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Welcome to Trinity College, an academic community within the University of Melbourne that aims to offer its students an education that is both academically challenging and personally inspiring.

As you are aware, Trinity College Foundation Studies (TCFS) prepares students from around the world for degree courses at the University of Melbourne, or at other universities. TCFS has now been offering its unique and widely admired curriculum for over twenty years, and there are now over five thousand graduates of the program.

Trinity College also runs three other educational programs: the Residential College, the Theological School and the Trinity Institute. All these programs share in a tradition of academic excellence dating back to the founding of the College in 1872.

Like the faculties of the University of Melbourne, Trinity seeks to offer education in both ‘breadth and depth’ for all our students. A Trinity education encourages students to think for themselves and to communicate clearly and effectively. It encourages students not merely to memorise information but to understand the subjects they are studying, to work together with others, and to form and express original ideas.

Students at Trinity College are members of the College for life, and we hope that all alumni of the College will keep in touch with Trinity and with each other, and assist the College in its quest for continued excellence.

Associate Professor Andrew McGowan
Warden
I’m really pleased to welcome you to Trinity College Foundation Studies (TCFS). You have chosen your study destination well as we create bright futures for people here. For 21 years, this program has had a proven track record as an excellent pathway to Australian universities. The program is an award-winner that delivers exactly what it promises, and we’re sure you will find your time with us both productive and enjoyable. Your future starts now!

Trinity College has been part of the University of Melbourne since 1872. We share with the University a tradition of outstanding scholarship. You may already know that the University of Melbourne is one of the highest ranked and most respected universities in the world, especially in the Asian-Australasian region.

In many ways, Trinity is the best pathway to the University of Melbourne. Their academics have helped us design our curriculum and assessment procedures to ensure our Foundation Studies will prepare you well for university entry. Our students use the University of Melbourne’s facilities such as libraries, banks, post office, lecture theatres, shops and sports facilities. You will soon feel at home at the University of Melbourne campus. We have strong connections and communications in place with academic departments and administrators.

Above all, we care for you, our students. You are part of a learning community that will always regard you as a valuable individual. Beyond your excellent academic program, we will provide first-class Student Services, Counselling and Welfare support. If you have any questions or problems, either inside or outside the classroom, we will be there for you. We know that studying in a new country, living away from family and making the transition to university studies are all big steps, and we’re here to make the experience a successful one for you. What you might need to learn to do is to ask for help when you need it. We care a great deal, but we are not mind readers and there is no shame here in asking for help!

I look forward to meeting many of you personally while you are here at Trinity. Ready, set, go! You are off to a brilliant start!

Dr Barbara Cargill
Dean of International Programs
ABOUT TRINITY COLLEGE

OUR HISTORY

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides high quality academic programs for some 1,500 talented students from across Australia and around the world. These programs include:

- Trinity College Foundation Studies, an award winning, one-year course that prepares overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities
- the Residential College for approximately 300 undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident
- Trinity College Theological School, a centre for Anglican theology and ministry that educates people, lay and ordained, to work for the transformation of church and society
- Trinity Institute, which offers inspirational leadership programs for high school students, innovative professional development, and thought-provoking open learning opportunities for all.

Trinity College actively contributes to the life of the wider University, with its main campus set in the University’s grounds.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

Trinity is a welcoming and diverse community – we hope that this community enriches you and your studies.

FOUNDATION STUDIES

Established in 1989, Trinity College Foundation Studies (TCFS) is a highly successful pathway to Australian universities and to the University of Melbourne.

We have a highly qualified team of very dedicated academics. Some also teach part-time at the University of Melbourne, so they are very well placed to prepare you for success at university. Over the years, our academics have developed and refined a highly original and distinctive curriculum and it is a big part of the secret of our (and your!) success. Over 80% of TCFS students do gain offers of places in the University of Melbourne, and almost all find a university place that meets their needs.
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## ACADEMIC STAFF

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## History of Ideas

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<td>FSC</td>
</tr>
<tr>
<td>Jane Neild</td>
<td>9348 7134</td>
<td>jneild@</td>
<td>FSC</td>
</tr>
<tr>
<td>Janusz Sysak</td>
<td>9348 7134</td>
<td>jsysak@</td>
<td>FSC</td>
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## Literature

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Gayle Allan</td>
<td>9348 7508</td>
<td>gallan@</td>
<td>FSC</td>
</tr>
<tr>
<td>Rosalie Ham</td>
<td>9348 7496</td>
<td>rham@</td>
<td>FSC</td>
</tr>
<tr>
<td>Mike Heald</td>
<td>9348 7506</td>
<td>mheald@</td>
<td>FSC</td>
</tr>
<tr>
<td>Rebecca Garcia Lucas</td>
<td>9348 7517</td>
<td>rlucas@</td>
<td>FSC</td>
</tr>
<tr>
<td>Gayle McIntyre</td>
<td>9348 7517</td>
<td>qmcintyr@</td>
<td>FSC</td>
</tr>
<tr>
<td>Jennifer Mitchell</td>
<td>9348 7112</td>
<td>jemitche@</td>
<td>FSC</td>
</tr>
<tr>
<td>Mark Nixon</td>
<td>9348 7496</td>
<td>mnixon@</td>
<td>FSC</td>
</tr>
<tr>
<td>Samantha Semmens</td>
<td>9348 7509</td>
<td>ssemmens@</td>
<td>FSC</td>
</tr>
<tr>
<td>Alexandra Williams</td>
<td>9348 7524</td>
<td>awilliam@</td>
<td>FSC</td>
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## Mathematics 1

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<thead>
<tr>
<th>Name</th>
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<th>Email</th>
<th>Department</th>
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<tbody>
<tr>
<td>Raymond Broeksteeg</td>
<td>9348 7011</td>
<td>rbroeksteeg@</td>
<td>Swanston Street</td>
</tr>
<tr>
<td>Monica Broeksteeg</td>
<td>9348 7007</td>
<td>mbroekst@</td>
<td>Swanston Street</td>
</tr>
<tr>
<td>David Collis</td>
<td>9348 7025</td>
<td>dcollis@</td>
<td>Swanston Street</td>
</tr>
<tr>
<td>Cheryl Filippe</td>
<td>9348 7025</td>
<td>cfilippe@</td>
<td>Swanston Street</td>
</tr>
<tr>
<td>Bell Foozwell</td>
<td>9348 7005</td>
<td>bfoozwel@</td>
<td>Swanston Street</td>
</tr>
<tr>
<td>Peter Hird</td>
<td>9348 7025</td>
<td>phird@</td>
<td>Swanston Street</td>
</tr>
<tr>
<td>Philip Mannes</td>
<td>9348 7005</td>
<td>pmannes@</td>
<td>Swanston Street</td>
</tr>
<tr>
<td>Elspeth McCracken-Hewson</td>
<td>9348 7007</td>
<td>emccrack@</td>
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</tr>
<tr>
<td>Andrew Oppenheim</td>
<td>9348 7007</td>
<td>aoppenhe@</td>
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</tr>
<tr>
<td>Barbara Trauer</td>
<td>9348 7005</td>
<td>btrauer@</td>
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## Mathematics 2

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<tbody>
<tr>
<td>Sasha Cyganowski</td>
<td>9348 7014</td>
<td>scyganowski@</td>
<td>Swanston Street</td>
</tr>
<tr>
<td>Anthony Klemm</td>
<td>9348 7051</td>
<td>aklemm@</td>
<td>Lincoln Square North</td>
</tr>
<tr>
<td>Bernard Leigh</td>
<td>9348 7002</td>
<td>bleigh@</td>
<td>Swanston Street</td>
</tr>
</tbody>
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## Media and Communications

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>David Neo</td>
<td>9348 7050</td>
<td>dneo@</td>
<td>Lincoln Square North</td>
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## Physics

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Geoffrey Adam</td>
<td>9348 7036</td>
<td>gadam@</td>
<td>Lincoln Square North</td>
</tr>
<tr>
<td>Farah Ajoudani</td>
<td>9348 7036</td>
<td>fajoudan@</td>
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</tr>
<tr>
<td>Fun Lai</td>
<td>9348 7036</td>
<td>flai@</td>
<td>Lincoln Square North</td>
</tr>
<tr>
<td>Frederick Robilliard</td>
<td>9348 7036</td>
<td>frobilliard@</td>
<td>Lincoln Square North</td>
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</tbody>
</table>

## Psychology

<table>
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<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>James Baker</td>
<td>9348 7053</td>
<td>j baker@</td>
<td>Lincoln Square North</td>
</tr>
<tr>
<td>Ian Teo</td>
<td>9348 7053</td>
<td>iteo@</td>
<td>Lincoln Square North</td>
</tr>
<tr>
<td>Maureen Vincent</td>
<td>9348 7052</td>
<td>mvincent@</td>
<td>Lincoln Square North</td>
</tr>
</tbody>
</table>

**Please Note:** All email addresses end with '@trinity.unimelb.edu.au'

*The most up-to-date directory is available on [www.trinitycollege.vic.edu.au/portal/directory/directory.php](http://www.trinitycollege.vic.edu.au/portal/directory/directory.php)*
OUR OFFER
THE UNIVERSITY OF MELBOURNE
Trinity students are part of the University community and have access to University facilities including food outlets, document and copying services, banks and postal facilities, sports facilities and the University’s outstanding libraries.

SUPPORT FOR STUDENTS
Trinity College has a strong commitment to catering for individual student needs, and our staff are always there to assist you. Trinity provides excellent student welfare and counselling services, including an individual mentor for every student. Students who require extra attention in their studies often receive individual tuition from tutors and lecturers.

We also offer support services including locating accommodation, guidance with spiritual and personal needs, one-on-one tutoring, and a wide variety of special interest clubs and extracurricular activities, to ensure your transition to independent living away from home is a seamless transition.

SUCCESS
We hope that during your time at Trinity you take full advantage of the excellent range of academic and support facilities available, that you participate in the many extracurricular activities, form lifelong friendships, and develop the personal discipline and social skills that will enable you to make a difference in the world.

Trinity wishes you every success in your studies and in your future.

FACILITIES
TCFS students have access to state-of-the-art academic facilities.

The College’s Leeper Library is well-equipped with online information resources and some 66,000 volumes covering the main fields of undergraduate study and source material for Foundation Studies subjects. Housed in a spacious modern building, it has excellent quiet study areas, as well as spaces for discussion. Its catalogue is linked to the Baillieu Library at the University of Melbourne, which Foundation Studies students are also welcome to use. In addition, TCFS students have access to a range of study areas and common rooms, as well as two computer laboratories with wireless internet access.

ALUMNI
Trinity has a very supportive and active alumni. Former students have gone on to achieve amazing things in areas ranging from law to medicine to politics to the arts to science. We are very proud of our students’ achievements and that our global network of more than 11,000 Trinity alumni, is making a difference across more than 60 countries.

SUSTAINABILITY AT TRINITY
The global community is embracing sustainability as a core principle of development. Our vision at Trinity is to educate leaders for a sustainable future, and lead by example.
Taking responsibility for a sustainable college

We are focusing on reducing our carbon footprint, reducing water usage, improving recycling and waste management, and introducing a green transport strategy and a sustainable purchasing policy.

What you can do

As a responsible global citizen and a member of the Trinity community, we encourage you to engage in sustainable actions including:

- reduce your water consumption – take three minute showers, use dual flush toilets appropriately, turn off taps while brushing teeth
- reduce waste – print only when necessary, use both sides of paper, print double sided, buy recycled paper products, use a refillable water bottle, use your own shopping bag, compost food scraps
- reduce energy use – turn lights off when leaving the room, shut down computers at the end of the day, take public transport, walk or cycle instead of driving.

Educating and inspiring our community

The Trinity community comprises staff and students, alumni, parents and friends of the College. All possess the capacity to work towards creating a more sustainable planet. To help realise this capacity we:

- provide information on how to think and act ‘green’ in everyday life
- invite leading practitioners, visiting lecturers and other experts to run workshops and present public lectures
- integrate sustainability considerations into the curriculum
- create leadership opportunities in sustainability for students in all areas of the College.

What you can do

Encourage others to adopt sustainable living practices, research and keep up to date with new ideas, and attend relevant workshops, lectures and tutorials.

Partnering with others

We intend to work within the broader sustainability community of schools, universities, government and community organisations, industry partners and church groups.

Trinity has begun working with a range of educational and other community organisations. These include the University of Melbourne, the Australasian Campuses Towards Sustainability (ACTS), the Victorian Association for Environmental Education (VAEE), the Sustainable Living Festival, and our large Trinity alumni network that involves environmental debate leaders such as Ross Garnaut.

What you can do

Join a community group with an environmental focus, participate in events that promote sustainability such as Clean Up Australia Day, the Sustainable Living Festival and Earth Hour.

Each one of us has the power to make a difference – will you?
OUR INTAKES

IMPORTANT DATES

Examinations are held in the last week of each term, including the last day of each term. Students must be available to sit for examinations during the entire examination period and must not make arrangements to begin holidays (including travel) on or before the last day of term.

<table>
<thead>
<tr>
<th>MAIN INTAKES</th>
<th>TERM 1</th>
<th>TERM 2</th>
<th>TERM 3</th>
<th>TERM 4</th>
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<tr>
<th>EXTENDED &amp; ACCELERATED INTAKES</th>
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<tbody>
<tr>
<td>January Main Plus - 5 weeks</td>
<td>4 Jan–8 Feb 2012</td>
<td>*****</td>
<td>*****</td>
<td>Term 1 Feb Main Intake 2012</td>
</tr>
<tr>
<td>February Extended - 20 weeks</td>
<td>6 Feb–5 April 2012</td>
<td>23 April–6 July 2012</td>
<td>*****</td>
<td>Term 1 July Main Intake 2012</td>
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<tr>
<td>April Accelerated</td>
<td>29 March–20 April 2012</td>
<td>*****</td>
<td>*****</td>
<td>Term 2 Feb Main Intake 2012</td>
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<tr>
<td>June Main Plus - 5 weeks</td>
<td>12 June–13 July 2012</td>
<td>*****</td>
<td>*****</td>
<td>Term 1 July Main Intake 2012</td>
</tr>
</tbody>
</table>

Please note that all dates are subject to change. Any such announcements will be made via email and newsletter. It is each student’s responsibility to stay up-to-date by regularly checking their Trinity email and reading the Contact Bulletin.
ACADEMIC ESSENTIALS

Absences
Unexplained lateness that exceeds 30 minutes from the scheduled start time of a class will be recorded as an absence.

Attendance and Leave of Absence
Maintaining satisfactory course attendance is a Trinity College requirement of all Foundation Studies students and it is also a student visa requirement of all international students who study in the Program. Trinity College keeps detailed attendance records of all students in accordance with government regulations, and provides reports of satisfactory attendance when a student visa comes up for renewal or when a student enters university.

- You must attend at least 80% of all your classes in each semester and extended program.
- Attendance is checked every day in every class, lecture, tutorial, study session and lab practical.
- Attendance records are available to both students and their parents on the Trinity College community portal.
- You must sign your name on the roll in lectures only if you are present. It is a breach of the Student Code of Conduct and Trinity College rules to sign attendance rolls on behalf of another student, or to arrange for another student to sign for you if you are absent or late.
- If you are more than 30 minutes late for a class (including study session), you will be marked absent.
- You will not be excused for any reason, and you will be marked absent if not in class.
- If you are sick, you should see a doctor and ask for a medical certificate, and submit it to the Student Welfare Office upon your return.
- If you are absent, you should send a message with another student or telephone or email the relevant tutor or the Student Welfare Office. (A list of staff phone numbers and email addresses is located in this handbook).
- When your attendance falls below 93%, 89% and 85% we will send you a formal Attendance Notice. Copies of the Second and Final Attendance Notices will also be sent to your parents and minder/accommodation supervisor.
- If you extend your enrolment or transfer to another intake, your attendance over the new enrolment period will be checked separately from your previous enrolment.
- If you defer your studies, your attendance rate will continue from the previous study period.
- If you have difficulties attending classes, please speak with your teacher, mentor, the Director of Student Welfare, Counsellor, or the Associate Dean (Academic Operations).
- If your attendance falls below 80% we will send you a letter telling you that we intend to report you to the Department of Immigration and Citizenship (DIAC) due to unsatisfactory attendance. You must continue to attend classes. You will have 20 working days to appeal (please read Trinity College’s Grievance and Appeals Policy which is available also on the portal and in this
Handbook). If your appeal is not successful after following all the steps in the Grievance and Appeals procedure, you will be reported to DIAC and your student visa may be cancelled.

- If your attendance falls below 80% and you are not on a student visa, we will send you a letter telling you that we intend to expel you from the Foundation Program due to unsatisfactory attendance. You will have 20 working days to appeal (please read Trinity College’s Grievance and Appeals Policy which is available also on the portal). If your appeal is not successful after following all the steps in the Grievance and Appeals procedure, you will be expelled from Trinity College.

### Attendance at Exams

Attendance at tests and examinations is compulsory. Any student who does not attend an assessment task will normally have zero entered as the mark for that component of the subject.

If you are ill at the time of tests or examinations and unable to attend the test, you should contact the Student Welfare Office as soon as possible. You may also be eligible to apply for special consideration. A doctor’s certificate (dated the day of the test or examination), or other documentation, must accompany an application for special consideration.

### Leave of Absence

If you wish to apply for leave of absence, or if you need to leave the country during the Program (including weekends), for any reason, you must obtain the permission of the Associate Dean (Academic Operations) or the Manager of Academic Administration, or the Director of Student Welfare before you leave. You will need to complete a Leave of Absence Application and provide documented evidence in support of your application. Students who are under 18 years of age will also need to provide a letter from their parents. As per government regulations, Trinity College cannot excuse any absence (except for compassionate or compelling reasons), and hence a student who takes leave of absence will be marked absent from class.

### Grievance Policy

Trinity College recognises the importance of sound and fair proceedings in dealing with disputes that may arise within the College. The College upholds and complies with the requirements of the State and Commonwealth, as well as the requirements of the Educational Services for Overseas (ESOS) Act 2007 which mandates the provision for international students of clear avenues for resolving grievances.

The College approaches student grievance resolution (except in the case of all forms of harassment and other misconduct - see Student Code of Conduct dated Jan. 1 2007) following the guidelines set out below. The intention at all times is to consider a range of options for the resolution and to approach the issue in good faith.
• Wherever possible, informal means will be used to resolve any dispute.

• A student can initiate a formal grievance by raising the issue with a TCFS mentor for referral, or by submitting a letter directly to the TCFS Executive at Wynne Cottage.

• The student may choose a nominee to assist in the process of dispute resolution.

• Any formal process will be conducted through the TCFS Executive or its nominees.

• Resolution of any dispute will be accomplished as close as possible to the source of student dissatisfaction.

• In the resolution of a dispute, respect for all parties’ confidentiality will be paramount.

• Students should feel secure in the knowledge that they will not suffer any form of disadvantage as a result of making the complaint.

• Where a dispute remains unresolved after informal means or formal proceedings through the TCFS Executive, the parties to the dispute shall have the right to approach the Dean of International Programs.

• An appeal to the decision of the TCFS Executive or the Dean of International Programs can be made in writing to the Warden of Trinity College (See Appeal Procedure 1.2).

• Foundation Studies students may, through the Dean of International Programs, also take the matter to the Ombudsman, who will
  1. review the relevant documented policies and procedures of the College;
  2. review the facts of the particular student case;
  3. establish whether the College has adhered to its own internal policies and procedures and fully complied with the relevant external laws and regulations;
  4. establish whether the student’s case has been fully considered in a fair and impartial way;
  5. make a final finding as to whether the appeal is denied (in which case the College’s original ruling will stand), or whether the appeal is upheld (in which case the College will reverse its decision relating to the student) and,
  6. communicate that finding in writing to both the appellant and the College.

**Appeal procedure**

1. Internal stage

1.1 A student notified that his/her third misdemeanour regarding falsifying or tampering with the TCFS Attendance rolls is about to be reported to DIAC may appeal this action within 20 working days of notification.

1.2 The student will submit to the Warden of the College a written statement outlining the grounds on which the appeal is to be based, which may be on one of the three following grounds:

1.2.1 That there is new evidence to consider regarding the misdemeanours.

1.2.2 That the original decisions regarding each penalty were not made according to correct procedure as outlined above.

1.2.3 That the matters at one or more of the steps were not heard or decided fairly and on their merits.
1.3 The Warden will decide whether a case exists prima facie for at least one of the appeal criteria having been met. If no appeal hearing is deemed warranted, the matter will be decided as 'appeal denied'. A written statement explaining the refusal to take the matter further will be sent to the student. The student will be advised of his/her right to appeal externally to the Overseas Student Ombudsman. Where one or more of the criteria appear to have been met prima facie, the appeal will be heard within 10 working days of the lodgement of appeal.

