Welcome to Trinity College in 2012. It is a delight to greet new members of the College, and to welcome back returning students.

This handbook is prepared to inform you about the key elements of our residential community. It is a blend of practical detail such as contacts, procedures and policies, and useful tips for making the most of a collegiate education. Please take some time to read the handbook and think about our principles and expectations, such as those in the Trinity Code of Conduct.

I encourage you to recognise that the handbook is an invaluable resource, and has the answers to many of the questions you will raise and the issues that you encounter in the course of the year. Our policies and regulations are built on common sense and the desire to strike a balance between what is best for individual students and the frameworks and rules that underpin a harmonious and effective community.

There is much to look forward to in the year ahead. Strive to achieve your full potential at University and recognise the opportunities to enrich your life at College. They are almost boundless: tutorials, drama, politics, music, sport, art, journalism, community service, Chapel life, engagement with visiting scholars and the like. It is also important that you feel encouraged to add some of our own brushstrokes to the Trinity canvas!

Campbell Bairstow,
Dean of the College
2012 RESIDENTIAL COLLEGE STAFF

Mr Campbell Bairstow,
BA UWA, BEd Murdoch
Acting Warden [1st semester],
Dean [2nd semester]

Dr Sally Dalton-Brown,
MA Wits, PhD Cantab
Acting Dean [1st semester],
Head of Academic Programs
[2nd semester]

Mr Jeff Richardson,
DipEd Melb, MEd Monash, GradDipLang
StateCollVic, BA Melb
Head of Student Services

Ms Kristie Nevill,
BA(Hons) LaTrobe
Admissions Officer

Roger Gray,
BScEd UWA
Resident Advisor

Helen Gray,
BA TCert GradDipAppSc(TLib) UWA
Resident Advisor

The Revd Dr Andreas Loewe, MA,
MPhil Oxon, PhD Cantab, F.R.Hist.S
College Chaplain and
Gavan Lecturer in Theology

Residential Tutors

Paul Andrews,
BA, BSc Melb
[Arts/Commerce]

Megan Ang,
BMBS Adelaide
[Medicine]

Paul Broussard,
BA(Hons) Melb
[German]

Ben Carson,
BSc(Hons) Melb
[Physics]

Kate Crowhurst,
BA UWA
[Arts]

Emma Henderson,
BA, LLB(Hons) Canterbury, LLM BritCol,
PhD Melb
[Law]

Anna Hood,
BA/LLB Melb, LLM NYU
[Law]

Kellie Mathers,
BPhysEd, GradDipEd UWA
[Health and Wellbeing]

Justin McNamara,
BApSc, PsyD Deakin
[Psychology]

Jason Qin,
BBioEng Melb
[Bioengineering]
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:

- the Residential College for approximately 300 undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident
- 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
- 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 and its main campus is set within the University 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.

A QUICK HISTORY

1872 – Founded by the first Anglican Bishop of Melbourne, the Rt Revd Charles Perry, ‘after the model of the English Colleges of Oxford and Cambridge’.

1876 – Affiliated as a College ‘of and within the University of Melbourne’. The first Warden, Dr Alexander Leeper, introduced a system of College tutorials to supplement University lectures, thereby establishing Trinity College as a centre of academic excellence.

1877 – Trinity College Theological School established by the second Bishop of Melbourne, Bishop James Moorhouse, to provide not only theological training but also ‘a large and liberal education’ for Anglican clergy.
1883 – Women admitted as non-resident students, Trinity becoming the first university college in Australia to do so.

1886 – Trinity College Hostel (later Janet Clarke Hall) established as the women’s residential section of the College, Australia’s first residential college for women.

1961 – Janet Clarke Hall becomes a separate College, although women continue to participate in tutorials at Trinity.

1974 – Women admitted to full co-residence at Trinity College.

1983 – The Trinity College Foundation, the arm of the College seeking philanthropic support, founded to foster and encourage the College’s commitment to access and equity.

1989 – Trinity College Foundation Studies established to provide a first-class preparatory pathway for talented overseas students seeking entry to the University of Melbourne.

2000 – Trinity College Learning Innovation Centre set up to explore possible further developments in education, with a particular emphasis on the use of technology to enhance educational outcomes.

