the courtyard. **As for all areas in College, candles and open flames are not permitted.**

Furniture should not be moved out of the courtyard, or around the courtyard without permission from the Dean. If moving furniture within the courtyard, special care must be taken not to damage the floors and the furniture must be returned to its normal location as soon as possible. **Under no circumstances should anyone climb on the sides or roof of the Games Room or TV Lounge.** Similarly, climbing on the poles supporting the courtyard roof is a significant safety risk, and must not be attempted. To do so would be viewed as a serious disciplinary matter.

The national Australian flag, the Australian Aboriginal Flag, and the Torres Strait Islander Flag are sometimes 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 residents living in the college in any given year. If the College does not possess a flag correlating to a particular New Collegian's home nation, state, or territory, then that New Collegians may write to their local member of parliament, or relevant embassy/consulate to request that they provide a flag so that it can be appropriately displayed. Collegians should check at reception to find out if the College already possesses the relevant flag. Nonofficial flags and banners will not be displayed and flags are only to be handled and displayed by authorised New College staff. 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>.

## **2.15 TV Lounge**

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

These facilities should be used responsibly, kept tidy, and equipment switched off by the last person to leave the room. Kitchen items are not permitted. If noise disturbs other residents, these rooms may be shut down.

## **2.16 Common Kitchen on First Floor**

The common kitchen area is available for student use between 8am and 11pm. It may be booked through the Office or Duty RA/Tutor to use for special occasion cooking such as birthday cakes or group suppers. A key card is available, which can provide access

Whoever has signed out the key card with the RA or reception will be held responsible for the state of the kitchen, regardless of whether or not they are the one to have left a mess. All people using the 1<sup>st</sup> 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 via 02 9381 1999 to notify them of the change. Otherwise, you will be held responsible if they, or anyone after them, leaves a mess. The kitchen card must be returned to the Office or Duty RA/Tutor 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.

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

### **2.17 The Bridge**

For safety reasons, no one should stand on furniture, 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.

The bridge is not a place for large group activities that may disrupt surrounding residents and pose a safety risk. The bridge should not be occupied after 11pm. Students undertaking costume (NIDA), architecture or similar design projects may request use of the bridge as a space for such academic activity. A drop sheet must be used for gluing. However, any noisy or messy design projects, including those requiring paint, must only be undertaken in the College Shed.

### **2.18 The Pollard Room and Private Gym**

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

Only students with membership of New College are allowed to use the private gym. The Gym Conditions of Use Form must be completed, submitted and authorised (each calendar year) prior to use of any of the exercise equipment. Authorisation may be revoked by the Dean at any time for behaviour that is against the conditions of use, or any other displayed rules of the gym. The Gym may be used on any day between the hours 8am to 9:30pm. However, any activity that generates noise, such as dropping weights is restricted from 9am to 9pm. The key will be held at New College reception or with the after-hours duty Resident Adviser or Academic Tutor, who will be responsible for ensuring the Gym is locked at 9:30pm each night. The private gym is closed during Prep Week and O'Week.

### **2.19 Games Room**

The Games Room is in the courtyard, and is equipped with table tennis table, pool table and an area to play chess. One guest may accompany a resident in the Games Room but should always remain with the resident. The Games Room should be left in a tidy state; lights, air conditioning and equipment switched off. Kitchen items are not permitted. Any items left in the Games Room may be removed and disposed of by cleaning staff. A resident who damages anything in the games room will be expected to pay for the damage.



## 2.20 Café Lounge and TV

A television is provided in the Café (southern end of the Dining Room). It is equipped with a Foxtel connection, and can have DVD players, consoles or computers attached.

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

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.

## 2.21 Data Projectors

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

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

## 2.22 Northern Garden and Shed

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

### ***The Shed***

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

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

### ***The Northern Garden***

The northern garden is a space that collegians can go to sit outside for study, or for meals during office hours. It is available for use from 9am until 5pm (Mon, Tues, Thurs), and 9am to 4:30pm (Wed & Fri) – Resident Advisers may host gatherings outside of these hours in the northern garden. Alcohol is not permitted during these times. Booking and collection of the key is only via Reception. Any non-collegians must adhere to the standard day-guest rules. Alcohol

is not permitted, and any non-compliance will result in individuals being banned from using the space and may result in further disciplinary action.