1.4 An appellant is entitled to be accompanied by a nominated supporter who is not a lawyer.

1.5 The matter will be heard in person by a panel of two persons internal to the College, and appointed by the Warden for the purpose, not including any person involved directly in making earlier stages of the investigation and/or disciplinary process. The student’s enrolment will remain current and they remain eligible to attend all classes whilst this process is undertaken, and there will be no cost to the student regarding making the appeal.

1.6 If an appeal is upheld, the student will not incur any penalty, nor will any action disadvantageous to the student be taken. Their enrolment will continue, with explanatory documentation lodged as record on the student’s file. The student should feel secure in the knowledge that they will not suffer any form of disadvantage as a result of making the appeal.

2. External stage

2.1 If the appeal is denied, the student is entitled to take the matter to the Overseas Student Ombudsman. The Ombudsman is an independent party, not connected with the College in any way. There will be no cost to the student for this external process.

2.2 Where the Ombudsman’s decision favours the student, the College will advise the student immediately. No action disadvantageous to the student will be taken. Where the appeal is denied, the College will take whatever action that is required by ESOS Act, DIAC, or by the various policies and procedures of the College.

3. Responsibilities

3.1 Students are required to respect the rules and codes of conduct of Trinity College.

3.2 Staff of the College are required to assist with maintaining correct procedures and behaviours and to make whatever evidence that have available to the internal and/or external investigations.

3.3 The Dean of International Programs is required to adhere to College policies and procedures regarding complaints and appeals and to make all reasonable attempts to resolve matters informally where possible. Where formal appeal is made, the Dean will ensure that the students are fully advised of their rights under the procedures and codes, including their right to lodge an appeal up to 20 working days from the initial notification of a ruling by the College.
3.4 The Warden of the College will establish the validity of grounds for an internal appeal and whether a prima facie case exists for such appeal to be heard. Warden appoints an internal appeal panel as required.

3.5 All parties are required to keep records of correspondence and findings which will be kept on the student’s file.

4. Related Materials and Policies

4.1 This policy for Trinity College Foundation Studies program students overrides the Trinity College Student Code of Conduct at sections 32g and 39 (which disallow external appeal for all students other than FS students within the College). In respect of the provision this procedure allows for FS students to make an external appeal.

**Handing in Work**

All work must be submitted by the due date. The only reasons accepted for lateness are medical ones and exceptional circumstances (such as family bereavement). You should follow the instructions given by your lecturers about how to hand in work. You should keep a photocopy of every major assignment you submit. It is desirable to do major written assignments on a word processor for neatness, cohesion and ease of editing. If you need an extension, you must follow the process for Special Consideration or the instruction of the Subject Leader. Extension requests should be made before the due date.

**Ombudsman**

If you have a complaint about matters affecting academic progress and/or personal safety or to appeal the outcome of a complaint raised internally within Trinity, you can contact the Overseas Student Ombudsman. The Overseas Student Ombudsman is an independent party not connected with the College in anyway and there will be no cost to you for this external process.

The Ombudsman is responsible for reviewing the relevant documented policies and procedures of the College, reviewing the facts of the particular student case, establishing whether the College has adhered to its own internal policies and procedures and fully complied with the relevant external laws and regulations, establishing whether the student’s case has been fully considered in a fair and impartial way, make a final decision and communicate in writing to both the appellant and the College.

You can contact the Overseas Student Ombudsman directly to instigate an external appeal online by using online complaint form available on the website [www.oso.gov.au/](http://www.oso.gov.au/) or by telephone during Australian business hours, 9am–5pm Monday to Friday by calling 1300 362 072 or by sending a fax on 02 6276 0123 or by writing to him confidentially.

The letter must be addressed to Overseas Student Ombudsman, GPO Box 442, Canberra, ACT 2601, Australia.
**Plagiarism**

It is Trinity College policy that cheating by students in any form is not permitted. Work submitted for assessment must be the independent work of the student, or in the case where group work is permitted, the independent work of the group. Trinity College endorses the University of Melbourne’s policy on cheating and plagiarism.

TCFS defines cheating in the same way as the University of Melbourne. These regulations state that:

...a student must not during or in connection with the performance of any component of assessment:

- use any unauthorised or prohibited information, books, notes, paper or other materials;
- directly or indirectly assist any other student or accept assistance from any other person;
- copy from or otherwise use the answer of any other person engaged in the performance of the same or comparable component or assessment or permit any other person to copy from or otherwise use his or her answer;
- submit or represent as the work of the student the whole or part of published or unpublished material written or prepared by some other person ...

[Regulation 12.2.10.R1 made under Statute 12.2.10]

Where group work is permitted, regulation (b) does not apply. Please see subject specific guidelines.

Plagiarism, or using other people’s ideas, words or work without proper referencing is not permitted.

TCFS students are made aware of Trinity College’s policy on cheating and plagiarism through the following means:

- this Handbook
- Examination Rules published on College’s noticeboards and Trinity Website
- extensive discussion in English for Academic Purposes and History of Ideas course guidelines and marking criteria on the meaning of plagiarism, the seriousness of the offence and on proper referencing conventions/techniques
- the Essay Referencing Guide in the EAP Handbook
- the Assignment Title Page which defines plagiarism and collusion, and requires the student to declare that the assignment is the student’s own work

Any student enrolled in TCFS who breaks the rules on plagiarism or examination conduct is guilty of academic misconduct. Such a student may:

- lose marks for the component of assessment of the subject to which the misconduct relates
- have results withheld
- be required to attend a meeting of the Disciplinary Committee
- have his/her parent or guardian notified of the misconduct
- have his/her enrolment in TCFS terminated.
Allegations of academic misconduct must be notified as soon as practicable to the Dean of International Programs, the Associate Dean (Academic Operations) or the Manager (Academic Administration). Initially the Dean and/or the Associate Dean or Manager will discuss the allegations with the Subject Leader. The Disciplinary Committee may meet to discuss the allegations and/or interview the student. The Disciplinary Committee consists of the Dean of International Programs, the Associate Dean, the Manager and the Subject Leader, or their nominees.

The Dean or the Associate Dean will notify the student of the penalties imposed. The student may appeal against the decision of the Disciplinary Committee through the Grievance Policy or the TCFS Ombudsman.

**Subject (Elective) Changes**

It is possible to change your electives after the initial selection, but you must do so within certain time limits.

If you should decide to change your electives, you must consult with the Associate Dean (Academic Operations), and/or Manager (Academic Administration) before you change your electives. You will be asked to fill in a form in order to drop an elective and/or choose a new elective. If you drop a subject you must do so at least one week before the final examination. If you take up a subject you may be required to attend catch-up classes at the weekend or during term break. You may not take up a new elective after the end of Term One.

**Punctuality**

Punctuality is extremely important. Tardiness not only interrupts a class already in progress, but also results in students missing important information. If you are late, the lecturer may feel that you are not taking the class seriously. Repeated lateness will be taken into account when assessments are made. Unexplained lateness that exceeds 30 minutes from the scheduled start time of a class will be recorded as an absence.

Also, it is essential to arrive at least 30 minutes before the scheduled start time of an exam to hear important announcements and to be seated in plenty of time before the commencement of an exam. No student may enter the exam room one (1) hour after the commencement of the session without the approval of the Exam Coordinator or the Supervisor-in-Charge.

**3-Electives Policy**

The TCFS elective subjects are specially designed, with support from the University of Melbourne, to prepare overseas students to be successful at university. The elective subjects offered include the prerequisites for all university courses. The core plus three electives has been found, through experience, to be the optimal workload for achieving all the above for the vast majority of students. It is therefore Trinity’s policy to advise any students against taking up the four electives.

Where a student can demonstrate outstanding ability and /or motivation, four electives may be permitted by application in writing along with any necessary supporting documentation to a panel for consideration and decision.
For more details on Subject Electives please go to
www.trinity.unimelb.edu.au/learning/foundation-studies/academic-program/course-information/core-subjects.html

For more details on 3-Electives Policy please go to
www.trinity.unimelb.edu.au/learning/foundation-studies/academic-program/course-information/elective-subjects.html

Three subjects is the normal and expected elective load. Students seeking to take a fourth elective must apply in writing to the Associate Dean (Academic Operations), and/or Manager (Academic Administration).
One of the greatest challenges of deciding to study in a land away from your home is to work out when and where you need assistance, how to get it, and whether that assistance is to come from a tutor, a staff member or a friend. The good news is that there are many people here to provide that assistance.

Our aim is to give you all the support you need. Please remember that you are not alone on this adventure. In addition to helping you to study and learn as well as you can, our aim is to help you enhance your whole life while you are with us – academically, socially, emotionally, physically and spiritually.

If you are sick or sad, or excited or anxious, you can share your thoughts and feelings with trusted staff members.

### ACCOMMODATION

The College recognises that appropriate accommodation is very important to ensure students spend a happy and successful Foundation Year at Trinity College. The Accommodation Office can provide advice and information to students and their families on a range of approved accommodation options.

The most popular accommodation options vary in style, standard and cost, and include:

- living at Edith Head Hall, a Trinity-owned hostel for girls
- living with relatives or a host family
- living in a student hostel
- living in a student apartment
- renting and sharing a private house, flat or apartment.

### Advice & Information

The Accommodation office helps students and their families by:

- Finding and changing accommodation
- Temporary accommodation
- Renting privately
- Student hostels and apartments
- Homestay accommodation
- Contracts
- Rights and responsibilities
- Resident issues
- Recommend local real estate agents
- Listing of rooms for rent and/or house mates required
- Locations in which to rent
- Transport information

E: tcfs-accommodation@trinity.unimelb.edu.au

### Edith Head Hall

Located only 15 minutes walk from the Trinity College main campus and close to the centre of Melbourne, Edith Head Hall provides safe and secure accommodation, live-in supervision and academic support for female Trinity College Foundation Studies students under 18 years old.

The building was refurbished in January 2011, giving it a fresh, new appearance.

- full-time live-in Principal and part-time live in assistant
- shared or single rooms
- shared bathrooms
• electronic security
• full catering on weekdays
• self-catering on weekends
• wireless enabled
• shared lounges and living areas with TV and piano.

**STUDENT WELFARE**

The Student Welfare team consists of professional and experienced staff whose role is to assist and support students with any difficulties they experience. Special attention is also given to under 18 students, ensuring there are suitable accommodation and welfare arrangements in place for them and that students are well cared for, supported and supervised both on and off campus, including during term breaks and holidays. Services include:

• self care, adjustment and lifestyle issues
• student welfare workshops
• student crisis and emergencies.

**Health and wellbeing**

The University of Melbourne Health Service provides excellent medical care and health services to Foundation Studies. Trinity students also have access to out-of-hours emergency assistance, and a 24-hour medical helpline is included in the overseas student health insurance cover.

In addition, Melbourne is very well served with a number of world class medical facilities, many very closely located to the Trinity College campus and within walking distance.

• sick bay and first aid
• referrals to medical services
• Overseas Student Health Cover (OSHC) enquiries.

**Attendance**

Supporting students with attendance issues:

• attendance notices
• collection of medical certificates
• attendance in exams and special consideration.

**Mentoring program**

The Foundation Studies Program prides itself on its well-established and successful Mentoring Program. Each student is allocated a special mentor for the duration of the course. The mentor is usually a teacher who teaches the student in one of their subjects. Mentors meet regularly with their students on a one-to-one basis to discuss and monitor personal, social and cultural adjustment, academic progress, and general health and wellbeing. Mentors also provide knowledgeable information, advice and guidance about practical matters such as cultural differences, independent living skills, study skills, self care, career and University plans. Mentors will refer students to the relevant Foundation Studies support services if needed for further assistance.
• allocation of mentors to students
• mentor reports
• guidance and support to students and mentors.

**Under 18 students**

Special care for under 18 students:

• confirmation of Appropriate Accommodation and Welfare Arrangements
• change of accommodation approvals
• guardianship enquiries
• monitoring and approving term break and holiday activities.

**COUNSELLING**

Counselling is a growth process that helps you to define goals, make decisions, and solve problems related to personal, social, educational and career concerns. When you visit a counsellor you can expect discussions to focus on thoughts or feelings that may be of concern, which will enable you to gain new perspectives and understanding. You may learn to think in new ways, to see a wide range of alternatives, and to explore different ways of behaving.

Students come to discuss a wide variety of issues; these may be problems in every day living, mental health or personal issues or any academic concerns. If you are experiencing any difficulties in adjusting to life at Trinity or having any problems it is wise to seek help before the problem affects your health, happiness and your ability to study.

Please do not wait until you are feeling unhappy, having mood swings, trouble sleeping and are finding it difficult to concentrate or reach your goals. You can discuss any concerns or problems and can see the counsellor on a drop-in basis or by appointment. No problem is too small or too large and will of course be treated confidentially.

**Important for you to know**

This is a confidential service, so we require your permission to talk to anyone about you. The counselling service is free of charge to all Trinity College Foundation Studies Students. Here is a list of concerns that students bring to counseling:

• anger management
• anxiety
• computer addiction
• culture shock / homesickness
• depression
• drugs and alcohol
• eating disorders
• loneliness
• personal safety
• relationships
• sexual assault
• sexuality
• sleeping
• stress management
• study survival tips
• time Management
• wellbeing

Contact bulletin

• welfare tips
Leave of Absence
anitak@trinity.unimelb.edu.au
Foundation students may also see the Director of Student Welfare and the Chaplain for assistance or access the University of Melbourne Counselling Services when the TCFS Counsellor is not available. The University’s Counselling Services are located at 138 Cardigan Street, Carlton. The phone number is 8344 6927 and an appointment will be necessary.

Anita Krautschneider is the Foundation Studies Counsellor and her office is located in Room 9, Lower Ground Floor, 715 Swanston Street.

More information can be found at: https://internal.trinity.edu.au/groups/tcfsstudentsinternal/wiki/b25f7/Counselling_at_Trinity.html

**CHAPLAINCY**

Chris Carolane is the Foundation Studies chaplain. You can find him at the FS offices on Swanston St, room LG10.

Chris is one of the people you can talk to in confidence about anything. Come and discuss:

- loneliness
- homesickness
- personal issues
- religious questions
- spiritual matters.

Chris provides support for all students, regardless of religion. Chris can help you with:

- finding a church, mosque, temple or other place of worship
- linking together with other students who share the same faith as you
- organising regular meetings of particular faith groups

Weekly Bible Study is held in the Prayer Space. This space is available for private prayer and reflection (prayer mats and ablution facilities are available).

Chris is someone who is here to help you find help about anything at all, even if you’re not sure who you should be talking to! Need to chill out and relax? See Chris!

**STUDENT SERVICES**

Activities

Clubs

Contact bulletin

Lost property

Orientation

Sporting equipment hire

Sporting facilities

Student cards:

- issues with passwords and pin numbers
- photocopying and printing
- lost or stolen cards

Valedictory
Student Clubs and Committees
Student clubs offer a variety of sporting, cultural, and social activities, and simultaneously help to forge strong friendships. Staff members give generously of their time to support the various groups.

Students showcase their considerable talents in a wide range of music groups and concerts. A student committee also organises the Annual Ball, which is often the social highlight of the year.

- FSSC
- Gift Committee
- Yearbook Committee
- Social Committee

Examinations Department
For general examination enquiries, email exams@trinity.unimelb.edu.au

- calendar of exam dates for Intakes
- examination schedules
- exam venue maps
- exam seat allocations/e-tickets
- official examination rules
- tips for exams
- special consideration guidelines
- special consideration application forms
- supplementary exams
- special arrangements for exams
- lost property at exams

Examination Rules
The following rules apply to assessment consisting of a formal supervised written examination or test:

1. Students may bring into the examination room pens, pencils, erasers and mathematical instruments. Students should obtain details of what is permitted from the Subject Leader.

2. Calculators may not be brought into the examination room unless their use is required or permitted by the Subject Leader.

3. Dictionaries must not be brought into the examination room unless their use is required or permitted by the Subject Leader. Dictionaries must:
   i) be unmarked (this includes the addition of any notes, diagrams, numbers or scribbles of any kind)
   ii) not contain any tabs/labelling/highlighting conveying information related to the subject being examined
   iii) be a version approved by the Subject Leader.

Any dictionary brought into the examination room in contravention of the above may be confiscated.

4. A student may not bring into the examination room any pencil cases, loose notes, papers, manuscripts, books, notebooks, bags or other equipment or materials unless:
   i) they are permitted or required under rules 1 or 2
   ii) they are left in a place indicated by the supervisor
Any material brought into the examination room in contravention of the above may be confiscated.

5. Mobile phones must be turned off and left in bags.

6. Students must place their Student Card on the desk for identification purposes.

7. No student may enter the examination room more than one (1) hour after the commencement of the session without the approval of the Exam Coordinator or the Supervisor in Charge.

8. No student may leave the examination room until one (1) hour after the commencement of the session or during the last quarter of an hour of the session.

9. For examinations with reading time, a student may use the reading time to study the instructions or directions for the examination, the question paper and dictionaries (if permissible). A student cannot write during reading time.

10. Students must not begin to write or mark his/her paper in any way (including the writing of names) or use any other materials (such as calculators) until the signal to write is given.

11. Students may only write on the paper supplied and must not dismantle question papers and/or script booklets.

12. During the examination the student shall not:
   (i) use any unauthorised or prohibited information, books, notes, paper or other materials
   (ii) copy from or otherwise use the answer of any other person
   (iii) permit any other person to copy from or otherwise use his/her answer
   (iv) submit or represent the whole or part of published or unpublished material written or prepared by some person or persons
   (v) cause a disturbance, annoyance or nuisance to, or interfere with, any other student
   (vi) communicate with any other student.

13. No writing of any description (including numbering of questions or writing of your names) may be done after the signal to cease writing.

14. It is the duty of students to ensure that they know the dates, venues and time of examinations.

15. Absences or lateness due to misreading the timetable or similar error does not entitle a student to any further examination or special consideration.
**Special Consideration**

Attendance at tests and examinations and submitting required work is compulsory. Any student who does not attend or submit an assessment task will normally have zero entered as the mark for that component of the subject. If you are ill at the time of tests or examinations, you should attend the test or examination if at all possible and then apply for Special Consideration. Supporting document(s) such as a medical certificate (dated the day of the exam(s)) is/are compulsory with your submission of Special Consideration.

Special Consideration may be given to a student where the student’s preparation for or participation in assessment has been significantly impaired by illness or some other serious cause. To claim for Special Consideration you must lodge a ‘Special Consideration Application Form’ with either the Associate Dean (Academic Operations) or Manager of Academic Administration within two working days from the date of the relevant assessment.

A copy of the Application Form can be downloaded from the link ‘Special Consideration Application’ at [https://internal.trinity.edu.au/groups/tcfsstudentsinternal/wiki/09baf/Special_Consideration.html](https://internal.trinity.edu.au/groups/tcfsstudentsinternal/wiki/09baf/Special_Consideration.html)

**LIBRARY**

Foundation Studies students have access to major University of Melbourne libraries, and to the Trinity College Leeper Library. A Trinity College Student Card is required to borrow materials at all these libraries. FS students receive the same rights to library services as University of Melbourne undergraduates. This includes access to high demand materials, information literacy classes and the acquisition of materials that support the teaching programs of TCFS.

The University of Melbourne must abide by copyright and licensing regulations with respect to some resources because FS students are pre-tertiary students. It is in your interest to be aware of your borrowing privileges. If you have not met all of your obligations, including the payment of any outstanding fines, at all libraries at the end of the academic year, your results will be withheld until these are met.

*Information literacy classes and orientation sessions are provided by the Leeper Library and the University libraries for all students.*

**The Leeper Library**

Trinity College offers you library services as one of the privileges of the College community. The College has a fine Library, the resources of which are designed as source materials for the tutorial system and to supplement the University library services. Many students find the library a superb environment in which to do their regular research.
This library is located on the first floor of the Evan Burge Building. The Leeper catalogue and further information are available at www.trinity.unimelb.edu.au/resources/library

Book purchase suggestions are welcomed and requests can be made via the Library’s online catalogue http://tcv.ent.sirsidynix.net.au/client/default using the ‘Click here to submit a request’ button. Library staff will gladly help you with any library services that you may need.