2001 – Creative Thinking Summer School and the University of Melbourne Science Summer School held for the first time at Trinity College.

2001 - First two resident scholarships for Indigenous students established.

2004 - Sana Nakata and Lily Brophy became Trinity’s first Indigenous graduates.

2008 – The Gourlay Building was opened, providing ensuite accommodation for 22 students, a Resident Tutor’s apartment, and two apartments for Visiting Scholars.

2009 – Installation of rainwater storage tanks under the Bulpaddock.

2011–12 – Renovation and refurbishment of the Dining Hall.

VALUES

For more than 130 years, Trinity College has been one of Australia’s pre-eminent tertiary institutions for nurturing excellence, leadership and community service.

Through its extensive range of academic and extracurricular activities, Trinity offers a ‘large and liberal education’, which especially emphasises international and intercultural awareness, ethical values and social responsibility.

ACADEMIC EXCELLENCE & AN ALL-ROUND EDUCATION

From its founding, Trinity College has aspired to the highest academic standards.

Students are encouraged to pursue their studies vigorously and to their full intellectual potential, while also participating in a variety of extracurricular intellectual, musical, sporting, cultural, and community service activities.
A ‘LARGE & LIBERAL’ EDUCATION
Trinity promotes the development of:
• personal and intellectual breadth
• a capacity to think, interpret, and communicate clearly
• an ability to cope with change
• international, intercultural, and interfaith awareness and understanding
• ethical values, social responsibility, and active citizenship
• proactive health management for life
• International Engagement.

Trinity creates opportunities worldwide for its students through:
• interaction with visiting scholars of international repute, including Nobel Prize winners
• lifelong friendships formed with fellow students from around the globe
• a network of over 15,000 Trinity alumni living and working across all continents.

EQUITY & DIVERSITY
Strongly committed to gender equality, Trinity was the first university college in Australia to admit women as non-resident students (1883), and to provide a residential college facility for women (Trinity College Hostel, 1886, now Janet Clarke Hall). Trinity has been fully co-residential since 1974.

Trinity has welcomed students from over 60 countries, together with Indigenous and non-Indigenous Australians, valuing this diversity and upholding inclusiveness and respect for all.

PLANITGREEN ENVIRONMENTAL COMMITMENT
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. Trinity’s ‘planitgreen’ initiatives aim to provide long-term benefits at local and global levels for current and future generations of students, staff and visitors to the College, by enhancing and maintaining Trinity’s campus, and by minimising our environmental impact on the planet.

These initiatives encompass activities across all areas of the College’s operations, including:
• formulation of a Grounds Master Plan – a long-term strategy addressing environmental and sustainability issues, particularly water conservation and management
• minimising the environmental impact of our built environment
• promoting and adopting environmentally friendly practices in day-to-day operations
• encouraging awareness of green issues and practices among staff, students, and the wider community
• the introduction of two student sustainability interns.

TRINITY COLLEGE THEOLOGICAL SCHOOL
The Trinity College Theological School is committed to helping people explore the Christian faith, whether it be in preparation for ordained or lay ministry in the Anglican Church, studying for a theological degree, or furthering studies and reflecting on faith and discipleship.

The School offers a variety of world-class learning opportunities on campus and online in partnership with the United Faculty of Theology and the Melbourne College of Divinity.
TRINITY COLLEGE FOUNDATION STUDIES (TCFS)

This award-winning, one-year course qualifies around 700 overseas students each year for undergraduate entry to the University of Melbourne and other leading Australian universities. It also gives students the intellectual and cultural skills necessary for success at university.

Highly qualified staff use a lecture and tutorial style of teaching combined with individual mentoring, a strong network of student welfare and support services, and a range of extracurricular activities to prepare students for tertiary study.

The Institute also offers the Juilliard Winter Jazz School where the College brings out staff from the renowned Juilliard School in New York City, to work with dedicated, devoted and passionate young jazz musicians.

Other offerings include professional development and individually developed tailored programs.

If you are interested in working as a mentor for the Young Leaders program in July and/or December, please contact Sue Karzis, x7486.