### ***Evening Drinks in the Northern Garden***

At New College, which is a 'dry' college, having or consuming alcohol has always been prohibited within all common and private student areas. While this rule is not under review, provision was made during COVID for a trial of using the outside Northern Garden as a space where collegians are permitted to consume alcohol with a Resident Adviser (not drinking) present. The College will continue to allow this in 2023, pending appropriate student use, with bookings available 4:30 –7:30pm (Wed, Fri & Sat) but only when a Resident Adviser has is available to be rostered to be present. Booking and collecting the access key is through Reception. Bookings must be made during office hours by 12 noon on Wed and 12 noon Fri. Groups may consist of a maximum of six collegians (including the person who books the space), and the RA rostered who will be on Social Duty to ensure appropriate behaviour. ***Alcohol must not be consumed in the work shed.*** Any complaints regarding excessive noise or loud, offensive language (in any language or dialect), may result in use of the space being suspended. Please note that the garden is next to the bus stop, and in such a public location it is important the College is not improperly represented. 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.

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

## **2.23 Car Parking**

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

## **2.24 Bicycles**

A secure bike shed is located at the rear of the College for the storage of residents' bicycles. **Bikes are NOT to be stored or secured in any other external area of the College.** The lock is replaced each year, and there are limited spaces, so your bike must be registered at the Office.

Keys for the year are available from the office with a \$50 deposit, refundable upon return by the end of the year.

You may keep your bike in your room, but it must be stored in a way that enables the cleaner to clean your room. **Under no circumstances may bicycles be left in group common rooms, corridors or public areas of the College as these pose an evacuation risk.** The College faces significant fines if fire egress pathways are found cluttered during fire safety inspections, and any fines received will be passed on to offending residents. E-bikes are not allowed within the College.

## 2.25 College Vehicle

The College vehicle is made available for New College Students' Association (NCSA) or New College Christian Fellowship (NCCF), and other endorsed College-related activities (see §6.2 and §6.4 for more information on NCSA and NCCF). The College vehicle is not available for non-College activities, such as moving personal belongings or attending birthday parties.

The College vehicle is not just for use by residents but also provides a critical service for staff and Resident Advisers. So, respect and care for both the vehicle and booking timetable must be maintained.

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

In view of their important role, RAs with pre-authorization are permitted discretionary use of the College vehicle for College business. However, they must respect all bookings in the duty book and advise the Dean when such discretionary use has been made. Refueling of the College vehicle must be completed using the College Fuel card at designated fuel outlets. Anyone taking the college vehicle on an authorized longer trip for college related purposes must first receive the fuel card and usage instructions (including pin). Use of private credit cards should be avoided and reimbursed may not be forthcoming in such circumstances.

## **ACADEMIC EXCELLENCE (3.0)**

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### **3.1 Academic Activities**

New College has a strong tradition of outstanding academic achievement. In most years, nearly half of all collegians achieve a Distinction average or higher across their subjects. To date, New Collegians have been awarded 106 University Medals, four Rhodes Scholarships, and numerous other awards and prizes.

The College promotes this strong academic tradition through the active academic leadership of its senior staff, especially the Master and Dean of Studies, and through the strong academic tutorial program. The College further supports this tradition through programs including:

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

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

### **3.2 Academic Tutorial Program**

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

#### **Academic Tutoring Program Mission**

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

## Academic Tutoring Team

The Senior Academic Tutor for 2024 is Kyler Blackburn. He is responsible for his own subject areas, and for working with the Master and Dean to lead the team of Academic Tutors.