Details of Library hours, the services available, and terms of borrowing are given below. For more information visit www.trinity.unimelb.edu.au/learning/resources/library.html

or the Library’s online catalogue at http://tcv.ent.sirsidynix.net.au/client/default

**Staffed Library Hours**

**Semester Period**
Monday–Thursday 10am–7.30pm
Friday 10am–5pm
Saturday and Sunday Closed

**Non-Teaching Periods**
Monday–Friday 10am–5pm

Please note that Foundation Studies students may need to use alternative study areas during swot vac and university exam periods and if using the library, to engage in quiet study only at those times. Check the Leeper Library notices for opening times as these follow the University semester examination periods and holiday schedules. The Baillieu Library is an alternative for TCFS students during these times.

Students must be currently enrolled to use the Leeper Library. Ex-FS students cannot join you and you can only borrow books for yourself with your card.

**Using the Library**

As books are valuable they should be treated with care. Library users are responsible for keeping the library tidy. We encourage you to do collaborative work in the rooms downstairs. Smoking and the consumption of food and drink are not permitted in the Library. Please do not shelve books yourself. Books consulted in the Library may be left on the study tables.

**Mobile Phones**

Under no circumstances are mobile phones to be used in the Library so please leave your phones on silent.

**Photocopier**

There is a coin-operated machine located near the Library office where student cards may be value added for photocopying. Both black and white and colour photocopying is available. Printing on overheads in not available from these photocopiers.

**Computer Access**

Students may bring their computers into the Library, connect directly to the network and also print to the networked printer. Power boxes and network access points are provided on the tables. The Library also has public access computers for Internet access and a strong wireless network (WIFI). Printing can also be done via the wireless network (WIFI).
**CDs and DVDs**

Our CD and DVD collections are growing – please check the catalogue for new additions. An audio visual collection is also being developed.

**Borrowing**

The Leeper Library is a private library for the use of:

- enrolled resident students
- non-resident students participating in the College’s tutorial program
- Foundation Studies students
- tutors and other members of College staff
- students of the Trinity College Theological School
- members of the Anglican Clergy of the Diocese of Melbourne
- users of the Mollison Library
- research workers from outside the College who may use the collection with the permission of the Warden or Librarian.

**How many books can I borrow?**

Books may be borrowed for up to 21 days. Normally a borrower may not have more than 10 books on loan at any one time. Some items that are in heavy demand or in special collections may be on reserve, overnight or seven-day loan.

Copies of the main FS texts are available on two-hour, overnight and 7 day loan; however, it is recommended that you purchase course texts for your own convenience.

**Overdues, renewals and holds**

After-hours book returns can be placed in the return chute outside the library or in the ground floor book unit.

You will be charged for any lost or damaged items.

It is possible to renew via email or by telephone if no one has placed the item on hold.

Holds can be made through the Library’s online catalogue.

A recall notice should be replied to as soon as possible as another reader may need the book urgently.

Fines will be levied on overdue high demand items, such as reserve material. The nominal fine is $5 for the first day overdue which increases by $2 per hour up to a maximum of $15, at the Librarian’s discretion.

**E-query**

Librarians may be emailed for reference assistance:

library@trinity.unimelb.edu.au

**Library Reference Committee**

Students are encouraged to communicate their requests and concerns to the two Residential College representatives of this group. Check the University Library website

www.library.unimelb.edu.au/

**The Baillieu Library**

This is the main University library. FS students may borrow up to 30 books and study in the many areas of this library. It is important to return all borrowed items and to pay any library fines.
FS students also have access to other libraries at the University of Melbourne, which include the Education Resource Centre (ERC), the Giblin Library (Economics and Commerce), and the Architecture and Planning Library.

The catalogue, library locations and opening hours information can be accessed online at http://www.library.unimelb.edu.au/

INFORMATION TECHNOLOGY SERVICES

The College has a range of information technology (IT) and audio visual (AV) services for you to use. All students will be provided with an iPad at an early point as well as an access username, password and Trinity email address. You are responsible for the care, repair and operation of your iPad once it is issued.

An information sheet with your username, temporary password, and system configuration information will be provided to you at one of the initial information sessions.

The username, enables you to access Trinity College online resources, including TCOLE (Trinity College Online Learning Environment) material and the Portal. It is important that you regularly check information on the Portal and read messages sent to your Trinity email account, as most official correspondence will be posted on the Portal or sent to your Trinity email address. The Portal and your Trinity email account are essential means of communication with Trinity staff and students. If you do not read your email messages you may miss important information.

Trinity IT Facilities and Services

Below lists what is on offer at Trinity and how you can gain access. If you have any further questions, please feel free to contact a staff member or visit the ITS Office (located in the Evan Burge Building – ground floor).

Trinity Computers

Foundation Studies students can access computers located at:

- 715 Swanston St Computer Lab - 20 computers
- 18-20 Lincoln Square North Computer Lab - 20 computers
- Leeper Library has short term computer access – 13 computers
- student lounge at 33 Royal Parade - 3 computers
- student use of Internet services will be monitored to avoid interference with normal teaching and administrative activities. You must abide by the rules of the lab, which are posted in each of the computer laboratories.
- connecting your laptop computer to the College network
- there are a number of wired network points where you can connect your own laptop in the computers labs, Leeper Library and at 199 Grattan St.
- Trinity College’s wireless network can be found by browsing to the network called ‘Trinity Wireless Info’ and following the instructions found there. Students are provided with unlimited use within teaching buildings.
- students residing at Edith Head Hall need an account with the Internet Provider operating there and fees apply per Gb downloaded.
**iPads**

Students will be provided with an iPad and given instruction at a special session that will connect the iPad to the College network and configure email and other important settings.

**General Services**

- Wireless network access
- Access to the Trinity College Network
- Access to the University of Melbourne Network
- Internet access including email, www, news, FTP, Telnet, etc
- Internal online services accessed through the Portal,
- Library catalogue access (Leeper and the University Library)
- Online support and documentation
- Access to a central file server

**Printing**

Colour & B&W laser printing, photocopying and scanning services are provided from the computer labs and Leeper Library.

Students are provided with $55 credit on their student card. Once you have used up this allowance the card can be topped up in the Leeper Library by coin via the recharge station or soon via the internet (effective early 2012 – instructions will be provided).

**Printing costs are:**

<table>
<thead>
<tr>
<th>Size</th>
<th>Cost</th>
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<tbody>
<tr>
<td>A4 B&amp;W Single</td>
<td>$0.08</td>
</tr>
<tr>
<td>A4 B&amp;W Duplex</td>
<td>$0.14</td>
</tr>
<tr>
<td>A3 B&amp;W Single</td>
<td>$0.16</td>
</tr>
<tr>
<td>A3 B&amp;W Duplex</td>
<td>$0.28</td>
</tr>
<tr>
<td>A4 Colour Single</td>
<td>$0.32</td>
</tr>
<tr>
<td>A4 Colour Duplex</td>
<td>$0.57</td>
</tr>
<tr>
<td>A3 Colour Single</td>
<td>$0.64</td>
</tr>
<tr>
<td>A3 Colour Duplex</td>
<td>$1.14</td>
</tr>
</tbody>
</table>

WebSubmit allows students to be able to easily print to College printers from their personal computers. Instructions are available under the Information Technology section of the intranet. More information can be found by searching for websubmit on this Intranet page [https://internal.trinity.edu.au/it](https://internal.trinity.edu.au/it)

**Student Obligations**

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Trinity College students must adhere to the Trinity College ‘Student IT and Telecommunications Use Policy’. Students are asked to read the full policy, which includes a definition of appropriate and inappropriate use. When students first use the Portal they will be asked to click-to-agree to the policy before they can use all IT resources.
To find the policy search for Student policy or clicking on the IT Policies link on this Intranet page https://internal.trinity.edu.au/it

COMMUNICATIONS OFFICE
The Communications Office at the top of Leeper supports the College’s mission by developing and implementing strategies and campaigns for:

- marketing
- brand development and application
- advertising
- media and public relations
- internal and external community relations
- events
- social media.

Key communications materials include:

- Trinity Today
- E-News
- College merchandise
- photography
- brochures
- press releases
- Trinity website.

Communications Guidelines
To ensure the consistency and representation of the Trinity College brand we have strict guidelines on how and where the Trinity College logo can be used – on letters, images, PowerPoint presentations, merchandise etc. Any use of the Trinity College logo must be submitted to and approved by the Communications Office.

Templates and Guidelines can be found on the internal website https://internal.trinity.edu.au/groups/commsinternal/

Equipment
If you require media equipment such as cameras or video recorders, the Communications Office would be happy for you to borrow ours.

Media
If a journalist approaches you, please notify the Communications Office so we can discuss our media policies and guidelines and also make sure we receive copies.

External Photography on campus
If an external photographer contacts you about taking pictures on campus at Trinity, this needs to be approved by Dr Brenda Holt, Chief of Staff.

Copyright
Please make yourself familiar with copyright information, which must be strictly adhered to https://internal.trinity.edu.au/groups/commsinternal/wiki/d40e9/Copyright Information.html
Come and visit!
If you have any stories you would like to share or if you need any assistance with communications we are located on the top floor of Leeper and we love visitors!

Social Media – Get social with us!
Joining us on our social media platforms is a fun way to be part of the Trinity community.

Keep up with the latest at Trinity, find a mentor, comment on photos, ask questions and have fun with your College friends.

Social Media Guidelines
To keep our social media sites enjoyable and lively, please respect the rules of the various platforms, and also observe the following guidelines
www.trinity.unimelb.edu.au/about/social-media/social-media-directory.html

GARDENS AND GROUNDS
Trinity College is fortunate to have the Bulpadock and the College Oak, and through the hard work of gardeners working in the garden, we have very beautiful grounds. These are things we can all enjoy but we also need to remember some key guidelines:
• respect the beauty of the College and the efforts of the gardening staff
• do not break or damage plants or leave bottles and papers littering the grounds – pick up any you find discarded by others
• remember that golf (even putting practice), archery, javelin throwing and the like are totally forbidden in the College
• do not play music outdoors or create other noise or disturbances
• do not drive vehicles on or across the Bulpadock or park any vehicle on any grassed areas except if this has been expressly authorised by the Buildings and Grounds Department.

Students who wish to explore the possibility of volunteering to work in the garden should be in touch with the Buildings and Grounds Department.

Bicycles
The best way of getting around the University and Melbourne’s inner suburbs is by bicycle. Melbourne is fortunate in having a comprehensive network of bike tracks, as well as bike lanes on roads. See the City of Melbourne’s website for maps:
In Australia, you must always wear a protective helmet when riding a bicycle.

You must always lock your bicycle when leaving it anywhere – especially around the College. ‘D’ locks are best, and are available from University Bicycles at the Melbourne University Student Union.

As well as always locking your bike, you should make a note of your bicycle’s number and report any theft promptly to the Police, and to the Buildings and Grounds Department.

To ensure that exits are always clear, please don’t leave your bike where it might obstruct doorways, stairwells, and especially not in front of electrical or fire panels. In the event of a fire, this may cause serious delays in evacuating buildings and isolating alarms.
LIVING IN AUSTRALIA
LIVING IN AUSTRALIA

When you are new to Melbourne it is easy to get lost and feel like you are in a maze of streets and alleyways. Even after you have got the hang of the city, you may have no idea how to get to places outside the city centre.

This problem can be easily solved by:

• searching Google for 'Getting around Melbourne'
• visiting the Information booth at Federation Square in the city, corner St Kilda Rd and Flinders St in the city
• check the Melways, Melbourne’s most comprehensive street directory. The Melways can even tell you where to find places of worship, libraries, hotels, hostels, motels, bed & breakfast accommodation, hospitals, community centres, sporting facilities and much more
• ask a member of staff at Student Services and we’ll show you how to get to where you want to go!

VISAS AND PASSPORTS

Student Visas and Passports

International students holding a visa to study in Australia are subject to a number of conditions. Failure to maintain these conditions can result in the cancellation of the visa; it is therefore essential that you understand what is expected of you as an international student in Australia. Please check the DIAC website for more information at: http://www.immi.gov.au/students/students/573-1/obligations-student.htm

Attendance

Students are required to maintain 80% or higher attendance. The Department of Immigration and Citizenship requires Trinity College to report those students who fall below the 80% minimum.

Change of Name

If you can provide a passport to confirm that your name is different to that of Trinity records, please contact the Registrations Department who will update your name accordingly. See the staff directory list elsewhere in this Handbook for contact details.

Change of Address

Students must notify their school within 7 days when they move. Failure to provide a change of address can result in automatic cancellation of your student visa. Change of Address forms are available at all FS offices to expedite the process.

If you are under 18 years of age you must maintain your accommodation, support and general welfare arrangements for the duration of your visa or until you turn 18. If you intend to change address your new arrangements must be approved by Trinity College at least two weeks prior to your move. Please contact the Registrations Department regarding change in address.

If at any time during your course at Trinity College your visa or passport details change, you must see the TCFS Registration Administrative Assistant at Wynne Cottage.
Address Details –
Student Visa Condition 8533
In accordance with Student Visa Condition 8533, you must notify Trinity College within seven days of any change to your residential address. You can update your address and telephone number at any TCFS office.

Change of Accommodation Arrangements for Students under 18 – Student Visa Condition 8532
If, after your arrival in Australia, you seek to change your accommodation arrangements, the Department of Immigration And Citizenship requires you to obtain your education provider’s approval as you are under 18. This means you must contact the Director of Student Welfare or the Student Welfare Assistant at Lower Ground Floor, 715 Swanston St at least 1–2 weeks before you move.

Meet course requirements
Students must demonstrate that they are progressing satisfactorily throughout the Foundation Studies program. Meeting course requirements includes class participation, assessment tests and assessable tasks, interviews arranged with staff, class work and any other work recommended to improve academic performance.

More detailed information regarding satisfactory academic results is provided during orientation and is also available from the Associate Director (Academic Administration) or the Manager (Academic Operations).

Obtaining or Extending a Student Visa
All students are issued with a Confirmation of Enrolment (COE) document prior to enrolment at Trinity College for the purposes of a student visa.

For those students who have previously studied in Australia or extending the duration of study at Trinity College, you must submit your COE to the nearest DIAC office or apply online through eVISA on http://www.immi.gov.au/e_visa/students.htm. Once you have obtained your new student visa, you will need to give a copy of this to the Registrations Department.

Submission of passport and visa details
It is a condition of your student visa that passport and visa details are submitted to Trinity College upon commencement.

In addition, any changes to your passport or visa must be recorded with the Registrations Department.

Tax File Number (TFN)
Tax File Numbers (TFN) are used for banking and employment purposes. A TFN will reduce the tax the Australian Government levies on interest earned on bank accounts. If you plan to work in Australia, you must have a TFN and a Work Permit. Application forms for a TFN may be obtained from the Main Office at Wynne Cottage, at Australia Post offices, and via the Australian Taxation Office website.

We advise you to personally take your completed application form to the Australian Taxation Office at Level 1, Casselden Place, 2 Lonsdale St, Melbourne, with appropriate ID. The Taxation Office website is www.ato.gov.au/
International students – only give your tax file number to your employer. Crime gangs are approaching international students and offering to buy their tax file numbers.

The Australian Taxation Office (ATO) is investigating criminals who are paying up to $500 for tax file numbers which are then used to lodge false tax returns and create new identities. Identity fraud is a crime that the ATO takes very seriously. Students are warned they could face a five-year prison term for selling their tax file number. Please DO NOT supply your tax file number to anybody except your employer.

OVERSEAS STUDENT HEALTH COVER

The Department of Immigration and Citizenship (DIAC) requires that international students have overseas student health cover (OSHC) for the duration of their studies in Australia prior to applying for a student visa.

Trinity will issue you with your membership card during your first week of commencement. Use your membership card when visiting a doctor, making claims, arranging admission into hospital or when making enquiries. It is important to keep all receipts for prescriptions and medical consultations for claiming purposes.

More information about OSHC, your membership, what medical expenses does it cover and how to make a claim for medical costs is available on OSHC WORLDicare website www.oshcworldcare.com.au and in the OSHC information pack you get during orientation week.

Health Services – How to find a Doctor (GP)

In Australia you go to hospital only if you are very sick or in need of emergency treatment. If you are feeling unwell you need to see a doctor (also called GP) in a local medical centre. It is recommended that you use Yellow Pages telephone directory (also available online at www.yellow.com.au) to find conveniently located medical centres and GPs, or seek referrals from friends and relatives. It is important you have a doctor with whom you feel comfortable.

For information about Medical Centres and GPs that direct bill OSHC WORLDicare, please go to www.oshcworldcare.com.au click on ‘Students’ then ‘Find a Doctor’ in ‘Victoria’.

Foundation Studies students are welcome to use the University of Melbourne Health Service, which provides excellent medical services for students. You will need to make an appointment to see a GP and your medical consultation will be fully covered by OSHC WORLDicare without the need for you to make a claim.

University of Melbourne Health Service
138-146 Cardigan Street, CARLTON
9–5pm weekdays
T: 8344 6904 or 8344 6905
STUDY TIPS

Brain Food
Make sure you eat nourishing food especially in the weeks before exams. Remember that you should not forget to eat because you are stressed and you should not start eating a lot of junk food just because you are really busy studying. Some experts recommend foods such as fish at least three times a week, along with eggs, yoghurt and blueberries, all of which have been shown to improve brain function.

Make a Timetable
Dedicate time to all your subjects and allocate sufficient break times. Small study goals are best (e.g., 40 minutes of study then a five minute break, followed by another 40 minutes of study and then a 20 minute break). Using a kitchen timer will help you regulate your study time.

Pick a Suitable Time
Discover when you study best by paying attention to your retention levels at various times of the day. Study no less than 30–90 minutes after eating and don’t cram!

Pick a Suitable Place
Find a quiet place that is bright and comfortable. If you can, don’t study where you may sleep or may be distracted.

Drink Water
The brain is 80% water and students who sip water at least every 20 minutes while studying hydrate their brain, improving their ability to focus, concentrate and stay motivated when it comes to homework.

Sleep
This is the most important study tool going around. Some studies indicate that sleep needs for students can be as high as 8–9 hours a night, and they certainly need to be in excess of 7 for students to consolidate their memory. Getting enough sleep means that you are able to concentrate more effectively on your studies and that you have enough energy to get the most out of every day!

Eating Breakfast
Studies have shown that students who had nothing to eat for breakfast performed very poorly on memory and concentration tests when arriving at school. Just eating toast boosted their scores. The biggest boost to cognitive powers came from eating toast and baked beans!

Exercise
Students who do three sessions of aerobic exercise a week perform much better than those who don’t exercise at all. Regular exercise actually gives you more energy and helps your brain to function effectively. It is also a great way to relieve stress.
Study Strategies

- look at your lecture and tutorial notes and determine the key points to study
- write down questions about your study topic and answer them as you read
- when reading, try to locate a main idea in every paragraph
- memorise relevant formulas and equations
- highlight, rather than underline, important information and only do so after the second reading
- re-read and go over your notes – do this immediately after study and then periodically.

STUDY SCHEDULE TIPS

You may wish to use this schedule to help you manage your time while at Trinity. Time scheduling can give you the freedom and control over your own affairs. It should allow you to enjoy those other important social and relaxing activities without feeling guilty or uncertain about them. Developing a schedule has no magic formula. Its value will develop on thought, effort and self-discipline. However, wise planning of your time should enable you to find more enjoyment and success in your life.

How To Develop A Time Schedule

- record all fixed commitments: write in your regularly scheduled activities such as classes, lab and reports, work, travel time, etc
- record activities essential to daily living: eating, sleeping etc
- schedule time for reviewing: reserve time for reviewing either before or after each class
- block off recreation time: social, sporting and relaxation time
- schedule preparation time: set regular times to study for essays and assignments, even though what you study may need to change from week to week
- follow up and review: check to see whether you have managed to keep to the schedule and meet your goals.

Other General Scheduling Principles

- changing daily habits is difficult. Set realistic goals to prevent discouragement
- schedule study times when you are most alert for studying your hardest subject
- take advantage of daylight hours for studying
- leave enough flexibility in your schedule to provide for changes and extra study time when necessary. Don’t over plan your time
- study at a regular time and place.
- Break study into short sessions and space over the day
- when developing your study schedule and habits be guided by what has worked for you in the past
- try to find a study place where there are minimal audio or visual distractions
- schedule review times each week for each subject (reviewing helps to stop forgetting)
- number of hours one should study is up to the individual, however you can expect total hours spent on academic work will add up to somewhere between 35–40 hours per week including classes, for those studying three electives.
You may wish to discuss your personal time management with a counsellor. If you have any concerns with your study or other difficulties that may affect your time at Trinity, you may wish to contact:
Student Counsellor: Anita
Room 9 LGF Swanston St
T: 9348 7507

If you are having difficulty finding a quite study place the FSP study centre at Swanston St is open until 9pm.