TRINITY INSTITUTE

The Trinity Institute annually offers its Young Leaders programs held in July and December; outstanding two-week academic and personal development programs for Australian and international high school students. The programs provide exciting opportunities for students to experience a hands-on taste of university life, be inspired by leading academics, enjoy a range of extracurricular activities, and build understanding and friendships with other young people from around the world.
Trinity employs outstanding tutors from among the most capable university staff, graduates and senior students. Trinity tutors work with individual students and small classes and provide a teaching environment where students can obtain specific assistance with their courses while exploring intellectual skills and specialist knowledge, helping them more fully to understand and master their field of learning.

Trinity’s tutorial program is coordinated by the Head of Academic Programs, Dr Sally Dalton-Brown, to see that every student reaches their academic potential.

Trinity’s academic program has four main elements:
- tutorials and consultations
- academic and pastoral mentoring
- extracurricular tutorials
- access to visiting scholars and to our regular weekly Fireside Chat series.

This program is available to all resident and non-resident students.

TRINITY TUTORIALS & CONSULTATIONS

The College offers an opportunity for tutors and students to work together in small classes, or one-on-one. The College aims to provide tutorial/consultation support for any University of Melbourne subject requested by students, within reason. The timetable is displayed in the vestibule near the Dining Hall door, and on the Portal.

Tutorials are strongly recommended for first-year students. If you are unable to attend, you should email your tutor in advance and submit an apology. Tutors can also be consulted informally, by negotiation, when you encounter a problem in your studies. Tutorials are held on Monday, Tuesday and Thursday evenings, which are regarded as teaching nights in the colleges.

Tutors

The College employs up to 75 tutors in any one semester. Such tutors are usually outstanding university graduates at various stages of their academic or professional careers, or resident students who have demonstrated outstanding academic ability. Some are undertaking postgraduate study at the University of Melbourne, some teach at the University as well as at the College, some are active practitioners of their chosen professions.
Between them, our tutors have lived and worked in well over a dozen university colleges in Melbourne and elsewhere; they bring a range of expertise and experience to their roles at Trinity. Starting in the third week of each semester, tutors give weekly tutorials in their subjects.

Resident Tutors also act as mentors to students and advise on academic and pastoral matters, and as floor tutors for the students in the corridor where they live.

**Intercollegiate Tutorials**

In order to provide the greatest coverage of subjects, Trinity combines its tutorial teachings, where possible, with the other colleges of the University of Melbourne. In cases where Trinity does not provide a particular tutorial class, students are encouraged to join a tutorial class at another college. The tutorial timetables of other colleges are posted on the notice board alongside the Trinity tutorial timetable.

If you have any questions relating to tutorials held in other colleges, please contact the Head of Academic Programs, Dr Sally Dalton-Brown, who will consult with the other colleges regarding availability and arrange the necessary pink accreditation slip. Should you stop attending a tutorial at another college, it is important that Sally is informed immediately, as Trinity is charged for these classes.

**VISITING SCHOLARS & FIRESIDE CHATS**

The College’s academic atmosphere is greatly enriched by the presence of distinguished international visiting scholars, who stay at Trinity while they are undertaking research or teaching at the University of Melbourne. These academic visitors engage with students, present seminars, answer questions, and challenge and inspire them. They include Nobel Laureates and others who have distinguished themselves by their academic endeavour.

Many of our visiting scholars will speak at our regular Wednesday night after-dinner Fireside Chat series, either in the Senior Common Room (SCR) or Junior Common Room (JCR). The brief for the series is simple: we ask notable scholars to discuss one of their passions, in the hope that our students will find this inspirational.

**ACADEMIC PROGRESS & RE-ADMISSION**

As an academic community, Trinity College expects students to treat their studies seriously, and in a balanced way, throughout the year. Establishing a sensible, creative balance between study and extracurricular activities of the College and the University is critical to your academic performance, and ultimately, in most cases, to your long-term professional success.

The College cares about how you are progressing in your studies and wishes to be as helpful as it can. If you are having difficulties with study, or in settling down to work, you are encouraged to chat with someone. Your Head of Student Services, the Head of Academic Programs, the Admissions Officer, the Chaplain, the Dean, the Warden, your mentor, and subject and floor tutors all have a genuine interest in your success, and are always available to offer helpful advice on ways to overcome motivational or conceptual difficulties with your study.

A student who is in danger of failing to complete a standard course load should see the Head of Academic Programs or another member of the pastoral care team, or their mentor at the first available opportunity to discuss the reasons for this, and – especially in the case of a student failing one or more subjects – how to ensure a much stronger academic performance in the following semester.