Name	Nickname	Tutoring Role
Kyler Blackburn	Steggles	Senior Academic Tutor & Economics
Callum Davies	Poughnut	Mathematics (Calculus)
Kevin Jin	Tonic	Mathematics (Algebra)
Thomas Crundwell	Eski	Computing
Anastasia Smyth	Cubes	Physics and Electrical Engineering
Jasmine Blanch	Devin	Chemistry and Chemical Engineering
Clare Ghows	Thing 2	Medicine
Sophie McCormick		Chemistry
Robert McColl	Glutes	Law & Criminology
Sasha Forrest	Friday	Humanities & Psychology
Brandon Ong		Commerce & Foundation Studies
<b>Additional Support from staff and New College Postgraduate Village Tutors</b>		
Adjunct Professor Adjunct Prof Bill Peirson	Consultations can be booked during office hours at Reception	Engineering & Academic Advice
Rev Dr AJ Culp		Dean of Studies
Jonathan Billingham		Dean of Residents (Music)
Jack Craig		Senior Academic Tutor and Research Community
Yelyzaveta (Liza) Andrych		Computing
Zelong (Adam) Bi		Mathematics
Simone Gangal		Law
Kripa Borah		Accounting, Finance, and English Conversation
Mahdi Haddad		Science
Vyshakh Menon		Engineering
Zi Ting Tan		Medicine

Our Academic Tutoring program exists to enrich the learning experience of all New Collegians but all UNSW guidelines regarding academic misconduct must be always adhered to. Academic Tutors are appointed to be supportive but must not be taken advantage of.

### 3.3 Matriculation

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

Assessment of Readmission applications considers many factors regarding collegian engagement within College. These include but are not limited to participation in activities such as theatrical productions, sport, social events, sub-committee involvement, as well as academic and any discipline history. Good attendance history at Formal Dinners and Group/Tutor suppers is the baseline position for continued membership within an existing membership contract. As these activities are compulsory a history of absence without reasonable grounds will make it very hard a resident to make a compelling case for readmission.

### 3.4 Academic Results and Readmission

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

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

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

### 3.5 Prizes

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

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

### 3.6 Valediction

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

## **ARRIVAL AND DEPARTURE (4.0)**

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## 4.1 Arrivals and Departures

### ***New Resident Arrivals***

Unless individual arrangements have been negotiated, contracts for new residents commence on the Sunday of O'Week. Residents are encouraged to arrive before lunch (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.

### ***Returning Resident Arrivals***

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

### ***Departures***

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

Departure times should be as near to 9.00am as possible to enable rooms to be cleaned for subsequent use. Rooms must be vacated by 10:00am on the day of departure to avoid extra charges. If you do not inform the office of your departure 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 residents are required to remove all possessions when vacating their room and signing out. You must complete and submit to reception the *departures* section of a Room Inventory Form upon occupancy of your room.

## 4.2 Vacation Residence & Storage

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

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

### Packing and storing for returning residents

Collegians who are returning to live at New College in a subsequent year are able to store the equivalent of max. three 50 litre self-supplied boxes or plastic containers (up to 150 litres in total) over the summer period. If you need to store more than this, there is a storage charge of \$25 per 50 litre box. If suitcases are used for storage, their approximate volume will be taken from the max.150 litre combined free storage. Storage boxes can be purchased for \$15 each at reception.

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

[enquiries@newcollege.unsw.edu.au](mailto:enquiries@newcollege.unsw.edu.au)

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

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

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

If Maintenance staff need to pack up the contents of your room in your absence, there will be a fee of \$60/hour for the time that it takes to do this on your behalf. If College storage boxes are required, these will be charged at \$15 each.

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

### **4.3 Signing In and Out**

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

- \$ 50 for Lost access cards
- \$ 40 for Lost room key
- \$ 10 for Lost wardrobe key

### **4.4 Being Away Overnight**

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

# **EMERGENCIES, HEALTH AND SECURITY (5.0)**

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## 5.1 Fire Alarms

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

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

**Anyone who causes a false alarm will be required to pay the necessary service charge and a charge recognising the disruption to College life. The current charge is \$1850 per false alarm, but this is subject to increase.**

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

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

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

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

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

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

Again, residents who cause 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 resident who invited the guest into the building.**

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

## 5.2 Personal Insurance

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

## 5.3 Security

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

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

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

The College can only be entered by means of your student card. If not carried, a Duty Officer can and should be contacted. However, an out of hours (11.00pm – 9.00am) opening fee of \$50 may be charged for excessive or negligent requests on the Duty Officer. Report any loss of your card immediately to the Office so that the card can be blocked to prevent unauthorised entry. A replacement card must be organised with UNSW.