**Tip 1 – Go to class!**
Sounds basic doesn’t it? The funny thing is that a lot of students, for whom on-campus lectures and tutorials are a requirement of their program, think that they really don’t need to attend class. WRONG!!! Lecturers and tutors not only cover the relevant material, they also provide you with a lot of clues about what to expect on your assignments and exams. Teachers tend to emphasise things in class that they consider important where your textbook may not cover the same thing in any real depth.

**Tip 2 – Keep up with your readings**
I know, I know, easier said than done but if you want to do well you don’t need to be reading the textbook for the first time three days before the exam.

A strategy that often works is to read the relevant part of your textbook before a lecture/tutorial, then find a quiet spot after the lesson to go through and highlight the parts of the chapters that were covered. This gives you a base of material to draw from, without having to wade through pages of unfamiliar material, when writing out study notes.

The same applies for lecture notes. If you are lucky enough to have your notes handed out to you before a lecture - read them! Any extra notes should complement what you already have.

A point to note here - DON’T WRITE IN LIBRARY BOOKS! If you need to keep, or review, information from a library book then photocopy it first.

**Tip 3 – Highlight and summarise important material**
When going through your textbooks, or notes, highlight anything that summarises the information. Quite often a whole page of information can be summarised under one title and a few dot points. It often helps to have a separate notebook for summarised material. Revision for exams and assignments can then be done from one book rather than a combination of textbook, lecture notes, hand outs and class notes.

**Tip 4 – Talk to your fellow students**
Other students can be a very useful resource. Discussing what you have learnt in lectures helps you to remember and understand the material a lot more clearly. Debating issues raised in class also allows you to view things in a number of different ways. This is invaluable if you are expected to put some deep thinking into writing an assignment. One word of warning, don’t let others confuse you if they don’t seem to know what they are talking about. Be a little bit selective about who you discuss things with.
Tip 5 – Find a study buddy or study group
This follows on from Tip 4 but in this case it is something that is organised and consistent. Studying with the same person, or group of people, can give you the stability and feedback you need to do well. Again, be selective, try to pair up with someone who knows their stuff and wants to study, rather than gossip.

Tip 6 – Talk to your lecturer/tutor
A lot of students think they are stupid if they do not understand something the first time it is explained to them. Nothing could be further from the truth. Most, if not all students, will have trouble grasping certain concepts and it is the smart ones who will seek out their teachers to assist them in understanding what they are doing. Lecturers and tutors will quite often have blocks of time set aside to discuss any problems students are having, find out when these times are and make an appointment to discuss your problem with them. Lecturers and tutors don’t bite and they are usually happy to have students seek them out.

Tip 7 – Know what is expected of you
Many students do not bother to read their subject outlines or familiarise themselves with the assessment requirements of their course. This is academic sabotage. The unit outline tells you exactly how your course is structured, it gives you a guide to setting out your study, and it outlines what your assessment will be and the way the marks will be allocated. You must work from the unit outline in order to meet the demands of the course. If you are in doubt about anything in the subject outline you should seek clarification from your lecturer or tutor.

Tip 8 – Be prepared for exams and assignments
Referencing – very important!
Each subject may have different styles of writing and referencing for assignments and you need to be clear on what you are expected to use. Booklets and information on how to prepare for exams may be available through your English for Academic Purposes (EAP) faculty. If not, there is plenty of information on exam preparation available from Teachers and Tutors. Don’t leave it to the last minute to gather this information as the sooner you become adept at exam preparation the sooner you will see an improvement in your marks.

Tip 9 – Know your resources
This is an area that a lot of students forget about until their assignments are three days away. Don’t get caught! You will be expected to know how to find the information you want without needing a lecturer to hold your hand. Here are some ideas to help you find information.

Learn to navigate the library – this is not as easy as it sounds. You will need to learn how to search for books, journals, videos, and other resources using the university search system and a number of computer accessed data bases. The best way to learn all this is to attend the guided tours offered by the library. Setting up a tutorial with a member of the library may also be useful if you prefer one on one contact. However you do it, become familiar with the library early. This will save you a lot of stress later on.
If you are not able to access the library in person it is important that you take advantage of the online tutorials offered by the library. These tutorials are very user friendly and provide an excellent overview of how to access materials. Check with the library for details.

**Learn to navigate the Internet** – the important thing here is not to panic. Navigating the Internet seems very scary when you are a new user but there is really nothing to it. The worst thing about the Internet is that there is too much information. You will probably have to wade through heaps of rubbish before you get to the good stuff. The library staff can advise you on the best way to use the Internet but practice is really the only way to work out what is best for you. The library and computer labs are available to all students.

Search engines to check out include:

www.google.com
www.metafind.com
www.askjeeves.com

There are lots of others but this will give you a start.

**Talk to the teaching staff** – most teaching staff will be happy to point you in the direction of helpful information. Sometimes they know of information out in the community that you would probably never find. It also helps to let your lecturers/tutors know if you are having trouble finding resources as they may be under the impression that something is available when it is not.

**Tip 10 – Have a study plan.**

Stop laughing! Believe it or not you are meant to study while at Trinity. Having a study plan allows you to plan your study, and also allows you to plan your social life. You really will need to do this if you want to find a good balance of work and fun during your time at university. Your plan can be as simple as marking important dates and times up on a wall planner, or as detailed as having a week by week breakdown of study and social requirements. Either way, make a plan early, stick to it, and you’ll be able to stay on track for the whole term.

**Tip 11 – Ask for help if you need it.**

Trinity can be very difficult and very stressful. If you find yourself sinking into the quagmire please ask for help...EARLY. There are some terrific people who will be only too happy to give you a hand. Take advantage of the support services. To help you identify the services available check out your student diaries and the contact details of all the people who are here to help you.

**Tip 12 – Have fun!**

It’s okay to relax and let your hair down...actually it’s essential. Don’t become so immersed in the work that you can’t enjoy everything else on offer. You can make some terrific friends, you can become a member of a sporting or social club or become a committee member. Whatever your taste remember, this is an important year, so work hard but leave some time to relax. You want some good memories when you leave Trinity College and you will have more time to enjoy at University for the following 3–6 years.
**FINDING FOOD**

**Halal restaurants around Melbourne**

Having trouble finding restaurants that serve halal food? Problem solved! Here is a list of some of the many restaurants, cafes and retail shops around Melbourne that serve or sell halal food. You’ll find a large concentration of halal establishments along Sydney Road, Brunswick.

**A1 Lebanese Bakery**  
Middle East Store  
643–645 Sydney Rd, Brunswick  
T: 03 9386 0440

**Alamaros**  
114 Bell St, Coburg  
T: 03 9918 8087

**Aydin Take Away**  
89 Smith St, Fitzroy  
T: 03 9419 2183

**Bali Bagus**  
85 Franklin St, Melbourne  
T: 03 9662 1474

**Biryani House**  
25/235–251 Bourke St (in Tivoli Arcade), Melbourne  
T: 03 9650 8320 and  
339 King St, West Melbourne  
T: 03 9329 4323

**Burger Edge**  
Melbourne Central 2nd Floor, Food Court  
T: 03 9663 3881

**Carlton Curry House**  
108 Lygon St, Carlton  
T: 03 9078 1263

**Central Kebab House**  
661 Sydney Rd, Brunswick  
T: 03 9386 0599

**Centro Citta**  
141 Bourke St, Melbourne  
T: 03 9654 7152

**Curry Vault**  
18-20 Bank Pl, Melbourne  
T: 03 9600 0144

**El Faiha Sweets**  
648 Sydney Rd, Brunswick  
T: 03 9386 9674

**Es Teler 77**  
164 Cardigan St, Carlton  
T: 03 9347 7483 and  
319 Swanston St, Melbourne  
T: 03 9663 4243

**Gaylord Indian Restaurant**  
4 Tattersalls La, Melbourne  
T: 03 9663 3980

**Golden Terrace Restaurant**  
803–805 Sydney Rd, Brunswick  
T: 03 9386 6729

**Kedai Satay**  
186 King St, Melbourne  
T: 03 9640 0371

**Kilim Turkish Restaurant**  
366 Victoria St, Richmond  
T: 03 9428 5982

**Killiney Kopitiam**  
(Singapore and Halal)  
114 Lygon St, Carlton  
T: 03 9650 9880
King Indian Café
273 King St, Melbourne
T: 03 9670 7550

La Paella
217 Sydney Rd, Brunswick
T: 03 9380 6955

Lazzat on Lygon
112 Lygon St, Carlton
T: 03 9639 5951

Little Malaysia
26 Liverpool St, Melbourne
T: 03 9662 1678

Mama Wong’s Kitchen
76–78 Flinders St (Corner Flinders St & Exhibition St), Melbourne

Minang Restaurant
Pelham St, Carlton

Moroccan Soup Bar
183 St Georges Rd, Fitzroy North
T: 03 9482 4240

MyCUBE
122 Lygon St Carlton
T: 03 9663 0639

Nelayan Indonesian Restaurant
265 Swanston St, Melbourne
T: 03 9663 5886

Norsiah’s Kitchen
101D/604 Swanston St, Melbourne
T: 03 9347 7079

Nino’s Halal Pizza and Cafe
59 Brunswick St, Fitzroy
T: 03 9419 8660

Papparoti Melbourne CBD
349 Elizabeth St, Melbourne
T: 03 9018 3001

Punjab Cafe
143 Carinish Rd, Clayton
T: 03 9544 4218

Satay Inn Malaysian Restaurant
270 Victoria St, North Melbourne
T: 03 9329 0329

Sawasdee Thai
1/139 Little Bourke St, Melbourne
T: 03 9663 4052

Tabet’s Bakery
607 Sydney Rd, Brunswick
T: 03 9387 3461

Tandoori Nights
167 Sydney Rd, Brunswick
T: 03 9388 0823

Tiba’s
504 Sydney Rd, Brunswick
T: 03 9380 8425

Zam Zam Restaurant
364–372 Lonsdale St, Melbourne
T: 03 9606 0109

Eating out on a budget
The following restaurants offer tasty food at cheap prices.

Bimbo Deluxe (pizza & café)
376 Brunswick St, Fitzroy
T: 03 9419 8600

Camy Shanghai Dumpling Restaurant
23–25 Tattersalls La, Melbourne
T: 9663 8555
Don Don (Japanese)
321 Swanston St, Melbourne
T: 03 9662 3377 and
Shop 6, 330 Little Lonsdale St, Melbourne
T: 03 9670 7113

Don Tojo
Cardigan St, Carlton

Dragon Boat Restaurant (pastry and dim sum outside, left of the restaurant)
203 Little Bourke St, Melbourne

Gopal’s Vegetarian Restaurant (Indian and International)
139 Swanston St, Melbourne
T: 03 9650 1578

Lentil As Anything (vegan and vegetarian)
Abbotsford Convent, 1st Heliers St, Abbotsford
T: 03 9419 6444

My Restaurant and Takeaway
186 High St, Windsor
T: 03 9521 4100

PekoPeko
190 Wells St, South Melbourne
T: 03 9686 1109

Pho 888
Box Hill, 552 Station St, Box Hill
T: 03 9890 1390

Pho Dzung
234b Russell St, Melbourne
T: 03 9663 8885

Rose Garden
435 Elizabeth St, Melbourne
T: 03 9329 1560

Stalactites (Greek)
177-183 Lonsdale St, Melbourne
Ph 03 9663 3316

Shanghai Noodle House (Chinese)
Rear Tattersalls La
242 Little Bourke St, Melbourne
T: 03 9662 9380

Taste of Asia
191 Lygon St, Carlton
T: 03 9347 2332

Thaila Thai
82 Lygon St, Brunswick East 3057
T: 03 9387 0659

The Charles Dickens Tavern
290 Collins St, Melbourne
T: 03 9654 1821

Vegie Bar (vegetarian & vegan)
380 Brunswick St, Fitzroy
T: 03 9417 6935

White Lotus Vegetarian Restaurant
185 Victoria St, West Melbourne
T: 03 9326 6040

Ying Thai (traditional Thai food)
110 Lygon St, Carlton
T: 03 9639 1697

Yong Green Food (vegetarian)
421 Brunswick St, Fitzroy
T: 03 9417 3338
Food Blogs
Read reviews of popular, cheap eating places and find out about new restaurants:
http://eatandbemerryfortomorrowwediet.blogspot.com/
http://ironchefshellie.com/
www.verycheapeats.com/
www.thatjessho.com/

Muslim Bloggers—Halal places
http://walkwalkmelbourne.blogspot.com/
www.urbanmuslim.net/

USEFUL WEBSITES
TCFS weekly newsletter, the Contact Bulletin:
https://internal.trinity.edu.au/groups/tcfsstudentsinternal/wiki/5be1b/ContactBulletin.html
Overseas Students Health Cover information:
www.oshcworldcare.com.au
The Australian Taxation Office:
Department of Immigration and Citizenship:
Melbourne Public Transport:
What’s happening in Melbourne:

International Student Website:
www.studymelbourne.vic.gov.au

Event offers for International Students studying in Victoria
www.culturecardvictoria.com.au

International Student Care Service:
multicultural.vic.gov.au/iscs

Safety Skills for students when travelling:
www.thinkbefore.com

Information about Melbourne and Australia, including money saving tips:

Information about Victoria:
www.visitvictoria.com/

Online Guide to Melbourne:
www.onlymelbourne.com.au


Business Contact Details Online:

Disclaimer
All information contained in the Student Survival Guide is advice only. Trinity College does not endorse or recommend any commercial products, processes, or services. All contact details were correct at the time of printing, but material is subject to change. While we make every effort to ensure that information provided is accurate and current, students are advised to verify that this is the case. Students will be notified of updates to advice and information via the Contact Bulletin or their Trinity email account.
Victorian public holidays as set by the Public Holidays Act 1993

<table>
<thead>
<tr>
<th>Holiday</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Sun 1 January *Mon 2 January *additional day</td>
<td>Tue 1 January</td>
</tr>
<tr>
<td>Australia Day</td>
<td>Thu 26 January</td>
<td>*Mon 28 January *substitute for Sat 26 Jan</td>
</tr>
<tr>
<td>Labour Day</td>
<td>Mon 12 March</td>
<td>Mon 11 March</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Fri 6 April</td>
<td>Fri 29 March</td>
</tr>
<tr>
<td>Saturday before Easter Sunday</td>
<td>Sat 7 April</td>
<td>Sat 30 March</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Mon 9 April</td>
<td>Mon 1 April</td>
</tr>
<tr>
<td>ANZAC Day</td>
<td>Wed 25 April</td>
<td>Thu 25 April</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>Mon 11 June</td>
<td>Mon 10 June</td>
</tr>
<tr>
<td>Melbourne Cup Day^</td>
<td>Tue 6 November</td>
<td>Tue 5 November</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Tue 25 December</td>
<td>Wed 25 December</td>
</tr>
<tr>
<td>Boxing Day</td>
<td>Wed 26 December</td>
<td>Thu 26 December</td>
</tr>
</tbody>
</table>

*All of Victoria unless alternate local holiday has been arranged by non-metropolitan municipality

** All commemorative events in Victoria will continue to take place on ANZAC Day, Monday 25 April 2011, as traditionally observed.

Daylight saving dates and times

<table>
<thead>
<tr>
<th></th>
<th>2011/12</th>
<th>2012/13</th>
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</thead>
<tbody>
<tr>
<td><strong>Starts: 2am S/T Sunday</strong></td>
<td>2 Oct 2011</td>
<td>7 Oct 2012</td>
</tr>
<tr>
<td><strong>Ends: 2am S/T Sunday</strong></td>
<td>1 Apr 2012</td>
<td>7 Apr 2013</td>
</tr>
</tbody>
</table>

At start of daylight savings period, move clock forward one hour at 2am standard time (Eastern Standard Time) to 3 am summer time. At end of daylight savings period, move clock back one hour at 3 am summer time to 2am standard time (Eastern Standard Time). All public holidays and daylight saving dates are accurate at the time of printing but are subject to change.

Information about shop trading hours on public holidays is available on the Business Victoria website [www.business.vic.gov.au](http://www.business.vic.gov.au)
WEIGHTS & MEASURES
To obtain metric measurements from imperial, multiply the imperial measurement by the factor beside the conversion you wish to make. To obtain imperial measurements from metric, simply divide by the same factor.

<table>
<thead>
<tr>
<th>LENGTH</th>
<th>AREA</th>
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<tbody>
<tr>
<td>To convert</td>
<td>Multiply by</td>
</tr>
<tr>
<td>Inches to millimeters</td>
<td>25.4</td>
</tr>
<tr>
<td>Inches to centimeters</td>
<td>2.54</td>
</tr>
<tr>
<td>Inches to meters</td>
<td>0.0254</td>
</tr>
<tr>
<td>Feet to millimeters</td>
<td>304.8</td>
</tr>
<tr>
<td>Feet to centimeters</td>
<td>30.48</td>
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<tr>
<td>Feet to meters</td>
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<tr>
<td>Yards to meters</td>
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<tr>
<td>Miles (statute) to kilometers</td>
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<table>
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<td>16.387064</td>
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<tr>
<td>Cubic inches to liters</td>
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<tr>
<td>Cubic feet to cubic meters</td>
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<tr>
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<td>28.316847</td>
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<td>Teaspoons to milliliters</td>
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<td>Tablespoons to milliliters</td>
<td>14.78</td>
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<td>Pints (UK) to liters</td>
<td>0.5682613</td>
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<tr>
<td>Gallons (UK) to liters</td>
<td>4.54609</td>
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<tr>
<td>Pints (UK) to liters</td>
<td>0.47</td>
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<tr>
<td>Gallons (UK) to liters</td>
<td>3.79</td>
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</tbody>
</table>
**TEMPERATURE**

Use the following formulae to convert temperature degrees Celsius (C) and degrees Fahrenheit (F).

\[
C = \frac{5}{9} (F - 32) \quad F = \frac{9}{5} (C + 32)
\]

**CLOTHING & SHOE SIZES**

The following conversions are provided as a guide only. The labelled sizes provided by clothing retailers may vary.

<table>
<thead>
<tr>
<th>WOMEN’S CLOTHES</th>
<th>6</th>
<th>8</th>
<th>10</th>
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<table>
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OUR EXPECTATIONS
OUR EXPECTATIONS

STUDENT CODE OF CONDUCT

The full code, including information about processes, is available at on the College website under About/Values.

Trinity College is an educational community in which all conduct is expected to be based on respect and consideration for others. The Trinity College Student Code of Conduct imposes obligations on students to demonstrate respectful, considerate behaviours in their dealings with each other and with staff members, and describes processes for responding to breaches of this Code. Conduct not consistent with respect for others may be the subject of processes and disciplinary actions, consistent with the seriousness of the alleged behaviour. Details and examples of disciplinary provisions and procedures are included in the Code.

The College has a variety of contractual and statutory relationships with its students. The College also recognises a general responsibility to ensure the College as an educational community functions on the basis of respect and consideration for others.

These two factors mean that the application of this Code to specific conduct is not based on a person having to make a complaint, although a complaint process is available. The College itself, once informed of a possible breach of the Code, may decide unilaterally to investigate the circumstances giving rise to the possible breach, make a determination about those circumstances and impose consequences on any student found to be in breach of the Code.

In addition to the complaint procedures outlined in respect of possible breaches of the Code, broad community based mechanisms for information, support, and complaint remain available to students at any time.

This Code applies to all members of the Trinity College student community. A separate code applies to staff employed or retained by Trinity College. The College reserves the right to make changes to this Code from time to time.

All members of the Trinity College student community, whether they are enrolled as resident or non-resident students, must act in accordance with this Code. The Code assumes the commitment of every student to advocate and practise respect for all people, regardless of gender, race, religion, disability, marital status, sexual orientation or any other attribute.

All students are expected to fulfil admirable behavioural standards, and to be role models for others, aspiring to demonstrate the highest level of personal integrity at all times. Members of the Trinity College student community must actively express such commitment in their actions and words. They must respect the rights of all other members of College, while also acting in accordance with the laws of the wider Australian community.