The College adopts a pastoral approach to assist students in dealing with the demands of their degree, however, a student’s academic record is taken into account when deciding on re-admission. While the College usually encourages students to remain in residence throughout their University studies, admission to the College is for one year at a time, with no implied right of re-admission, and the College has in its absolute
discretion the decision whether or not to admit (including to re-admit) any student from year to year. Without limiting the College’s discretion, it should be noted that re-admission will naturally depend, in part, on the student’s academic success and general standard of conduct.

ACADEMIC PROBATION

Any student who fails or whose average for that semester is below 59%, and who has not been granted supplementary or special exams, may be placed on academic probation.

In certain other cases, such as where a student’s average has dropped by over 15% in a semester, a student may be placed on academic probation, or be sent a letter warning that lack of improvement will result in academic probation in the following semester.

Following the publication of exam results, any student who falls into the above categories will receive a letter from the Dean, in which the conditions for re-admission and/or probation will be set out. The conditions of probation may vary according to each student’s particular circumstances.

If the College is aware of any pastoral issues (although in such cases, the student will normally have been given a supplementary exam by the University), the student will receive a letter advising him/her that re-admission is conditional on seeking assistance to resolve such matters. This will usually involve a meeting in week one of semester with the Head of Academic Programs (HoAP).

Where the College is not aware of any pastoral issues, the student may be asked to reduce his/her usual College activities and will need to fulfil the condition of regular meetings with the HoAP, and an improvement of at least one grade over the semester.

A student may only be on probation for two semesters during his/her time at Trinity, unless there are particular grounds for re-admission to the College for a third probationary semester.

Students on probation are required to meet with the HoAP three times a semester. It is the student’s responsibility to arrange such meetings. Failure to engage with the HoAP on the issue of academic improvement will be taken into account when reviewing the student’s probation at that semester end.

It is also the student’s responsibility to attend tutorials in his/her subjects, when offered at Trinity or other colleges, or if not, to enlist the assistance of the HoAP in finding a tutor. Failure to do so will be taken into account when reviewing the student’s probation at that semester’s end.

A student who transfers to an institution from which Trinity College does not ordinarily take students is liable not to be re-admitted to the College for the following year. The College admits students undertaking degree courses at the University of Melbourne only.

PLAGIARISM & COLLUSION

http://academichonesty.unimelb.edu.au

Plagiarism is the act of representing as one’s own original work, the creative works of another, without appropriate acknowledgment of the author or source. (Creative works may include published and unpublished written documents, interpretations, computer software, designs, music, sounds, images, photographs, and ideas or ideological frameworks gained through working with another person or in a group. These works may be in print and/or electronic media.)

Collusion is the presentation by a student of an assignment, as his or her own, which is in fact the result in whole or in part of unauthorised collaboration with another person or persons. Collusion involves the cooperation of two or more students in plagiarism or other forms of academic misconduct. Both the student presenting the assignment and the student(s) willingly supplying unauthorised material (colluders) are considered participants in the act of academic misconduct.
A couple of students each year find themselves facing a plagiarism committee, which can be a meeting with the Head of the department or the Dean of the faculty, and two other staff; penalties range from the disputed assignment being failed, to being marked only a pass/fail basis, to – in the worst case – the student being asked to leave the University. As it should, the University of Melbourne takes instances of plagiarism very seriously.

Be aware that most cases occur when a student has worked sloppily, i.e. has paraphrased or summarised and not been scrupulous with referencing (another good reason NOT to leave your assignment until the day before, and to keep track of your materials – beware the ease of cut-and-paste). Even blogs and other internet material must be referenced at all times. If in doubt about referencing, you should contact your University tutor for advice.

If an allegation is raised against you, the Head of Academic Programs, Dr Sally Dalton-Brown, can attend the plagiarism meeting with you as support person.

**COURSE ADVICE & MENTORING**

Every first-year student at Trinity has a mentor, with whom he or she meets twice a semester (or sometimes more often) to discuss academic progress and to offer mutual pastoral support. Mentors advise on study routines, learning and study techniques, on how to cope with University, on assignment issues, essay structure and arguments, setting up study groups, as well as on motivation and direction. The approach taken is holistic, in that study is most effective when the student’s learning is integrated with their personal philosophy and general goals. Talking one-on-one with a senior member of staff helps students to clarify their thinking, their academic passions, to work out how to get where they want to go, and be what they want to be.