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

## 5.4 Medical Care

First aid kits are available from the Resident Advisers, the Office and the kitchen. All Resident Advisers and several senior staff are trained in first aid procedures and will be very happy to help you according to their training when required. However, RAs and other staff are not trained or allowed to give out medication of any kind and must not 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 an RA to collect medication from a local Pharmacy/Chemist for which you order and pay.

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

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

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

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

Sharps disposal is available on request.

Vaporisers should not be used in your room except by express permission from the Dean.

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

## **5.5 Emergency Control Procedures**

The Master is responsible for implementing Emergency Control Procedures as necessary, such as for infectious and communicable diseases. Any Emergency Control Procedures will be published on the College website. Stakeholders of the College, including resident members and their next of kin will also be emailed a bulletin as changes are made for any Emergency Control procedures that come into effect.

## **COMMUNITY LIFE (6.0)**

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## 6.1 Resident Advisers/Academic Tutors

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 on duty within College, at sporting and social events, and have monitoring responsibilities relating to well-being and discipline of individuals and the entire resident community.

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

## 6.2 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.

Collegians do not automatically become a Senior Collegian. 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 3<sup>rd</sup> to 6<sup>th</sup> 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.

### **6.3 New College Students' Association (NCSA)**

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

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

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

### **6.4 Staff Student Group (SSG)**

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

### **6.5 New College Christian Fellowship (NCCF)**

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

The first Weekend Away is held at the start of the year, with another towards the start of the third trimester. Regular events are also held, ranging from testimony nights to Q&A sessions and 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 residents are encouraged to participate or investigate voluntarily according to their interest.

### **6.6 Christian Services**

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

## 6.7 Formal Dinners

Formal Dinners are held 6-10 times per year and are an opportunity for the College to meet in a corporate capacity for fellowship and intellectual stimulation. At the end of the academic year there is a Valedictory Dinner.

**Formal dinners (including the Valedictory Dinner) are one of only two compulsory activities in College, so all residents are expected to be present. In extenuating circumstances, you may seek exemption by requesting permission to be absent by the date specified before each event. Such requests must be in writing to [enquiries@newcollege.unsw.edu.au](mailto:enquiries@newcollege.unsw.edu.au) for review by the Dean.** However, such absences will usually only be permitted due to a direct clash with university requirements (such as a lecture, tutorial, laboratory, or exam), or on compassionate grounds. Casual work shifts, study for upcoming exams, and activities with organizations outside of the College are not usually considered valid reasons for an approved absence. Residents with membership of New College who are absent from a Formal Dinner without prior approval will 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.

Please see section 6.7 for the Formal Dinner Dress Code.

## 6.8 Dress Code

**It is expected that you will dress in a manner that is tidy, modest and appropriate to any given occasion.**

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.

On the Ground Floor the following dress code applies at all times both for modesty 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 Dining Room.** The fine for repeat non-compliance (more than once) is \$20

On the upper levels of the College there are no set dress requirements, but it is expected that you will dress in a manner that is tidy, modest, and appropriate to any given occasion.

## 6.9 Music Groups

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

## 6.10 Noise

In any community where people live and work together, noise can be a serious problem. You should therefore refrain from any behaviour likely to annoy or disturb other residents. Lack of sleep can be a major contributor to poor mental health. 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 residents to sleep or study**. This applies particularly to the courtyard, common rooms and corridors. It is standard practice for the Duty Officer (RA or AT) 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 and must not be used before 8am in the morning or after 11pm, except for people with a disability, injury, or other special mobility needs.

College residents must also take care not to disturb fellow residents in the areas immediately surrounding the College. Groups should observe the UNSW Village Green playing field and court times to avoid noise from these sporting areas from impacting the College community.

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

## 6.11 Water Use

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

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

## 6.12 Dangerous Substances

**It is absolutely forbidden for residents to have firearms, explosives, gas bottles, fireworks or any flammable, hazardous or dangerous substances of any kind in the College. Please note the restrictions on lithium batteries in section 2.7k of this Handbook.**

## 6.13 Smoking & Vaping

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

## 6.14 Alcohol

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

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

If you need to store small quantities of alcoholic beverages for a later event, this can be stored in the locked student fridge reserved for this purpose. Residents 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 residents 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.

## 6.15 Drugs and Illegal Substances

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

## 6.16 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 residents. Harassment or damage of College property of any kind will not be tolerated and may have significant legal or contractual ramifications, including individuals being asked to leave College.