Agreeing to abide by this Code of Conduct is a requirement for students becoming members of Trinity College, and abiding by this Code is a requirement for students remaining members of Trinity College. It is also a requirement for students to be admitted and continue as residential students.
Members of the Trinity College student community must abide by the following standards of behaviour:

- respect for and responsibility to self
- respect and empathy for, and responsibility to others
- ethical and honest behaviour.

**Responsibility to Self**

It is expected that Trinity College students will always behave responsibly in looking after themselves. They are responsible for their own conduct at all times. They are expected to know and to adhere to this Code and other College policies, particularly in respect of all forms of harassment.

**Responsibility to Others**

Trinity College students should show respect, empathy and consideration for others, so that all may live, study and work in harmony, and so that community members of every background may feel respected, safe, and included. Trinity College students should permit others to live and study in a safe, respectful environment and are entitled to expect such an environment for themselves.

Students should be aware that as staff are in a position of authority over students, relationships of a sexual or otherwise intimate nature between staff and students are not acceptable in any circumstances.

Bullying, discrimination, harassment, vilification and victimization are expressly prohibited.

**Ethical and Honest Behaviour**

Trinity College students must behave with personal integrity and honesty. They must accept the consequences of their own actions, apologise where appropriate, and practise ethical and responsible behaviour in their dealings with others.

**Breaches of the Code**

Trinity College students are expected to report possible breaches of this Code to one of the Advisors listed later in this section, whether in respect of themselves or another member of the Trinity College student community.

The College will treat all possible breaches of the Code seriously. However, the College recognises that students’ conduct may be regarded, in any given circumstance, on a scale from minor to extremely serious. For that reason, the processes to be applied in determining whether a breach of the Code has occurred, and what the consequences of any established breach should be, are matters reserved to the discretion of the College.

Examples of possible breaches of the Code include:

- verbal abuse
- displaying or forwarding pornography
- bullying
- spreading innuendo, gossip, or rumours
- urinating in a public place, or public nudity whether within or outside the College grounds
- public drunkenness, including within the College grounds, where no physical violence is involved
• theft of or damage to College property
• use of information technology in ways that contravene the regulations governing it
• publication, whether in print or electronically, of documents that promote activities or opinions that might bring the College into disrepute
• engage in external employment or activities that may be construed to conflict with the ethos of the College
• use of mobile phone cameras in ways that violate the privacy of others.

Students must be aware that all possible breaches of this Code which are characterised by the College as capable of amounting to serious misconduct will be:
• be investigated, whether or not a person makes a complaint about the conduct
• be the subject of a determination, after investigation, of whether the student concerned has engaged in serious misconduct
• result in, after a determination, consequences such as expulsion from the residential college, non-admission to the residential college, conditional admission, termination of membership of Trinity College, termination of membership of the Foundation Studies and termination of membership of the Theological School.

Serious misconduct includes sexual assault and means any breach of this Code of Conduct which, to a significant extent, involves physical violence, blackmail, victimisation, an abuse of a position of power or responsibility within the College, repeated breaches of the Code of Conduct, dishonesty, fraud, the deliberate making of false allegations against another student or a staff member, serious verbal abuse or vilification.

This definition is not exhaustive and characterisation of conduct as ‘serious misconduct’ will be a matter for the College to determine in each particular case.

General Process

23. Subject to paragraphs 32(e) and (f), 36 and 37, the process in relation to any complaint, or where the College decides itself to investigate a student’s conduct, will be at the discretion of the College.

24. In cases where information about a possible breach of the Code has come to the attention of the College, however this information comes to the attention of the College, the College may unilaterally initiate a process to investigate and resolve the matter.

25. In cases where such information comes to the attention of any staff member of the College, including a trained Advisor, the staff member will have a duty to report the incident to the relevant Division Head (Dean of the Residential College, Dean of the Theological School, Dean of International Programs).

26. Reporting to both police and parents will occur in circumstances involving possible breaches of the Code by students under 18 years, or where students under 18 years are alleged to be a victim of possible breaches.
27. Allegations of serious physical violence, including sexual assault, will be immediately reported to the police by the College.

28. Processes will be undertaken and concluded as quickly as is reasonably possible. The College accepts it has a responsibility to ensure that any investigation and determination process adopted under this Code is fair.

29. The College reserves the right to determine the nature of the process depending upon the gravity of the possible breaches of the Code, issues of confidentiality, and the number of students involved. The College will seek and take account of the views of students involved in deciding what processes to adopt, but subject to paragraphs 32(e) and (f), 36 and 37, the final decision of which processes to adopt in a particular case will be made by the College.

30. The procedures in this document do not derogate from the normal disciplinary powers and responsibilities of relevant staff members, which may still be exercised as appropriate.

31. The steps in relation to possible breaches of the Code are shown below. These steps can be used where a person wishes to complain about a possible breach of the Code but will also be available to the College when it becomes aware of a possible breach of the Code and decides to investigate the matter itself.

### Complaint-based, or individual-initiated, processes

32. An individual may always seek advice from a trained Advisor. Names and contact details of trained Advisors are available on the College Portal. Individuals may also make use of a broad range of community-based mechanisms, such as the Victorian Equal Opportunity Commission.

   a) **Step 1:** Speak with a trained Advisor. If appropriate and desirable, also speak directly and informally with the person who engaged in the behaviour you think may be in breach of the Code.

   b) **Step 2:** Decide, with the assistance of your Advisor, whether the behaviour is likely to be a breach of the Code. If not, then speak with your Advisor about other means of support, such as the University Counselling Service. If the behaviour is likely to be a breach of the Code, then an individual can use the steps that follow to resolve the matter.

   c) **Step 3:** Decide whether you wish to make a complaint. If you wish to make a complaint, you will be asked to put your complaint in writing. An Advisor can assist you with this. The complaint must identify those students you allege have breached the Code and what you allege they have done. It should be as specific as possible. The complaint will be forwarded to the relevant Division Head and the Warden.
d) **Step 4:** Conciliation. All complaints will need to go through a conciliation process, unless the College decides otherwise. A conciliator will be appointed to meet with each party individually to discuss and try to reach agreement regarding the complaint, possible redress and future behaviour. If agreement cannot be reached, any party to the conciliation may ask for the allegations to be investigated. Alternatively, even if the complainant does not ask for the matters to be investigated, the College may itself decide to investigate the allegations. Outcomes of Conciliation Conciliation is not a disciplinary process, and disciplinary outcomes will not necessarily result from this process. Details of an agreement will be communicated to the relevant Division Head and other relevant parties. Breaches of an agreement reached via conciliation may result in additional action consistent with these procedures.

**Note 1:** prior to a conciliation agreement being finalised, the College will inform the parties involved if, in its opinion, there is likely to be an investigation of the allegations of a breach of the Code by the College, irrespective of the outcome of the conciliation, so that the parties may take that fact into account in their negotiations.

**Note 2:** in all cases involving allegations of serious misconduct, the outcome of the conciliation MUST be reported to the relevant Division Head and to the Warden. The outcome will be kept confidential by the relevant Division Head and the Warden, save for any disclosures they deem necessary and appropriate if the allegations are to be investigated separately by the College.

e) **Step 5:** After an unsuccessful conciliation any party to the conciliation may ask for the matter to be investigated. The relevant Division Head, in consultation with the Warden, will decide whether a complaint will be investigated. In making this decision, the views of all those involved will be considered. If it is decided that a complaint will be investigated, a committee of one senior member of the Trinity College Community and two individuals who are not members of the Trinity College community will be appointed by the relevant Division Head or designee to investigate the matter formally.

f) **Step 6:** Outcomes of Investigation. The committee will present its findings about what occurred, and will make recommendations to the relevant Division Head or designee, who will make the final decision whether there has been a breach (or breaches) of the Code, how serious those breaches are and what consequences (if any) should follow for the students involved. Consequences may include, but are not limited to, termination of membership of Trinity College, expulsion or suspension from the residential College, the imposition of conditions on continued residence or membership, payment of compensation for property damage and apologies (including public apologies).
g) **Appeal.** There will be no internal appeal or review processes within the College if there has been a formal investigation and report. If any party is dissatisfied with the outcome of these processes, they may discuss their dissatisfaction with the Warden. Students of course retain the access of all members of the Australian community to HREOC/EOCV processes, and to the Courts.

**Non complaint-based, College-initiated processes**

33. Where the College receives information about a possible breach of the Code, it may decide whether to investigate the matter regardless of whether there has been a complaint or not.

34. If the possible breach may involve serious misconduct as defined below, the College may investigate the matter regardless of whether there has been a complaint or not.

35. If a complaint is made about a possible breach of the Code, the College may await the outcome of any conciliation process and any application by the complaint for the complaint to be investigated. If conciliation is unsuccessful and the complainant does not apply for an investigation, then the College may itself still decide to investigate the allegations.

36. Where the College is satisfied the possible breach may not amount to serious misconduct, the manner in which the College investigates the matter will be decided by the College on a case by case basis.

37. Where the College is satisfied the possible breach or breaches may amount to serious misconduct, the College will appoint a committee of one senior member of the Trinity College Community and two individuals who are not members of the Trinity College community will be appointed by the relevant Division Head1 or designee2 to investigate the matter formally.

38. The committee will present its findings about what occurred, and will make recommendations to the relevant Division Head or designee, who will make the final decision whether there has been a breach (or breaches) of the Code, how serious those breaches are and what consequences (if any) should follow for the students involved. Consequences may include, but are not limited to, termination of membership of Trinity College, expulsion or suspension from the residential College, the imposition of conditions on continued residence or membership, payment of compensation for property damage and apologies (including public apologies).

39. There will be no internal appeal or review processes within the College if there has been a formal investigation and report. If any party is dissatisfied with the outcome of these processes, they may discuss their dissatisfaction with the Warden. Students of course retain the access of all members of the Australian community to HREOC/EOCV processes, and to the Courts.
Trinity College Advisors

40. The role of an Advisor is to listen, and to inform the individual of their options for dealing with possible breaches of the Code. Advisors are staff members who have received training in respect of all forms of harassment and are specifically available to students in respect of information about this Code, and in particular, the various options available to students in the case of breach of the Code. Speaking with an Advisor does not mean that a complaint is being made.

41. Students must be aware however that where the information they give an Advisor suggests the possible breach may involve serious misconduct, Advisors must bring the matter to the attention of the relevant department head (i.e., the Dean, Dean of Theological School, or Dean of International Programs).

42. Advisors may indicate if, for any reason, they are unable to provide appropriate assistance owing to a conflict of interest. Staff who serve as Internal Advisors to students (check portal directory for full details)

Neralie Hoadley, TCFS EAP Subject Leader, 29 Royal Pde Rm 1
Anita Krautschneider, TCFS Student Counsellor, Swanston St LG 9
Glen Jennings, TCFS Associate Dean, 33-35 Royal Pde Rm 10
Janusz Sysak, TCFS HOI Lecturer, 33-35 Royal Pde Rm 18

43. In cases where there is a conflict of interest for an Internal Advisor or if a student requests this, External Advisors can be contacted to assist students with information and support.

44. The relevant Division Head (see below) or designee manages arrangements for contacting External Advisors. The relevant Division Head or designee will also liaise with External Advisors in their capacity as External Conciliators when appropriate.

Campbell Bairstow,
Dean of Trinity College x7109
Brenda Holt,
Chief of Staff, x7052
Barbara Cargill,
Dean of International Programs, x7132

Please refer to the complete and comprehensive version of the Student Code of Conduct document on the portal at https://www.trinitycollege.vic.edu.au/portal/today/today.php
HARASSMENT

Living in a community requires us to be conscious of fundamental values. The following describes different forms of harassment. All such behaviour is contrary to the Code of Conduct, unacceptable, and may lead to disciplinary action. All Trinity members have an obligation to see that no harassment is tolerated or allowed to continue.

Harassment means any offensive, belittling or threatening behaviour directed at an individual or group which takes place in circumstances in which any reasonable person, having regard to the circumstances, would have been offended, humiliated or intimidated. Harassment is behaviour that is unwelcome, unsolicited, usually unreciprocated and often (but not always) repeated. Sexual harassment is included in this definition and is one particularly serious form of harassment.

It occurs where the harassment involves conduct of a sexual nature. In addition to sexual harassment people may experience harassment because of their belief systems, including political or religious beliefs or activities, cultural, racial, or socio-economic background, gender, sexual orientation, parental status, physical features or disability, among other things.

Discrimination means any conduct which makes distinctions between an individual or a group so as to disadvantage some and to advantage others, or treats an individual or a group less favourably than others, on the basis or because of an attribute or status they possess (eg sex, race, religious belief, sexual preference, political opinion).

Vilification means any form of conduct not undertaken reasonably and in good faith that:
- incites hatred against, serious contempt for, or revulsion or severe ridicule of another person or class of person on the grounds of their race, religious beliefs or practises; or
- is done because of the race of another person and is reasonably likely to offend, insult, humiliate that other person.

Victimisation means any unfavourable treatment of a person who has made a complaint, or allegation, about a breach of this Code of Conduct, whether the complaint was written or oral and irrespective of whether the person asked for the complaint to be conciliated or investigated.

Trinity College Harassment Advisors

Harassment is illegal. The College works hard to uphold the State’s Equal Opportunity Act and the Federal Anti-Discrimination Act. The College will not tolerate any form of harassment, including victimization and assault.

If you are the victim of any form of harassment, speak with a trained advisor. Student Coordinators, Tutors or staff will be able refer you. There is a full list of advisors around the College in the Code of Conduct.

Bullying

What is bullying? Bullying is an act of aggression – physical or verbal – with the intent to cause embarrassment, pain or discomfort to another. Bullying usually involves an abuse of power.
Bullying takes many forms, all of which will cause distress. Examples of bullying include:

- Physical: hitting, pushing, tripping, spitting
- Verbal: teasing, ridiculing, spreading rumours
- Non-Verbal: offensive notes, rude gestures
- Exclusion: deliberately excluding others from the group, refusing to sit next to someone
- Extortion: threatening to take someone’s possessions, food or money
- Property: stealing, hiding, damaging property

Bullying is not acceptable behaviour at Trinity. Students who bully and intimidate other students will incur disciplinary action.

**Sexual Harassment**

In Australia sexual harassment is against the law. Many kinds of behaviour can be perceived as sexual harassment, so it is important to be aware of your own behaviour and its potential impact on others.

’Sexual harassment’ is defined by the Human Rights and Equal Opportunities Commission as ‘an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances’.

Trinity College and TCFS respect the rights of students to feel safe from uninvited acts of a sexual nature. Amongst the Foundation Studies staff, there are several specially trained Advisers who are available for both staff and students to consult on a confidential basis. Anyone who believes they are being subjected to sexual harassment is encouraged to approach an Adviser who will treat the matter seriously and act promptly. Harassment does not arise in the context of choice and mutual consent.

The FS Advisers are:

**Chris Carolane**, LG 10, 715 Swanston St  
**T**: 9348 7464

**Cate Elsworth**, Bouverie St  
**T**: 9348 7035

**Kerry Higgins**, Lincoln Square Nth  
**T**: 9348 7050

**Neralie Hoadley**, 29 Royal Pde  
**T**: 9348 7532

**Patricia Jackson**, Swanston St  
**T**: 9348 7024

**Glen Jennings**, FSC 10, 33-35 Royal Pde  
**T**: 9348 7510

**Anita Krautschneider**, LG 9, 715 Swanston St  
**T**: 9348 7507

**Bernard Leigh**, LG3, 715 Swanston St  
**T**: 9348 7002

**Janusz Sysak**, FSC 18, 33-35 Royal Pde  
**T**: 9348 7134

**Ian Teo**, Lincoln Square Nth  
**T**: 9348 7053

**Maureen Vincent**, Lincoln Square Nth  
**T**: 9348 7052

All approaches to Staff Advisers will be acted upon promptly and treated in strict confidentiality.

Brochures with more information regarding this matter are available from the Counselling office located on the lower ground floor 715 Swanston St.
DISCIPLINE

Conduct inconsistent with the Code of Conduct or other policies, regulations, or expectations of the College will be the subject of disciplinary action and/or pastoral intervention. Such conduct will also be considered in making decisions about re-admission. Anyone who is being disturbed by the behaviour of another is encouraged to approach the other person directly. If this is difficult, or there is no adequate response, students should enlist the help of the floor tutor. The College’s Resident Caretaker and duty officers are available every night of the week and on weekends on x7777 to handle emergencies, accidents, and discipline.

Disciplinary action arising from misconduct includes, but is not limited to, warning, fines, removal of rights and privileges within the College, removal from an elected or appointed position of responsibility within the College, suspension, and, in matters of utmost seriousness, expulsion.

Without limiting the College’s discretion on the admission of students from one year to the next, in exercising its discretion on whether or not to re-admit a student, the College will take into account any disciplinary action that has been necessary and other evidence of conduct and character.

Conduct

TCFS expects all students to behave in a responsible manner. You are expected to be responsible not only for yourself, but also for the people around you. If you act in a manner uncomplimentary to Foundation Studies, you will be asked for an explanation and disciplinary action may be taken. The following guidelines may help:

- Do not interfere in another person’s learning and progress
- Never place another person at physical risk
- Meet your personal, financial and academic obligations
- Respect the people around you
- Do not borrow from or loan money to other students. Students with financial difficulties should see either the Dean of International Programs, the Associate Dean (Academic Operations), the Director of Student Welfare, the Student Counsellor, the Chaplain or their Mentor.

The following behaviour will lead to disciplinary action:

- Plagiarism and other forms of academic cheating, or furnishing false information to the College
- Violence, abusive behaviour or sexual harassment
- Disruption or obstruction of Foundation Studies activities and operations
- Theft or damage to College premises
- Failure to comply with the directions of staff in the performance of their duties
- Truancy
ILLEGAL DRUGS

The Foundation Studies staff and the University of Melbourne Counselling Service are available to help anyone who may have a problem with substance abuse or dependency. Such help is strictly confidential and should be sought promptly.

The College is concerned to prevent the serious effects for the individual and the community that arise from illegal drug use and distribution and will not tolerate the possession or use of illegal drugs within the College or by members of the College. Any member of the College found to be involved with illegal drug use or distribution (including assisting others to obtain an illegal drug), or who is in possession of an illegal drug, may be sent down without warning. You can raise any concerns you have about your own or a friends’ drugs use or abuse by contacting the TCFS Student Counsellor or a doctor.

ALCOHOL

Alcohol is not permitted at any Foundation Studies or other student sponsored activity. This prohibition includes excursions and events sponsored by Student Services.

The legal drinking age in Australia is 18 years. There are penalties for underage drinking as well as for people who provide alcohol to those under the legal drinking age.

You should not drink and drive and you should not be a passenger in a vehicle driven by someone under the influence of alcohol. There are very severe penalties for driving under the influence of alcohol.

Alcohol abuse is a serious problem. If you [or someone close to you] have a problem associated with alcohol, ring the Drugs and Alcohol ‘Direct Line’ on Freecall 1800 888 236. This is a 24-hour telephone service staffed by trained counsellors who provide drug information, referral or counselling.
EMERGENCIES

TRINITY HELPLINE - AFTER HOURS
EMERGENCY ASSISTANCE

If you are experiencing a crisis or emergency situation after normal business hours and don’t know what to do, you can ring the Trinity Helpline on 0408 556 776. A Trinity staff member will give you appropriate assistance to help you with the problem. You can contact the Trinity Helpline Team any time from 5.00pm to 9.00am and all weekend in an emergency situation. Please note that this number should not be used for matters that can be resolved during normal working hours. This number is also listed on your student card.

IN ALL EMERGENCIES CALL X7777

FOR EXTERNAL ASSISTANCE CALL (0) 000

DO NOT endanger your life or the lives of others. If in doubt, leave the building or area immediately. Follow the evacuation procedures posted in your building. Where provided DO NOT use lifts during an emergency.

FIRE

Any person discovering a fire should:

• attempt rescue of persons in danger if safe to do so
• close doors as appropriate
• where installed, activate Break Glass Alarm
• call Emergency Services – Fire on (0) 000 and College Emergency Response on x7777
• alert persons nearby by shouting ‘Fire!’

MEDICAL EMERGENCY

In the event of a Medical Emergency:

• check for any threatening situation and control it if safe to do so
• call Emergency Services – Ambulance on (0) 000 and College Emergency Response on x7777
• remain with person and provide appropriate support until emergency help arrives – never leave person alone
• do not move a person unless exposed to life threatening danger
• delegate someone to meet ambulance and escort/direct to location of the person.