**PROFESSIONAL MENTORS**

The professional mentoring program aims to link senior Trinity students with members of the professions, often Trinity alumni, to enhance the professional formation of students while strengthening ties between the College and the community. Students selected for mentoring work closely with a mentor, observing and participating in aspects of professional life in a chosen area. Students in the last 18 months of their degree program are eligible.

Trinity welcomes and actively seeks input from its alumni community. Students unsure of where their career is headed, with motivational issues, or who purely wish to explore the vast range of options open to them, are matched with alumni in their prospective field.

Although the mentor is not required to do more than offer advice by email or phone, or to meet once with the student, our mentors usually find that they enjoy continued contact with such talented students, and often relish the chance to return to the Trinity campus to meet their mentee(s) over dinner at High Table. In addition, Trinity welcomes alumni who choose to offer information sessions to students soon to graduate in order to encourage them to apply for internships with that company. Trinity also operates, and welcomes further members to, its ongoing vacation work scheme.

Meetings are arranged by the Head of Academic Programs, Dr Sally Dalton-Brown.
PRIZES
Trinity College offers many academic prizes for those students who achieve excellent results throughout the year, including Awards for Outstanding Academic Achievement, offered at the end of first semester. The Dux is recognised with the award of a College medal at the beginning of the following year. The prestigious Wigram Allen Essay Prize (the competition for this Prize being organised by the Dialectic Society) and the Franc Carse Essay Prize are also offered annually and the Leeper Scripture Prize occasionally.
DATES OF RESIDENCE
The College’s residence options are designed to fit with the standard academic calendar of the University of Melbourne. The previous option system has been simplified and now consists of a single standard option that includes the Easter and September University breaks, along with the possibility of adding the mid-year University break to residence.

For 2012, the standard dates of residence are:

**Sunday 19 February:** New students move in to College for O-Week activities

**Thursday 23 February:** Returning students move back to College

**Friday 22 June:** End of Semester 1 – all students vacate (except those who have taken the mid-year option)

**Thursday 18 July:** New Semester 2 students move in to College

**Sunday 22 July:** Returning students move back to College

**Friday 23 November:** End of Semester 2 (all students vacate)

MID-YEAR OPTION
Residents may ask to remain in College during the four-week mid-year break between semesters.

Staying in College for dates outside those covered by your residency option can be arranged, and there is a charge of $75 per night (including GST). Students whose course dates differ from the standard University dates, such as those studying medicine, dentistry and physiotherapy, will have their total nights in College reconciled at the end of the year, and any additional nights will be charged for.

SIGNING OUT OF RESIDENCE
Each time you leave residence for the mid-year break or at the end of the year, you must personally sign out, return all keys and cards, and leave your room in a clean and tidy condition without any personal belongings. There is only limited storage for international and interstate residents’ items, and no responsibility can be taken for loss of or damage to items left during these periods. There is a charge for lost keys and for rooms left in poor condition.
POLICY TO AVOID THE ACCUMULATION OF DEBT

The College has resolved that no student is to come into residence at the beginning of a semester unless:

- The relevant fee instalment has been paid (or an acceptable undertaking and scheme of payment has been set out in writing, signed by the person responsible for paying, and approved in writing by the Director of Finance and Administration).

- Any prior debt to the College has been cleared (unless covered by an agreement under item 1).

- The College holds a signed ‘Form C: Agreement Regarding Fees and Charges’ in respect of the student.

The College trusts that the payment options provided will be helpful to you in budgeting for and providing timely payment of College fees. We do offer assistance to families in demonstrated financial need, and we encourage anyone with concerns to talk in confidence to the Dean of the College at the earliest opportunity.

SCHOLARSHIPS

Trinity College offers a wide range of scholarships across all areas of the College. Some are reserved for students from specific backgrounds, including Indigenous students. Full details are available on the College website.

Scholarship application forms are issued to new students at the time of their initial application for College residence. Available scholarships are allocated in late January, after university offers have been received. Returning students are issued with forms before their departure in November and successful applicants are notified along with offers of readmission in December for the following year.