## 6.17 Inter-College Rivalry

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

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

## 6.18 Damage to College Property

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

## 6.19 Health and Safety, Harassment and Discrimination

In addition to the information contained in this Handbook, relevant New College policies covering student and staff conduct are available at:

<https://newcollege.unsw.edu.au/about/the-new-college-communities/governance/policies>

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.

In summary, all College personnel, both staff and students are required to ensure that:

- a. No one is exposed to health & safety risks arising from theirs or others' conduct in College
- b. No one intentionally or recklessly interferes with or misuses anything (e.g. first aid kits, fire hoses etc.) provided in the interests of health, safety and welfare
- c. No person or group of people is subjected to offensive and unacceptable physical or verbal behaviour that is uninvited and unwelcome. Such behaviour may include offensive jokes, references and gestures of a sexual nature, exposing one's self in any public place or at anyone uninvited, and jokes or derogatory remarks regarding a person's 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. Further information and assistance on these matters is provided upon admission to College.

## 6.20 Day Guests

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

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

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

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

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

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

## 6.21 Overnight Guests

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

Only one overnight guest can be accommodated at any one time, and **all overnight visits require approval from the Dean of Residents. Approval will only be granted when the Overnight Guest Request Form has been submitted, signed by the Dean of Residents and a notice of approval is emailed to the resident by reception.**

Please note that your guest request will only be considered if made by 12 noon on the 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 at New College unless you have received an email from a New College staff member indicating that this guest request has been approved. If approved, you will be asked to make payment at reception before close of business prior to the guest stay.

Overnight guests must be over the age of 16 and will not normally be approved during STUVAC or the Exam Period. Email requests should clearly identify the guest and your relationship with them, the purpose of the visit, and the proposed dates. All overnight guests are to be registered with reception *prior* to their stay and are required to check in with Reception or the Duty Officer upon arrival. RAs will not issue mattresses at weekends or out of hours. The booking charge for a guest is:

- \$45 for a single overnight stay; or
- \$40 per night for multi-night stays.

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

## 6.22 Discipline

### *a. Introduction*

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

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



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

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

*b. Disciplinary Sanctions*

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

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

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

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

*c. Payment of Fines*

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

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

- Ignoring COVID-19 Emergency Control Procedures – Fines ranging from \$10 to \$150
- First time caution for being present while not drinking at a room party but also not doing anything to uphold the rules – minimum \$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 residents having their membership contract terminated. Parents of residents who are under the age of 18 may be informed that drinking of alcohol has taken place. The measures above will also apply, as relevant.

In most instances, the College will donate at least 50% of the funds raised from a fine to support the work of Rough Edges, which is a community services activity of St John's Darlington. The other 50% may be put towards the cost of administration associated with investigating an incident that has resulted in a fine. Sometimes the College will ask that a resident makes a direct donation to an appropriate charity, depending on the nature of the disciplinary matter.

*d. Serious Discipline Situations*

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

In the case of a serious discipline situation the person concerned will be allowed to present their side of the case. After this, except in the most obvious or exceptional cases, there would normally be a delay of 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 dismissal, you remain financially liable for all fees associated with your position until a suitable replacement can be found. The Master's decision in these matters is final.

## **MEALS (7.0)**

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## 7.1 Meal Times

During the Academic Year meals are served between the times shown below, except where otherwise stated through electronic communication, or for Formal Dinner dates.

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

\* Cereal items will be available 24/7 from the café but this service will be withdrawn if residents allow mess to accumulate around the cereal dispensers.

## 7.2 Dietary Requirements

Special dietary requirements cannot be guaranteed, though the Catering Manager is happy to discuss specific dietary needs and will endeavour to accommodate your requirements. Gluten-free meals are available by prior arrangement. Special dietary lockers are available to ensure ingredients and equipment are isolated to maintain dietary integrity. Residents who have 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. Residents 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 residents 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.

Self-catering arrangements are not available at New College.

## 7.3 Meal Plan and Credits

*New College Communities uses an App for checking in at mealtimes with iOS or Android phones.*

### How to get the College App

The App can be downloaded by scanning a QR at the meal-race, available via the Apple Store or Google Play. Alternatively, 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.