Sharps

In the event of finding syringes, blades etc:

• DO NOT touch but call College Emergency Response on x7777.
Personal assault, injury and theft

It is everyone’s responsibility to ensure their own personal security by observing the following common sense guidelines:

• closely monitor the movements of strangers or people acting suspiciously and report by calling x7777
• if confronted by an intruder or aggressive person do not argue with them – remember your personal safety is more important than your possessions
• at night walk in well-lit areas or with friends, or where necessary use taxis
• keep all personal items locked away at all times.

BOMB THREATS

If You Receive A Threat By Phone

Attempt to gain as much information as possible by asking the following:

• Where is the bomb located?
• When is it set to go off?
• What does it look like?
• DO NOT hang up – keep the line open even if the other party hangs up.

Next steps:

• immediately go to another telephone and call Police on (0) 000
• contact College Emergency Response on x7777
• await further instruction and advice.

If You Find A Bomb (Or Suspect You Have)

• DO NOT touch it
• ask all persons to leave the area within the building
• seal the area as best possible (eg lock doors)
• immediately go to another area and call Police on (0) 000
• contact College Emergency Response on x7777
• await further instruction and advice.

RIOT

If you become aware of a riot:

• if possible, lock the external doors to the building/s
• keep calm and ensure that occupants do not make contact with the crowd
• ensure that all occupants are clear of windows
• call Emergency Services – Police on (0) 000 and College Emergency Response on x7777.
SUSPECT MAIL
If you receive what you think may be mail of a suspect or dangerous nature:

• do not attempt to open the item and avoid any further contact with it
• move well away from the item and ask all persons to leave the surrounding area
• contact the College Emergency Response on x7777
• await assistance.
Common features that can indicate suspect article:

• excessive weight for its size
• lopsided or uneven envelope or package
• excessive securing material
• protruding wires, string, tin foil, etc
• source unknown
• excessive postage on mail.

TOXIC EMISSIONS, GAS, FUELS AND CHEMICALS
In the event of the spillage or leakage of a toxic chemical or gas, whether internal or external to a building:

• assess for medical emergency (refer Medical Emergency)
• where installed, activate Break Glass Alarm
• call Emergency Services - Fire on (0) 000 and College Emergency Response on x7777. Report location and details of the incident
• close doors as appropriate
• if necessary, evacuate the area.

EVACUATION PROCEDURES
In cases of fire or other emergency situations, when the alarm is given, you must comply with the following procedures:

• immediately stop what you are doing
• follow the instructions of emergency wardens and other staff
• close all doors and windows upon exiting the room if safe to do so
• exit quickly and in an orderly fashion
• assemble at the designated area and remain there until notified the building is safe.

A quick and orderly evacuation is important to prevent people being trampled or injured. You should not attempt to pack up your belongings and take them as you leave, as this will slow down the evacuation. You are reassured that emergency wardens and other staff will monitor all external doors to ensure that no unauthorised person re-enters the building until it is safe to do so. A copy of the emergency procedures and emergency evacuation plans showing exits, fire extinguishers assembly areas, etc is displayed in all Trinity College buildings. Please familiarise yourself with these so that you know what to do in the case of an emergency.
**LOCKDOWN**

In some emergencies, when it may not be safe to evacuate the College (such as when there is an intruder or an unknown person on the grounds with a gun) it may be necessary to follow a lockdown procedure. For obvious reasons this may involve a silent alarm. A standard Short Message Service (SMS) alert will be provided to residents via their mobile telephones advising residents to stay indoors (lockdown) or as otherwise instructed, until further notified by the Chief Emergency Warden.

In such cases, residents should remain inside whichever building they are in:

- stay away from any doorways and windows
- ensure that all doors and windows are shut and locked
- if practical, close curtains or blinds on external windows
- turn off radios/iPods, CD/DVD players and TVs.

If you are away from the Campus when you receive the message, do not return until notified further by the Chief Emergency Warden.

Prepare an emergency kit and keep it handy:

- keep the items listed below so they can become your emergency kit for use in all types of emergencies
- battery-operated radio (with spare batteries)
- torch (with spare batteries), candles and waterproof matches
- medications, toiletry and sanitary supplies
- spare clothes and sleeping equipment, including strong shoes, broad brimmed hat, leather gloves and sunscreen
- a mobile phone, spare battery and charger
- strong plastic bags (for clothing, valuables, documents and photographs)
- copies of important documents (birth certificates, passports and licences) and
- details for your agreed out-of-town contact.

**OCCUPATIONAL HEALTH & SAFETY**

Trinity College recognises the importance of providing all staff, students, clients, contractors and visitors (our Community) with an environment that supports and maintains a safe workplace as far as reasonably practicable.

The College is committed to meet the requirements of the Occupational Health and Safety Act 2004 (version incorporating amendments as at 1 July 2010) and related statutory compliances.

Maintaining a safe workplace is everyone’s responsibility and as such our Community is expected to:

- Comply with policies and procedures of the College
- Attend all mandatory Occupational Health and Safety training sessions as requested
- Actively identify and report existing and potential hazards and risks

All students are expected to comply with health and safety instructions in their study and living environment and to familiarise themselves with the Workplace Health and Safety policy of the College. For more information please visit the OHS applet on the portal [www.trinitycollege.vic.edu.au/portal/ohs/ohs.php](http://www.trinitycollege.vic.edu.au/portal/ohs/ohs.php)
Students are required to:

- take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct at Trinity College.
- ensure that all injuries and near misses are reported immediately to the Head of Student Services or a Residential College staff member and if necessary an Incident Report Form to be filled out which can be obtained from the OHS applet.
- avoid, eliminate or minimise hazards as they arise. Students can report Hazards via the Report a Hazard link on the College portal or directly to a Residential College staff member.
- Contact Student Coordinators for First Aid treatment (a list of names can be obtained from the College portal)
- Be familiar with emergency and evacuation procedures and to co-operate with instructions given by emergency response personnel such as emergency wardens and first aid officers.
- Seek information or advice where necessary, or when in doubt, before carrying out new or unfamiliar tasks particularly those of a manual handling nature.

Fire and safety

Trinity has measures in place to make sure that everyone is protected as much as possible from the danger of fires. Every building is protected by heat detectors and sprinklers, which are on the ceilings of each room and some hallways. Heat detectors and sprinklers are very sensitive and can be set off by touch – the College regards any interference with them very seriously. There are also three break-glass alarms: in Bishops’, in Jeopardy, and in Cowan at the north stairway. These systems are connected directly to the fire brigade. Take time to become familiar with the exits nearest to your room. Do not try to fight a fire yourself. Call the Fire Brigade at once on (0) 000 even for a small fire, or activate one of the break glass alarms and then ring the College’s Emergency phone on x7777.

A copy of the College’s Emergency Response Plan, with details of Fire Wardens and information about evacuation procedures, is available on your corridor. Many resident students serve their fellow students, and the College community as a whole, as Fire Wardens. Students interested in volunteering as Fire Wardens should contact the Admissions Officer.

Fire Prevention

Following these simple steps can greatly reduce the likelihood of fires:

1. Notify the Buildings and Grounds Department personally and submit a Maintenance Request about unsafe electrical equipment or wiring.
2. Open-bar radiators are dangerous and are strictly forbidden.
3. Passageways and staircases are to be kept clear of furniture, footwear, sporting equipment, and bicycles.
4. Smoking is not permitted in any College building.
5. Advance thought and planning can save lives. Plan several escape routes and go over them from time to time.
6. Ensure that College fire equipment is treated with due respect, and not used for any other purpose.
7. Know where the fire-fighting equipment near your room is located.

Fire Drills
There will be at least one fire drill in each building each year in accordance with Fire Brigade instructions. Read the fire orders on the back of your door to familiarise yourself with what you need to do.

If it is necessary to leave the building, an electric siren will sound in your corridor. On hearing this alarm:
- put on something warm – a woollen blanket or dressing gown should be enough – do not worry about getting fully dressed
- shut your window, and grab your access card
- leave your room and close your door
- follow all directions given by Fire Wardens
- assemble in the middle of the Bulpaddock and await further instructions.

If there is no immediate danger to your room, it will be locked by a Fire Warden and it may be necessary to turn off the electricity. Your security is their responsibility. If you are in any doubt, when the bells or sirens are activated, leave your building.

If you are awakened by smoke do not open the door. Put your palm on the door to see if the surface is hot. If it is hot, do not open the door. Place blankets along the bottom of the door. Escape or call for help from the window. A closed door gives you every chance of survival until rescue comes. If it is not too hot, open it cautiously. Brace your hip and foot against it. You may have to shut it quickly. Put the palm of your hand across the opening. If there is pressure or an inrush of heat, slam it shut and stay in the room, or escape through the window.

Misuse of the fire equipment is regarded as a serious offence.

Interference with, or misuse of, fire and security measures and equipment will not be tolerated. Offenders will be liable to severe penalties. The Fire Brigade charges heavily for all false alarms (approximately $2,000). This charge may be passed on to those who initiate the problem.
A-Z STUDENT INFORMATION GUIDE

This section contains important information about many aspects of Trinity College Foundation Studies (TCFS). Students are expected to be familiar with the kinds of support services offered, the different extracurricular programs available, and the rules and regulations governing your studies at Trinity. In particular, students should know the examination rules, immigration regulations and emergency procedures and policies. This Guide includes information about the various facilities at Trinity and the University of Melbourne, as well as other important information.

All students should read the A-Z Student Information Guide.

Accidents
[See AMBULANCE/FIRE/EMERGENCY/HEALTH SERVICES]

Accommodation
[See CHANGE OF ADDRESS]
The Accommodation Office staff can give you information and advice on accommodation and housing, and are located at Wynne Cottage on the Main campus. Contact details may be found in the Directory at the front of this Handbook, or in the Trinity Directory on the College portal. You may visit the Accommodation Office on a drop-in basis or by appointment.

Please also check elsewhere in this Handbook or the website at: www.trinity.unimelb.edu.au/living/living-options-for-foundation-studies.html

As far as possible, you should be in accommodation that satisfies the following criteria:

- Safe
- Telephone enabled/installed
- Adequate lighting and heating
- Desk or workplace
- Assured periods of privacy and quiet
- Compatibility of persons sharing the household
- Appropriate and assured arrangements for meals/cooking
- Access to public transport (where necessary)

Contracts/Breaking a Lease
Many students who live in hostels or apartments will have signed a lease or Tenancy Agreement. These are legal and binding documents so ensure that you:

- Read them carefully
- Realise you have a commitment period
- Realise that breaking the Contract usually means you are still responsible for the rent payments until a replacement tenant is found, and extra costs may also apply
- More information re renting and breaking a lease can be found in the Consumer Affairs website, under ‘Renting’: www.consumer.vic.gov.au and The Tenants Union of Victoria (TUV) website: www.tuv.org.au
Share Accommodation

If you are sharing a room or apartment, be aware that conflicts may arise involving human relations and financial responsibilities. Some helpful hints:

- Trust your instinct when choosing who to live with
- Set up house rules from the beginning – including food kitty, cleaning roster, phone arrangements (and payments) and general standards about visitors
- Discuss the procedure should one person want to move out early, to allow enough time to find a replacement.
- Having joint signatures on the lease arrangement.

Security

Always remember to lock your door, even if it is only for a few minutes. You should get into this habit whether you live in a hostel, apartment or house, in order to protect your personal belongings from theft.

Please avoid keeping large amounts of cash in your room or on your person. Where you have to do this for a short time, never tell anyone else about this – not even your best friend [someone may overhear you!].

Activities

Student Services, the Student Committees and Foundation Studies Clubs regularly organise activities for students. These include dances, barbecues, sporting competitions, music concerts, outings, social nights and much more. To find out what is happening and when, check notice boards, and the Contact Bulletin.

Alumni Program

Trinity is for life. You become an alumnus of Trinity College from the day you start in Foundation Studies, and as a valued member of the Trinity community, make sure you embrace the opportunities available to you during your undergraduate experience and beyond. The Advancement Office organises social, professional and networking activities for TCFS alumni, and opportunities to take part in personal development programs.

Come hear TCFS alumni talk to current students and other alumni about study and careers, ask us to put you in touch with other alumni working in an area you are interested in, or reconnect with a lost friend. Keep in touch – your active participation connects you with a network of over 10,000 TCFS alumni in more than 50 countries, many in successful careers in all types of industries, and with the shared experience of Foundation Studies at Trinity.

To keep your Trinity connections alive during your time at university and beyond, we hope that you will:

- Email us community@trinity.unimelb.edu.au
- Keep your contact details up to date, and find out about news and alumni events by visiting alumni www.trinity.unimelb.edu.au/supporting/alumni-and-friends.html
- Let us know if you have news to share in our College-wide publications: E-News and Trinity Today
• Attend alumni events both in Melbourne and overseas

• Feel welcome to re-visit Trinity at any time – your teachers, other staff, and the Advancement Office would be very pleased to see you.

Ambulance
[See EMERGENCY/ HEALTH SERVICES]

Dial 000 for an ambulance.

Overseas Student Health Cover [OSHC WORLD CARE] pays in full the charge for emergency ambulance transport. Please note that this applies only where ambulance transport is for emergency treatment, or is medically necessary for admission to hospital, or where an alternative transport may cause further injury. If you are in doubt whether to call an ambulance or not, call the OSHC WORLD CARE 24 hour hotline 1800 814 781 for advice.

Should you require transport to a hospital Emergency Department for a non-emergency injury, including a broken arm, for example, you are advised to have someone drive you or call a taxi.

Announcements
[See CONTACT BULLETIN]

Important announcements are placed on all official Foundation Studies notice boards, sent by email and published in the Contact Bulletin which is on the Internal Website at: https://internal.trinity.edu.au/groups/tcsstudentsinternal/wiki/5be1b/ContactBulletin.html

Banks
(See POST OFFICES)

Australia has four major banks: ANZ, Commonwealth Bank, National Australia Bank, and Westpac. Other banks include Bendigo Bank, HSBC Bank Australia and St George Bank.

Two banks have branches and ATMs on the University of Melbourne campus: The Commonwealth Bank is located on the Ground Floor of the Architecture Building (Red Dot No 2, Parkville Campus Map); and National Australia Bank which is located on the Ground Floor of the Natural Philosophy Building (Building 143, Reference F14, Parkville Campus Map). All staff at these branches, are experienced in dealing with international student needs.

There are also several bank branches on Lygon St, including ANZ, Commonwealth Bank, Bendigo Bank and Westpac. Branches can also be found in the city centre. Most banks offer bank accounts for students that often have lower fees.

Bicycles

Bicycles are an effective and inexpensive method of transport in Melbourne. Many roads have dedicated bicycle tracks, and there are numerous scenic cycling routes across the city. Bicycle safety is paramount, and students must note that helmets are a legal requirement when riding, as are lights if riding at night or in low visibility. Specific road rules apply to bicycles on the road. More information can be found at the Bicycle Victoria website www.bv.com.au
Students must note that all bicycles parked on the main College campus – including the Evan Burge Building, Wynne Cottage, and surroundings – should be parked in allocated bike racks. In all Trinity buildings, it is important that no bicycle be parked or secured against stairwells or fire hose reels, as to do will create a safety hazard. Bikes found secured to stairwells and fire hoses will be removed by Building & Grounds staff.

Maps of off-road bicycle paths are available from the Student Welfare Office. Also, you will notice around the Melbourne University and the city centre racks of blue bikes that can be hired to use for short trips and sight see around the city centre. You do need to provide your own helmet, which is a legal requirement.

Books and Bookshops
Your class texts, as well as a range of general books, can be purchased at the Melbourne University Bookshop, located on the ground floor, Baillieu Library (Red Dot No 4, Parkville Campus Map), beside the library’s main entrance. Texts can also be purchased from a number of other academic bookshops in the area, including Encompass Books located just across from the TCFS Swanston St building. Second-hand books are cheaper and may be purchased from the many second hand bookshops in Carlton and the city. These second-hand bookshops may buy your old texts if they are in good condition and are on current booklists. You can purchase second hand books once you have your Trinity College password as the College provides a ‘Buy & Sell’ forum for all past students books and other bits and pieces.

Trinity produces a number of course handbooks which are available for purchase at a special Trinity Book Shop during Orientation. Trinity course handbooks and notes can also be purchased from your lecturers.

Buddhist Students
(See RELIGIOUS SERVICES)

The Foundation Studies Chaplain is available to provide support in matters of faith. If you are wondering where to find your local temple or faith community, contact the Chaplain. The Chaplain’s contact details may be found in the Directory in this Handbook, or in the Trinity Directory on the College portal.

Buddhist students meet regularly for friendship, encouragement and support. Check the Contact Bulletin or your Trinity email for up to date details.

Car Parking
(See PUBLIC TRANSPORT/TRAVEL CONCESSIONS)

Car parking is NOT available to students. It is advised that you take public transport to the College to avoid difficulties finding suitable parking.
**Change Of Address – Over 18 Students**  
[See ACCOMMODATION]

In accordance with student visa condition 8533 you must notify Trinity College within 7 days of any change to your Australian residential address. It is your responsibility to inform Trinity of any new address or contact details 1 - 2 weeks before any change of accommodation; failure to do so may result in the cancellation of your student visa.

Notify Trinity immediately if there is a change of address or telephone number by completing the yellow ‘Change of Address’ form available from all Foundation Studies offices.

You must also advise OSHC Worldcare via their website www.oshcworldcare.com.au of any changes to your address.

**Change Of Address – Under 18 Students**

In accordance with student visa condition 8532 all students under the age of 18 must maintain accommodation, support and welfare arrangements that have been approved by Trinity College. You must not change these arrangements without the written approval of Trinity College. To change your address you will need to consult the Student Welfare Department before you begin looking for a new home. See the Welfare office staff listed in the directory near the start of this Handbook.

You must also advise OSHC Worldcare via their website www.oshcworldcare.com.au of any change of address.

Please remember that the above requirements are conditions of maintaining a student visa.

**Chaplain**  
[See BUDDHIST STUDENTS/CHRISTIAN STUDENTS/HINDU STUDENTS/ISLAMIC STUDENTS/RELIGIOUS SERVICES/COUNSELLING/STUDENT SUPPORT SERVICES]

TCFS is an exciting gathering of students and staff from many places around the world. The Foundation Studies Chaplain is available to support you through your time at Trinity, and can be reached at 9348 7464. The Chaplain’s office is Room LG10, located in the Lower Ground Floor, 715 Swanston St, beside The Prayer Space.

Students will be supported in the practice of their faith, and each person’s prayer and worship needs are respected. It is important in our time together at Trinity that we seek to build community and increase understanding. It is also important to remember and honour all the people, places, memories, sights and tastes that bring us joy. All conversations with the Chaplain are confidential.
Christian (Protestant and Catholic) Students
(See RELIGIOUS SERVICES)

The Foundation Studies Chaplain is available to provide support in matters of faith. If you are wondering where to find your local church or faith community, contact the Chaplain. The Chaplain’s contact details may be found in the Directory in this Handbook, or in the Trinity Directory on the College portal.

TCFS Christians meets regularly for prayer, friendship and Bible Study. Check the Contact Bulletin or your Trinity email for up-to-date details.

Clubs
(See ACTIVITIES/CONTACT BULLETIN/RELIGIOUS SERVICES/SPORTING FACILITIES)

TCFS currently has a variety of student clubs and societies established to meet student interests and needs. All clubs are supervised by FS lecturers but are run by the students themselves, according to each group’s Terms of Reference. Each of the clubs and societies has its own structure and objectives. Below is a list of current FS groups:

- Christian Fellowship
- Cooking Clubs – “Sweet Treats”
- Chess Club
- Green Team
- Islamic Students’ Society
- Music Groups – Jazz, Vocal, Electric guitars, drums etc
- Walking Club
- Adventure Club
- Various Basketball and soccer competitions

All students are welcome to participate in Foundation Studies clubs and societies. Club announcements are made regularly in the Contact Bulletin and via your Trinity email.

Students may also wish to explore the ‘Clubs’ links at http://union.unimelb.edu.au/ and www.sports.unimelb.edu.au for details on various student and sporting organisations at the University of Melbourne.

Common Rooms
There are four Common Rooms (listed below) available to Foundation Studies students.

The Atrium at Swanston St, located in the Lower Ground Floor, 715 Swanston St, has the following amenities:

- lounge area
- microwaves
- sinks with running water
- study area
- local newspapers

Foundation Studies Centre Common Room, located on the ground floor at 33 Royal Parade, has the following amenities:

- local newspapers
- lounge area
- microwaves
- sink with running water
Grattan St Common Room, located on the first floor of 199 Grattan St, contains the following amenities:

- foosball table
- local newspapers and magazines
- lounge area
- 2 X microwave
- table tennis table – to be used during breaks only
- bean bags to relax and hang out

Lincoln Square North Common Room, located on the third floor of 18-20 Lincoln Square North, contains the following amenities:

- lounge area
- local newspapers
- microwave
- sink with running water
- study area

Ensure you are considerate and follow the rules outlined below:

- Clean up rubbish and leave the facility in good condition
- Share equipment and facilities with other students
- Show good sportsmanship and fair play
- Be respectful of others’ rights, particularly the right for quiet during study hours and exams

Computer and Network Access
(See COMPUTER LAB RULES/COMPUTER LABS AND STUDY AREAS/EMAIL ACCOUNTS)

During the orientation week you will be supplied with a username, password and Trinity email address. This will enable you to access all of the student computers labs and terminals and other online resources.

It is important that you read your Trinity email regularly. All official emails, including details of the university application process and the Contact Bulletin, will be sent to this account. It will be an important way that Trinity academic and administrative staff will communicate with you. If you do not read your emails you may miss out on important information.

Access to the Internet is available via the student computer labs, Leeper Library computers and the ‘Trinity Wireless’ network as detailed in the entries ‘Computer Labs and Study Areas’ and ‘Computer Lab Rules’. All Internet traffic is logged and some sites are filtered to contain traffic costs and maintain the security of the Trinity network. More information is available at the IT Orientation webpage https://internal.trinity.edu.au/it

This site also contains useful information on your Trinity email account, passwords, and other IT-related matters, as well as making the most of the Trinity website, TCOLE and the Trinity Portal. If you have difficulties with computer logins and passwords, please contact Student Services at 199 Grattan St.
**Computer Lab Rules**
(See COMPUTER AND NETWORK ACCESS/COMPUTER LABS AND STUDY AREAS/EMAIL ACCOUNTS)

All students are bound by the Trinity College User Rights and Responsibilities documents that can be found at: https://www.trinitycollege.vic.edu.au/portal/agreement.php

The main points are as follows:

- You must **not** consume or bring food or drink into the Computer Labs
- Any attempt to gain unauthorised access to the Trinity network or to use Trinity facilities to attempt to gain unauthorised access to any other system will be considered a serious matter and disciplinary action will follow
- You must **not** give your password to another student. You will be held accountable for any activities conducted under your account
- You must ensure that you logoff when leaving the lab

**Computer Labs and Study Areas**

**Computer Laboratories:** Foundation Studies has two computer laboratories, located at:

- 715 Swanston St (general access and teaching laboratory)
- 18–20 Lincoln Square North (general access laboratory).

There are also a number of network points where you can connect your own laptop in the above labs and at 199 Grattan St.

Internet access is available on all computers. Student use of internet services will be monitored to avoid interference with normal teaching and administrative activities. **You must abide by the rules of the lab, which are posted in each of the computer laboratories.**

**715 Swanston St:** A study area is available for self study and also for consultation with some staff members. This area is available until 9pm on designated weekdays and on designated Saturdays from 1pm–4.30pm.

**Concessions**
(See BANKS/PUBLIC TRANSPORT/STUDENT CARD/TRAVEL CONCESSIONS)

Producing your student card may entitle you to concession rates at some banks, cinemas, shops, attractions or restaurants, and more. Students may also be entitled to student rates on airfares with various travel agencies. Please note, however, that international students do not receive concessions on public transport within Victoria.
Contact Bulletin

[See ANNOUNCEMENTS]

TCFS produces a weekly bulletin to keep you informed of important information and events. It is sent to your Trinity email account every Friday evening and may also be viewed over the web at https://internal.trinity.edu.au/groups/tcfsstudentsinternal/wiki/5be1b/Contact_Bulletin.html

Hard copies are also available on notice boards in 199 Grattan St, 715 Swanston St, Lincoln Square North and the Foundation Studies Centre (FSC) 33-35 Royal Parade. It is each individual student’s responsibility to read the Contact Bulletin and stay informed.

Counselling

A confidential and free counselling service is provided for Foundation Studies students. Students come to discuss a wide variety of issues; these may be problems in everyday living, mental health or personal issues or any academic concerns. If you are experiencing any difficulties in adjusting to life at Trinity or having any problems it is wise to seek help before the problem affects your health, happiness and your ability to study. Please do not wait until you are feeling unhappy, having mood swings, trouble sleeping and are finding it difficult to concentrate or reach your goals.

You can discuss any concerns or problems and can see the counsellor on a drop-in basis or by appointment. No problem is too small or too large and will of course be treated confidentially.

The Counsellor’s office is located in Room 9, Lower Ground Floor, 715 Swanston St. The phone number is 9348 7507 and the Student Counselling home page can be accessed at https://internal.trinity.edu.au/groups/tcfsstudentsinternal/wiki/b25f7/Counselling_at_Trinity.html

Foundation students may also see the Director of Student Welfare and the Chaplain for assistance or access the University of Melbourne Counselling Services when the TCFS Counsellor is not available. The University’s Counselling Services are located at 138 Cardigan St, Carlton.

The phone number is 8344 6927 and an appointment will be necessary.

Dental

[See HEALTH SERVICES]

Foundation Studies students requiring to see a dentist will have to make their appointment at Union Health Centre, located on 393 Swanston St, Melbourne. For more dental health care information, appointment or cost of seeing a dentist, please contact the Union Health Centre on 9662 2466.
Department of Immigration and Citizenship (DIAC)
The Department of Immigration and Citizenship (DIAC) is the Australian Government body that issues student visas for study in Australia.

Street Address
Ground Floor, Casselden Place
2 Lonsdale St
Melbourne, 3000

Postal Address
GPO Box 241
Melbourne Vic 3001

Counter Hours:
Monday–Tuesday: 9am–4pm
Wednesday: 9–1.30pm
Thursday –Friday: 9am–4pm
T: 131 881
www.immi.gov.au

Dining Hall
(See FOOD)

The Dining Hall is available for Foundation Studies (FS) students at lunch time only, between 12pm and 1.30pm weekdays. FS students are welcome to purchase lunch in the Dining Hall at very competitive prices; however, due to lack of seating, FS students may not bring pre-purchased or prepared lunches into the Hall.

Please note that the Dining Hall is not open to FS students at breakfast. Breakfast is restricted to residents of the College, the cost of which is included in their fees.

FS students are NOT to buy one meal and share among friends. You must purchase your own meal. If you do this and are caught, you will be asked to leave the dining hall and may be banned in the future.

FS students are expected to behave in a respectful and considerate manner while dining in the Hall. Remember to clean up after yourself.

Doctor
(see HEALTH SERVICES)

Drugs (Non Prescription)
Students don’t usually set out to develop an addiction to drugs. Rather, the addiction process often sneaks up on them and takes them by surprise. Due to the psychological and physiological processes involved, what starts out as moderate use can transform into higher and higher tolerance for the substance, which then leads to a requirement for a larger amount of the drug to achieve the same effects. This process is involved in the early stages of addiction, and it can sometimes go by almost unnoticed to the user.

Occasional use can lead to using a lot more than planned, often termed “binge use” which may also have serious consequences for your health, your ability to study, your relationships, mood swings or depression and can lead to situations where you are at risk of harm such as assault or unwanted sex. You can raise any concerns you have about your own or a friends’ drugs use or abuse by contacting the student counsellor or a doctor.
**Eating**
Food and drink are **NOT** permitted in any Foundation Studies lecture theatres, tutorial rooms, the Leeper Library, computer labs or University of Melbourne teaching rooms.

**Email Accounts**
(See COMPUTER AND NETWORK ACCESS/COMPUTER LAB RULES/COMPUTER LABS AND STUDY AREAS)

All TCFS students are expected to check their Trinity email accounts regularly. All official email correspondence to current TCFS students – including the weekly Contact Bulletin, examination information and information on the University applications process – will be sent to your Trinity account only. For more information on your Trinity email account, please go to https://internal.trinity.edu.au/it

**Emergency**
(See AMBULANCE/HEALTH SERVICES)

Dial **000** for Emergency Services (Fire, Ambulance, Police).

**Other Emergency Situations**
In cases of fire or other emergency situations, when the alarm is given, you must comply with the following procedures:

- Immediately stop work
- Follow the instructions of floor wardens (red hats) and other staff
- Close doors and windows upon exiting the room
- Exit quickly and in an orderly fashion
- Assemble at the designated area and remain there until notified the building is safe

A quick and orderly evacuation is important to prevent people being trampled or injured. You should **not** attempt to pack up your belongings and take them as you leave, as this will slow down the evacuation. You are reassured that wardens and other staff will monitor all external doors to ensure that no unauthorised person re-enters the building until it is safe to do so.

A copy of the emergency procedures and floor plans showing exits, fire extinguishers, assembly areas, etc, is displayed at each exit from all FS buildings. Please acquaint yourself with these so that you know what to do in the case of an emergency.

**Examinations**
Examinations are held in the last one to two weeks of each term, including the last day of each term.

- Students must be available to sit for examinations during the entire examination period and must **NOT** make arrangements to begin holidays (including travel) on, or before, the last day of term. Furthermore, students may not be granted special consideration or a replacement exam for airline ticket clashes.
- Refer to ‘Important Dates’ (page 17) for information on end of term dates.
- A calendar of exam dates for all programs is available via https://internal.trinity.edu.au/groups/tcfsstudentsinternal/wiki/0c4ed/Exams.html
Examination timetables are distributed to students approximately two weeks before the commencement of the exam period. Exam Seat Allocations to follow shortly after.

It is the students’ responsibility to ensure that they are prepared for each exam. This involves:

- **Study and revision**
- **Knowing the date, time, venue & seat number allocation for each exam**
- **Reading and understanding the Examination Rules** (page 31)
- **Reading and understanding the entry on Special Consideration** (page 33)
- **Asking the Subject Leader, Lecturer and/or Tutor of every subject being examined whether materials such as calculators and dictionaries are allowed at the examination**
- **Using maps provided to locate the examination venue in advance** (most examinations are held at Trinity, the University of Melbourne, or close to the city)
- **Arriving early for each examination**
- **Arriving at least 30 minutes before the scheduled start to hear announcements etc**
- **Bringing Trinity Student Card to each examination**
- **Bringing your own watch to keep track of time remaining**
- **Bringing a (clear plastic) bottle of water to keep up ones fluids**
- **Wearing comfortable [couple of layers of] clothing should the temperature in the room fluctuate**
- **Making sure pencil cases/wallets/purses and mobile phones (which must be switched off) are left in bags and placed where directed at the examination venue**
- **Being available to sit examinations during the entire examination period**

Enquiries regarding the conduct of examinations should be directed to the Exam Coordinator at exams@trinity.unimelb.edu.au.

For up-to-date examination information, please visit https://internal.trinity.edu.au/groups/tcfsstudentsinternal/wiki/0c4ed/Exams.html

The Exam Coordinator is located at Room 12, Upper Ground Floor, 715 Swanston St, Carlton.

**Fees and Accounts**

The second instalment of tuition fees, shown on the Invoice & Acceptance page of your Letter of Offer, is due on the first day of your course. In the case of students taking February Extended, August Extended or September Extended courses, where fees are paid in three instalments, the third instalment of fees is due on the first day of your entry into the Main program, ie six months after your commencement at Trinity College.

Laboratory fees are invoiced separately and payment is due at the end of the first semester.

Any requests for an extension to pay fees should be made in writing, giving reasons, to the Dean of International Programs. If you need information about your fees, you should consult the Student Administration Manager in the Main Office at Wynne Cottage.
Please note that under no circumstances will final results be sent to universities, students or parents if money is owed to Trinity College. This also applies to overdue fines and/or unreturned materials at both the Leeper and Baillieu Libraries.

Financial Aid
(See SCHOLARSHIPS)

Foundation Studies does not provide any form of financial aid to students. However, if you are experiencing financial hardship, you should speak to the Dean of International Programs (DIP), the Counsellor, or the Foundation Studies Chaplain. Their contact details are located in the directory in this Handbook. All of these people may be able to provide you with information and support to resolve your problem.

Fines
(See FEES AND ACCOUNTS/LIBRARIES)

Fire
(See ACCIDENTS/AMBULANCE/ EMERGENCY/ HEALTH SERVICES)

Food
(See DINING HALL/EATING)

There are a variety of food outlets in and around the University of Melbourne that cater to both diet and preference. If you require vegetarian, no beef or halal food, many of the food outlets in the Union House can accommodate your needs. These food outlets represent cuisine from throughout Asia, the Middle East, India and Italian as well as many others.

Foundation Studies Student Committee (FSSC)
The Foundation Studies Student Committee (FSSC) is comprised of students from each main program [February Main, July Main and July Fast Track] of Foundation Studies students. The purpose of the committee is to help Foundation students organise extra-curricular activities and events that serve student needs and interests. The FSSC plays a significant leadership role within the program. Any student who is willing to represent his/her intake in an active, positive and responsible manner is eligible to apply for a position on the committee. Check the Contact Bulletin for further details.

Green Team
The Green Team is a College-wide group of students and staff who work to raise awareness of environmental issues and promote sustainable practices in the College and beyond through ongoing projects and activities.
E: greenteam@trinity.unimelb.edu.au

Health Services
(See ACCIDENTS/ AMBULANCE/ FIRE/ DENTAL/EMERGENCY)

Overseas Student Health Cover
It is a condition of your student visa that you have and maintain Overseas Student Health Cover (OSHC) for the total duration of your student visa. Your membership with OSHC WORLDicare commences on your date of arrival into Australia.
Trinity will issue you with your membership card during your first week of commencement. Use your membership card when visiting a doctor, making claims, arranging admission into hospital or when making enquiries. It is important to keep all receipts for prescriptions and medical consultations for claiming purposes.

More information about OSHC, your membership, what medical expenses does it cover and how to make a claim for medical costs is available on OSHC WORLDCARE website [www.oshcworldcare.com.au](http://www.oshcworldcare.com.au) and in the OSHC information pack you get during orientation week.

### Address Details – OSHC

Once you have received your OSHC membership card it is your responsibility to ensure OSHC Worldcare has your current address details in Melbourne.

You must also advise OSHC Worldcare when any of your address details change. If you fail to provide this you may not receive your entitled benefit cheques and other important correspondence. The easiest way to provide your address is to visit the OSHC Worldcare website [www.oshcworldcare.com.au](http://www.oshcworldcare.com.au) and click on “Students” in the menu and then select “Update my Details”

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>OSHC BENEFIT PAYABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Out of hospital medical services for doctors, eye tests, pathology, x-rays</td>
<td>The benefits amount as listed in the Medicare Benefits Schedule</td>
</tr>
<tr>
<td>2 In-hospital medical services doctors, pathologists, x-rays</td>
<td>100% of the Medicare Benefits Schedule</td>
</tr>
<tr>
<td>3 Public Hospital admitted patient in shared ward hospital accommodation, same day services, accident and emergency and outpatient medical and postoperative services</td>
<td>100% of the rate determined by the State and Territory health authorities for services charged to a patient who is not an Australian resident</td>
</tr>
<tr>
<td>4 Private hospital / registered same day hospital facility</td>
<td>100% of the charges for all insurable costs raised by a contracted hospital with a minimum of shared ward accommodation</td>
</tr>
<tr>
<td>5 Prescription medicines after co-payment current co-payment is $30.70 As at 2008</td>
<td>Maximum of $50 per prescribed item Maximum $300 per calendar year (single) Maximum $600 per calendar year (family)</td>
</tr>
<tr>
<td>6 Ambulance services when medically necessary for admission to hospital or for emergency treatment</td>
<td>100% of the charge for transport if it meets the requirements</td>
</tr>
</tbody>
</table>

More information regarding OSHC is available during orientation week, or via the OSHC Worldcare website: [www.oshcworldcare.com.au](http://www.oshcworldcare.com.au)
OSHC Worldcare – Contact Details

OSHC Worldcare is available at the University of Melbourne Health Service (138-146 Cardigan St. Carlton) on Monday to Friday from 12–4pm.

You can contact an OSHC Worldcare representative for matters relating to obtaining holiday credits, cash claims for medical expenses up to $75, membership and claiming queries, and general assistance.

If you visit outside the above times you have full access to the self service area. You can use the computers which link you to the website, or use the telephone (directly linked to OSHC Worldcare) to speak to a representative. You can also collect fact sheets, claim forms or any other information you require.

OSHC Worldcare Emergency assistance is available 24 hours a day, 7 days a week on a Freecall Helpline – 1800 814 781. This number can be found on the back of your OSHC Worldcare Membership Card. This gives you access to:

- Medical advice from a doctor or a nurse
- Legal Advice, and
- Interpreting Service

Making a Claim

You will not have to make a claim if you visit a doctor at the University of Melbourne Health Service (see details below), or go to a medical centre or hospital which can bill OSHC Worldcare directly. You must present your card on these occasions.

If you have an account to be paid you can send the account unpaid directly to OSHC Worldcare who will pay the Medical Provider directly. Alternatively you can pay the account and claim your benefit directly from OSHC Worldcare.

There are three ways to make a claim for medical expenses:

- Online at www.oshcworldcare.com.au
  - Click on ‘Students’ then ‘File a Claim’. Once you have followed the prompts, write the claim number on the back of your receipts and mail to OSHC Worldcare using the pre-paid envelope in your OSHC Worldcare pack or at the Student Welfare office.
- Manual claim forms (available in your OSHC Worldcare Pack) from the TCFS Student Welfare Office, or at the University of Melbourne Health Service.
- Visiting the OSHC Worldcare Representative during the times above to obtain a cash claim for medical expenses up to $75. Bring in your original paid receipts or invoice. You will receive an Australia Post Voucher which you can take to any Australia Post Outlet to redeem for cash.

University of Melbourne Health Service
138-146 Cardigan St, CARLTON
9am–5pm weekdays
T: 8344 6904 or 8344 6905
OSHC Worldcare

General Enquires: 13 6742 [13 OSHC]
Freecall Helpline 24/7: 1800 814 781
E: oshc@worldcare.com.au
www.oshcworldcare.com.au

Hindu Students
(See RELIGIOUS SERVICES)

The Foundation Studies Chaplain is available to provide support in matters of faith. If you are wondering where to find your local Temple or faith community, contact the Chaplain. The Chaplain’s contact details may be found in the Directory in this Handbook, or in the Trinity Directory on the College portal.

Internet Access
(See COMPUTER AND STUDY AREAS)

Islamic Students
(See RELIGIOUS SERVICES/THE PRAYER SPACE)

The Foundation Studies Chaplain is available to provide support in matters of faith. If you are wondering where to find your local Mosque or faith community, contact the Chaplain. The Chaplain’s contact details may be found in this Handbook, or in the Trinity Directory on the College portal.

Islamic Foundation Studies students who would like to meet regularly for mutual support and prayer should see the Chaplain. Check the Contact Bulletin or your Trinity email for up to date details.

Lawyer
(See LEGAL SERVICE)

Leadership Opportunities
(See Fssc/Student Gift Program)

Legal Service

If you are unsure whether you need to see a lawyer, speak to the Student Counsellor (9348 7507) or the Director of Student Welfare (9348 7525) before making your appointment.

Libraries

Rowden White Library

Located on the second floor at Union House and run by the Student Union, this library is specifically a recreational reading room. A wide variety of literature and videos is available to supplement students’ course work as well as to entertain and inform. FS students may borrow books, CDs, DVDs and videos from this library.

Information on the library and the catalogue can be accessed via the ‘Arts & Leisure’ link at: http://union.unimelb.edu.au/
Lost Property
All lost property found on Trinity premises is sent to the Foundation Studies Main Office at Wynne Cottage including any lost property found at examination venues.

You may also check with Student Services at 199 Grattan St, and the Administrative Assistant located at 715 Swanston St.

Mental Health
Young people can have mental, emotional, and behavioural problems that are real, painful, and can be treated. The number of young people who are affected by these disorders is significant. It is estimated that as many as one in five adolescents and young adults will at some time experience a mental health disorder that can be identified and will require treatment.

Mental health disorders may be caused by biology, environment, or a combination of the two and they affect people from all walks of life. Such environmental factors may include exposure to violence, extreme stress, and the loss of an important person or family separation. Dealing with these problems may require input from a range of professionals both inside and outside the school environment to assist in the recovery process. If you have any concerns please talk with the Trinity counsellor or a doctor for information and assistance.

Below is a list of common problems and concerns in the mental health area: Anxiety, Anger, Depression, Eating Disorders, Problem Gambling, Sleeping Problems, Alcohol and Drug Abuse, Trauma and Self Harm. Some disorders are more common than others, and conditions range from mild to severe.