### **Meal Credits**

**New College students** have 21 Meal Credits per week for the duration of their College Membership to use for the three meals each day (breakfast, lunch and dinner). The meal week starts on a Sunday and goes through to Saturday.

### **Taking meals**

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).

Residents will usually 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 depending on the time and availability.

### **Cafe Credits**

**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).

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 (see expiry dates on the next page).

Residents are not permitted to use the meal credits of other residents. Residents **MUST** use the App to tick off a meal credit every time they take a meal from the meal race or the Café, **including at breakfast.**

## Meal Blocks 2024

Café Credit will expire as per the highlighted dates in the table below. Special orders to use café credits are sometimes possible but not guaranteed and must be completed at least 8 days prior to the end of the meal block. After this time, only in-stock items can be obtained using café credits.

Meal Blocks	Start Meal Blocks	End of 1st Meal Block	End of 2nd Meal Block
<b>Term 1</b>			
Renewed Contracts	28 January	23 March	11 May
Freshers	4 February	23 March	11 May
Term 1 Break	12 May	25 May	
<b>Term 2</b>			
	26 May	6 July	24 August
Term 2 Break	25 August	7 September	
<b>Term 3</b>			
	8 September	19 October	
Renewed Contracts*			1 December
Freshers**			8 December

\*The final meal for those on Renewed Contracts is 1 December 2024 is Breakfast unless a booking extension (with catering) is approved in advance.

\*\*The final meal for those on Initial Contracts is 8 December 2023 is Breakfast unless a booking extension (with catering) is approved in advance.

### 7.4 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.

### 7.5 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.

## 7.6 Café

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

## 7.7 NCPV Meals

A number of residents from New College Postgraduate Village elect to eat their meals (lunch and dinner) at New College. The NCPV residents will obtain and often eat their meals in the Dining Room. NCPV residents are only allowed access to the ground floor, except when in the company of New Collegians.

## 7.8 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. Residents 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.

## 7.9 Dining

### The Dining Room

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

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

- Shoes **must always be worn**.
- All crockery and utensils must be returned to the kitchen servery at the end of the meal.
- Clean up any mess that you create.
- Food fights are absolutely forbidden in the Dining Room, and indeed, any part of the College.

### **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. Generally, all meals should be eaten in the Dining Room. However, where students wish to eat their meal in the courtyard, northern garden, or on the Village Green, disposable cutlery and cups may be obtained for that meal at a cost of 50 cents (using eftpos or accrued café credit). Meals should not be eaten in College rooms, except if students are unwell, have an assessment, or online class during the meal period. In such cases, the designated take-away arrangements must be used and the 50 cent charge will apply.

- Any student 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. 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. See Section 2.9 for more information.

For respect and 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 areas. 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.

### **7.10 Tuesday Night Suppers**

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

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



## **FINANCE (8.0)**

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## 8.1 Deposit and Bond

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

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

## 8.2 Membership Period

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

Fees are charged for the whole contract period, and residents remain liable for the full fees of the contract. Standard and loyalty contracts consist of one continuous 44-week period of residency (308 nights), incorporating the three teaching terms, including O'Week, Stuvac and exam periods, plus breaks. Returning residents start their contracts one week prior to O'Week and are encouraged to be present during Prep Week. Medicine students and any other students with semester-based courses are provided with the same 44-week contract, to ensure it covers the teaching requirements of their course.

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

## 8.3 Invoicing of Fees

### (i) *Upfront Payment Plan*

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

### (ii) *Instalment Repayment Plan*

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

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

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

#### **8.4 Student Financial Assistance**

The College has established a Bursary fund to be used for the assistance of students facing economic hardship. The fund is operated on an entirely confidential basis and those with a need should complete a scholarship application via <https://newcollege.unsw.edu.au/admissions/scholarships-bursaries>.

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

# **MISSION, COAT OF ARMS & MOTTO**

## **(9.0)**

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## 9.1 Mission & Vision

### Mission

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

### Vision

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

## 9.2 Coat of Arms

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



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

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

## 9.3 Motto

Taken from the Latin version of Psalm 111:10

***'INITIUM SAPIENTIAE TIMOR DOMINI'***

**means**

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

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

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





**New College**

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