Mentoring
Living and studying in a foreign country can be very exciting with many unique opportunities for learning, skill development, personal growth and the formation of long lasting friendships. This experience, however, also involves significant challenges and stressors that are associated with transition and adjustment to a new environment and culture. To help students with some of these difficulties and to make sure that each student is given every opportunity to do their best in their studies, each student is allocated a staff member as their special mentor to assist and support them throughout the year. If you have any questions or problems then talk to your mentor first. Let your mentor know if you are unwell or unhappy. Your mentor will be able to advise you or refer you to someone else in Trinity who could help you.

Moving House
(See CHANGE OF ADDRESS)

Muslim Students
(See ISLAMIC STUDENTS)
**Orientation**

Orientation for each intake is held at the beginning of each program. Orientation includes a range of activities, information sessions, introductory lectures, tours and social events, which are designed to help you settle into your studies at Trinity College, and into your new life in Melbourne. During Orientation, you must sit an English diagnostic and select your subjects in order for your individual timetable to be prepared. Your Student Card, OSHC membership card and Trinity email and network access are also organised at this time. It is therefore compulsory that you attend Orientation.

**Oshc Worldcare**

[See HEALTH SERVICES]

**Overseas Student Health Cover**

[See HEALTH SERVICES]

**Pastoral Care**

[See MENTORING SCHEMES/RELIGIOUS SERVICES/STUDENT COUNSELLING]

The ethos of Trinity College is to provide a caring, supportive environment for students. If you need help, are in difficulty or just want someone to talk to, TCFS staff are available in a reassuring and helpful role. You can approach any of the following people for support:

- Student Counsellor 9348 7507
- FS Chaplain 9348 7464
- Director of Student Welfare 9348 7525
- Manager of Student Services 9348 7042
- All Teaching and Administrative Staff

**Personal Problems**

Relationships, friendships, finances, sleep, social time and personal issues are all great when going well. But if you are worried or concerned about them, they can take up your energy and be a major distraction.

No one has to go through these worries alone. Your friends will provide some support, but if you need someone else to talk to, there are many people at Trinity who can help you. Drop by the office of the Chaplain, Director of Student Welfare or Counsellor, or speak to one of your teachers and know that your concerns will be shared in private and with respect. Remember that talking really helps and we are all here to help you do well.

**Photocopying and Printing**

[See STUDENT CARD]

Students may use their student card to pay for photocopying and printing in the Leeper Library (Evan Burge Building) and computer laboratories in Lincoln Square North and Swanston St. Photocopying only is also available at 199 Grattan. As part of your fees you have an allowance that will pay for the first $55 of printing and photocopying you do. Once you have used up this allowance you can add value to your card using the in the Leeper Library via the coin recharge station or soon via the internet (effective early 2012 - instructions will be provided)

Updates to printing and copying systems at Trinity are advertised in the Contact Bulletin. Photocopying facilities are also available in the Student Union and University of Melbourne libraries.
The Student Computing Centre, on the fourth floor of Union House, offers full colour printing, overhead transparencies and much more. Further information is available at www.union.unimelb.edu.au

Post Offices
There is a post office located on the ground floor of the Architecture Building, University of Melbourne [Red Dot No 2, Parkville Campus Map]. The Parkville Post Office, at 69 Fitzgibbon St, Parkville, is located close to Trinity College and the FSC Building. In addition to postal services, Australia Post provides banking services to customers of several major banks, and bill payment services for a wide range of utilities and major organisations. Information on Australia Post’s fees and services is available at http://auspost.com.au/index.html

Privacy Policy
At Trinity College we recognise that your privacy is very important to you; it is to the College as well. We collect personal information provided by and about people. By personal information we mean information or an opinion about a person whose identity is apparent or can reasonably be ascertained. The College is bound by, and committed to supporting, the Information Privacy Principles (IPPs) set out in the Information Privacy Act 2000 (Vic). The College believes that the Statement addresses potential concerns about how personal information you provide to Trinity College is collected, held, used, corrected, disclosed and transferred.

Further information is available, upon request, about the way the College manages the personal information that it holds. If you require any further information please call the Director of Communications on 9348 7100, or write a letter to Director of Communications, Trinity College, Royal Parade, Parkville 3052.

Public Transport
(See TRAVEL CONCESSIONS)

Religious Services
(See BUDDHIST STUDENTS/CHAPLAIN/CHRISTIAN STUDENTS/CLUBS/HINDU STUDENTS/ISLAMIC STUDENTS/COUNSELLING/STUDENT SUPPORT SERVICES)

The religious community at Trinity College and the University of Melbourne is very strong and supportive of students of all faith traditions. Personal counselling, study groups and other activities are available. For more information, contact the Foundation Studies Chaplain, whose details may be found in this Handbook, or in the Trinity Directory on the College portal.

Students of all faiths may wish to contact the FS Chaplain for a listing of worship venues and services close to Trinity and across Melbourne. Christian students (whether Catholic or Protestant) may also like to join in the life of the Trinity College Chapel which is on the main campus in Royal Parade. See the Chaplain for a list of regular worship times.
TCFS as well as the University of Melbourne have a number of societies to serve the various religious groups on campus. For more information, contact the Chaplain or check out the University’s Clubs and Societies website under the ‘Clubs’ link at http://union.unimelb.edu.au/

**Residential College**  
(See TRINITY COLLEGE RESIDENTIAL PROGRAM)

**Results**
After the examinations held in all Terms before the final Term, your corrected papers will be sighted and you will be able to discuss your work with the lecturer concerned. At the end of the program you will be issued with an Official Statement of Results, which lists your final percentage mark for each subject. Corrected final exam papers are not sighted by the student. Final Results will be held at the Swanston St Administration Office until the commencement of the university semester. Any results that are not collected by that time will then be posted to your permanent address. You may also view your final results via the Portal.

It is strongly recommended that you keep your final results and copies with you for the duration of your study in Australia.

Any queries about results should be made to the Associate Dean (Academic Operations) and/or the Manager (Academic Administration).

Please note that under no circumstances will final results be sent to universities, students or parents if money is owed to Trinity College, the Leeper Library or the university libraries.

**Reports**
Progress reports will be issued during the program and a full transcript of results will be available after final examinations. Both you and your parents will access the Progress Reports at the Trinity Community Portal. Instructions on how to access your reports will be emailed to you and your parents on release of the reports. Reports will ONLY be sent to parents or guardians if they do not have a valid email address.

**Scholarships**
(See FINANCIAL AID/TRINITY COLLEGE RESIDENTIAL PROGRAM)

**Trinity College Residential Scholarships**
If you are interested in residence at Trinity College during your University of Melbourne degrees, Trinity International Scholarships are available to TCFS students who have successfully completed their program, have met selection criteria. Living as a resident in the College is strongly encouraged. International Scholarships are awarded for between $2000 and $4000, depending on the number of applications.

In addition to the general scholarships, the Alan Patterson International Scholarship was created in November 2002 in memory of the late Alan Patterson, a former Director of TCFS. Among his many passions was international understanding and goodwill, and developing these values by having young people of different nations, cultures, and religions meeting and studying with each other. Towards this end, the Fund was created to endow scholarships, awarded at $5000, for international students coming into residence at Trinity College after successfully completing Foundation Studies.
All TCFS students applying to the University of Melbourne are also eligible for all other Trinity College Scholarships. Applications forms are sent to you after your initial College application has been received. If you are interested in applying for a scholarship, or would like more information, please contact the Residential College Admissions Officer, Ms Kristie Neville in the Residential College on 9348 7109 or E: knevill@trinity.unimelb.edu.au

Notices regarding these scholarships will also be published in the Contact Bulletin.

**Security**

It is important that you take responsibility for the security of your personal property. Do not leave your bags, cases or other belongings unattended – either keep them with you or lock them away safely.

It is also suggested that you clearly mark your more valuable possessions, both to discourage theft and also to assist in their return if found.

If you notice any suspicious person or incident in or around a Foundation Studies building, please report it to a staff member so that we can investigate it further.

Be careful with your money. Don’t visit ATMs alone at night or carry around large sums of money. If you must carry a large sum of money for a short period of time, have a friend accompany you. Remember: look after it, lock it away – or lose it!

**Sexual Activity**

Whether you are sexually active or not is your choice, but we remind every student to respect the choices made by others. If you are sexually active you should always use a condom to prevent Sexually Transmitted Diseases and pregnancy. You must remember that every person has the right to say “NO” to unwanted sexual advances and that this must always be respected. If you have any questions or concerns about safe sex, sexuality, sexual health matters, or if you think you might be pregnant please contact the Counsellor, the Director of Student Welfare, the Chaplain, a doctor or one of the following services for information, confidential advice, counselling and support:

- **Your Sex Health**
  www.yoursexhealth.org
  Information about reproductive, sexual health, emotional, practical and relationship issues.

- **Melbourne Sexual Health Centre**
  580 Swanston St. Carlton
  T: 9347 0244  www.mshc.org.au
  Victoria’s specialist clinic for the testing and treatment of sexually transmissible infections.

- **The Action Centre, Family Planning Victoria**
  Level 1, 94 Elizabeth St. Melbourne
  T: 9654 4766  www.fpv.org.au
  Adolescent sexual health clinic, counselling, same sex attracted support groups, safe sex information.

- **The National Pregnancy Support Helpline**
  T: 1800 422 213
  Counselling for women or their partners who are experiencing unplanned pregnancy.
Sexual Orientation
At Trinity College, we respect and value all our students equally no matter what their ethnic origins or religious beliefs. In the same way we respect and value all students equally, no matter what their sexual preference might be. In Australia it is not acceptable to discriminate against people because they are homosexual. If you are feeling confused or concerned about your sexuality, or if you are experiencing sexual harassment, confidential support is available to you. Please feel free to speak to the Counsellor, the Chaplain, a Doctor, or the Director of Student Welfare.

Smoking
Please note that all Trinity College rooms are non-smoking areas, and also areas immediately adjacent to these buildings. In Australia, it is a courtesy not to smoke in an environment with people who are non-smokers unless you first ask for permission.

Sporting Facilities
Foundation Studies students have access to a range of sporting facilities and are encouraged to participate in sport for both health and recreational benefits.

FS students may purchase a student membership to the University of Melbourne Sports Centre that allows full access to all facilities at student rates. Students can apply for membership at the Sports Centre Building on Tin Alley. A Trinity Student Card must be presented upon application to the Sports Centre. Information is available at www.sports.unimelb.edu.au

Below is a list of FS facilities available to students:

Table Tennis: There is one table tennis table available for students in the Grattan St Common Room. There are paddles and balls for students to use; however, most students are advised to purchase their own if they are regular players. Table Tennis cannot be played during class times.

Soccer, Volleyball & Badminton: Students may borrow nets, balls, rackets and shuttlecocks for volleyball and badminton from the Student Services Office at 199 Grattan St.

Tennis Courts: The College tennis courts will be unavailable for the first half of 2012 owing to major building works taking place on the main College campus.

Later, they may again be available for TCFS students to use between 2pm and 5pm on Mondays, 2pm and 6pm Thursdays and weekends via prior booking. The courts are locked for security reasons, and therefore you MUST book and come to Student Services 199 Grattan St to exchange your student card for the key to the courts.

If you wish to book over the weekends, you will need to come to Student Services on Friday to obtain the key and leave your student card. You must then return the key the following Monday by lunchtime.

At all other times, please note that the College courts are reserved for College residents.
Student Card

Every Foundation Studies student receives a Student Card upon commencement of the Program. Your student card is an identification card, proof of age and library card. You will also need to display your Student card in examinations. Therefore, it is important to carry it with you at all times.

Lost Student Cards

Please report lost Student Cards immediately to Student Services. Your card will be cancelled, thus preventing any unauthorised use, which may incur fines, for which you would still be responsible. You will be issued with a new card and charged a replacement fee of $50. Please note that the replacement fee applies regardless of how the card was lost - unless your card was stolen. If your card was stolen you must bring a Police Victim’s Report to Student Services so that you do not have to pay the fee. Please keep your student card safe and secure at all times.

In the absence of Student Card, students may bring other forms of photo ID to an examination such as their Passport.

Student Counselling

(See Counselling)

Student Health Service

(See Health Services)

Student Support Services

(See PASTORAL CARE/RELIGIOUS SERVICES/SEXUAL HARASSMENT/COUNSELLING)

TCFS is concerned about the wellbeing of all students. It is important that students be aware of the various support services available and how to access them. It is common to sometimes feel lonely, homesick, or worried about your studies and Foundation Studies provides a caring and supportive environment where you can always ask for help. We have a number of services available to you which include free counselling, academic support, social activities, access to personal mentors, chaplaincy for people of all faiths (or none), accommodation advice, health services and much more. Remember, if you need help, or you just want to talk, please make contact with a member of staff. Even if they cannot help you, they will certainly know who can.

Student Surveys

As a student you will receive, from time to time, surveys to complete on various aspects of your experience of Trinity. These questionnaires give you an opportunity to have your say and help Trinity to learn what works well and what needs improvement. All surveys are anonymous and any additional comments you make are treated in confidence.
Student Gift Program
The Student Gift Program was introduced in 2004. The objective of the program is to introduce and nurture a culture of philanthropy and volunteerism as an important element of your personal development and education.

The Student Gift Program Committee raises funds through social and creative activities to purchase a gift for future TCFS students. Previous gifts include the foosball table and beanbags at 199 Grattan St, musical instruments in the music room, and more.

We encourage you to apply for a position on the Committee to take an active role in organising fun activities that benefit current students and raising funds for a gift for future students.

For more information on the Student Gift Program, contact the Advancement Office at community@trinity.unimelb.edu.au.

Summer Schools
The Young Leaders Summer School is an outstanding two-week academic and personal development program designed to give senior students an intellectual and social edge for their final years of school.

The Young Leaders Summer School provides exciting opportunities for students to experience a hands-on taste of university life, to be inspired and challenged by leading academics in a range of subject areas, enjoy stimulating extracurricular activities, and build understanding and friendships with other young people from across Australia and around the world.

For more information:
E: summerschool@trinity.unimelb.edu.au

The Prayer Space
The Prayer Space is a room set aside for students and/or staff who wish to take ‘time out’ to pray, or to pause and reflect. A book, ‘Let Us Pray’, is provided in which all are encouraged to record their prayers. Various faith groups, including a Bible Study, meet regularly - check the Contact Bulletin for details. Prayer mats, slippers and ablution requirements are provided for those of the Islamic faith. The Prayer Space is located in the Lower Ground Floor, 715 Swanston St, beside the Chaplain’s office.

Traffic Regulations
Jaywalking
In Australia there are financial penalties for not crossing the road correctly and for not using official crossings properly (jay walking). It is important that you look after your personal safety and pay attention when crossing the road. In the past, we have had students badly injured because they failed to follow traffic rules and regulations. To cross the road safely (and avoid a jay walking fine) please remember to cross WITHIN the designated crossing area and ONLY when the pedestrian light is green in your direction.
Trinity College Residential Program
(See SCHOLARSHIPS)

The Residential College is a friendly, supportive, and stimulating environment in which undergraduate and postgraduate students grow intellectually and personally during their studies. The College provides a place of residence, academic support, access to tutorial programs as well as sporting, cultural and other extra-curricular activities.

The Residential College provides a chance for students to mix at close quarters with tutors drawn from among the most capable university graduates. Students have the opportunity to make lifelong friends with students of different ages and across the entire spectrum of faculties – friendships fuelled by the vigorous and stimulating cultural, sporting and social life of the student body.

In addition, the College prides itself on the provision of ongoing attention to students from varied and individual intellectual, cultural and social backgrounds, and aims to provide personal, academic and pastoral support of a very high quality. For more information check the website at www.trinity.unimelb.edu.au/learning/residential-college.html or call the Admissions Officer on 9348 7109.

Travel

The Melbourne Visitor Information Centre is located at Federation Square, on the corner of Flinders St and Swanston St, opposite Flinders St Station. The centre provides comprehensive information and advice on places to go and things to see in Melbourne and throughout Victoria.

The centre is open from 9am–6pm every day, except Good Friday and Christmas Day. Information can also be found on www.visitvictoria.com

Travel Concessions
(See CONCESSIONS/PUBLIC TRANSPORT)

International students are not eligible for public transport concessions. You must purchase tickets at full fare on all public transport.

For metropolitan train, tram and bus information, including timetables, route, fare and ticketing information, call Metlink on 131 638 or visit www.metlinkmelbourne.com.au

Please note that travel on all public transport requires a validated ticket. People found travelling without a validated ticket are liable for severe fines.

Also all international students are eligible to access the “Culture Card Victoria” which offers many exciting and diverse experiences around Melbourne and Victoria at a discounted rate or even for free!! You can obtain this card either at Orientation or from the Student Services office at 199 Grattan St (Red Dot 11, Parkville Campus Map). For further information about the Culture Card please visit the website www.culturecardvictoria.com.au
**Tutoring**
Trinity may be able to assist you to arrange extra tutoring at your own expense if necessary or requested. Tutoring costs may vary. However, you are advised to make use of assistance provided by the Trinity staff before considering extra tutoring.

**University Applications**
Trinity College Foundation Studies provides information and weblinks to assist students in making applications to the University of Melbourne and some other universities and colleges. Trinity collects personal details directly from students (who must complete and return a Trinity Data Sheet, which is available at [https://internal.trinity.edu.au/groups/tcfsstudentsinternal/wiki/784f8/Pathways_to_University.html](https://internal.trinity.edu.au/groups/tcfsstudentsinternal/wiki/784f8/Pathways_to_University.html)).

These details will be disclosed, along with final results, to the University of Melbourne and other universities specified in the data sheet in order for Course Selection and Offers to be made. However, if a student applies directly to an institution without informing TCFS on the Trinity Data Sheet the student is then personally responsible for sending results to that institution.

The following website provides useful information and links to useful sites: [https://internal.trinity.edu.au/groups/tcfsstudentsinternal/wiki/784f8/Pathways_to_University.html](https://internal.trinity.edu.au/groups/tcfsstudentsinternal/wiki/784f8/Pathways_to_University.html)

A list of prerequisite subjects for entry to courses at the University of Melbourne is distributed to students at the Course Information session during Orientation.

It is also available from the:
- Administration Office, Swanston St
- Faculties of the University of Melbourne
- Trinity College website

For further information about University of Melbourne course pre-requisites and requirements see: [http://futurestudents.unimelb.edu.au/admissions/entry-requirements/undergraduate-international/trinity-foundation-program](http://futurestudents.unimelb.edu.au/admissions/entry-requirements/undergraduate-international/trinity-foundation-program)

In addition to information posted on our website any official changes to course entry requirements will be posted on the notice boards at 715 Swanston St.

**Valedictory**
The Valedictory is your graduation ceremony, at which you receive your Certificate of Completion. This is a formal ceremony, attended by senior members of the College and the University of Melbourne, and requires formal dress.

Valedictory is usually held on the last day of the final Term. Light refreshments are provided after the ceremony, and family and friends are welcome to attend.

Comprehensive information regarding the venue, time and other details are published in the Contact Bulletin prior to each program’s Valedictory. Students and guests are asked to arrive at or before the indicated times in order for the ceremony to commence promptly.
Please check the Important Dates section for the date of your Valedictory and contact Student Services, 199 Grattan St, for any more information about the ceremony.

**Work Permits**

(See DEPARTMENT OF IMMIGRATION AND CITIZENSHIP)

If your visa was granted after the 26th April 2008, your student visa was automatically granted with work rights. However, if your visa was granted before the 26th April 2008 and you choose to work, you will need to apply for permission to work.

You can apply by completing form 157P or by lodging an application online. A fee of approx. $60 will be charged upon application.

Further information regarding Permission to Work can be found at:
www.immi.gov.au/students/students/working_while_studying/how-to-apply.htm

Please note TCFS strongly discourages students from seeking employment while enrolled in Foundation Studies as working may severely affect your academic performance. Trinity does not offer students assistance in finding work.

All information contained in this A-Z Guide was correct at the time of printing, and material is subject to change. While we make every effort to ensure that information provided is accurate and up-to-date, students are advised to verify that this is the case. Students will be notified of pertinent updates to information contained here, via the Contact Bulletin or their Trinity email account. Contact details for TCFS teaching and administrative staff are provided in the Directory section of this Handbook, and can be accessed via the Trinity Staff Directory on the College portal. For further information on entries contained here, or to report updated or inaccurate information, please contact Student Services at studentservices@trinity.unimelb.edu.au