The awarding of scholarships is highly competitive, and the process is monitored carefully to ensure fairness and equity. The core scholarship committee comprises the Dean of the College, the Admissions Officer and the Head of Academic Programs. Their determinations are then reviewed by representatives from Advancement (representing the interests of donors) and Finance (who oversee the College’s invested funds).

The overwhelming majority of scholarships must be awarded on the basis of financial need. All such applicants must submit detailed personal budgets and taxation assessments for their families.

Awards are usually made on the basis of a full year of residence, and where awards are made to single semester residents these are normally for at most, half the annual amount.

Trinity is fortunate to have funds available to offer a small number of supplementary scholarships to those outstanding students who are awarded a National Scholarship from the University of Melbourne. Unless they are in receipt of other Trinity scholarships, such residents may receive $1,000 for the first two years of residence.

All scholarship awards are made subject to continued good performance both academically and within our community. Except for some special continuing awards, the receipt of a scholarship in one year does not indicate any commitment by the College to continue funding, at any level, in future years. A new application should thus be submitted each year so that we may reassess who performs best, or who is in most need.
FINANCIAL ASSISTANCE
In addition to scholarships, the College offers financial help to students through financial assistance for those who demonstrate financial need. Though the College’s capacity to provide assistance is limited, financial assistance is available, usually in annual allocations made in January, to members of the College who demonstrate financial need. Applicants are required to submit detailed statements of their family’s income and commitments, with supporting documentation including the most recent tax assessment. Applications should be made by letter addressed to the Dean. The annual allocation will generally be made at the same time as scholarship decisions are made; but individuals in extreme, sudden, and unexpected hardship may apply to the Dean at other times.

CONFIDENTIALITY OF RECORDS
Trinity College respects its members’ rights to privacy with respect to material about themselves contained in confidential documents. In particular, the College will not divulge private details about students (such as personal matters which may have been revealed in interviews or correspondence) to any third party unless given permission to do so by the student concerned, or if such information indicates that the student or another person is in immediate danger, or if the College deems it necessary to do so in order to care adequately and appropriately for students.

Students may inquire about confidentiality or request access to their College records by contacting Trinity’s Privacy Officer, Dr Peter Campbell: pcampbel@trinity.unimelb.edu.au. The Trinity College Privacy Statement is available on the website at: www.trinity.unimelb.edu.au/info/privacy

SAFETY & SECURITY
Please follow these simple steps to ensure your safety and security at College:
• keep fire escape doors closed
• do not wedge open external doors or gates
• report to the Buildings and Grounds Department any defects in your room or building that present a safety or security risk
• keep your door locked and take your access cards with you, even if you are out of the room only for a minute
• guard your room access card carefully at all times
• ensure that your door is locked when you go to bed
• do not leave any large sum of money in your room at any time
• make a note of the serial numbers, model numbers, and brands of your valuable possessions
• insure your belongings.

If a robbery does occur or a prowler is seen, contact the police (Carlton CIB, telephone 9347 2808), and the Head of Student Services – Residential College x7141, or if after hours, the Resident Caretaker on x7777.

NON-RESIDENT STUDENTS
At tutorials, clubs and society events, and at dinner, you will encounter the College’s non-resident students. The non-resident program offers many of the benefits of the College experience – academic help, library access and mentoring – to those who do not live at the College. The program is popular with former Trinity students, who often decide on moving out that they will join the program and so keep a more formal tie with the College during the final years of their degree.
Regarding your Home Contents Insurance, if a robbery does occur, please report the matter to the police immediately and to the Dean’s Office.

Keep bicycles in the locked bicycle shed or bike racks, not in corridors or stairwells or in your room.

**The Duty Phone**

At night and weekends all problems with access to the grounds or buildings, personal security concerns, and after-hours arrivals are handled by the Duty Officer, who holds the Duty Phone. If you cannot deal with your problem yourself, or with the help of a senior resident such as your Student Coordinator or Floor Tutor, then you should contact the Duty Officer by calling **0417 034 396**.

It is a good idea to program this mobile number into your own mobile phone, in case you are stranded outside the College without your access card when the gates are locked. Students who expect to return to College after-hours after holidays, for example, will need to contact the Duty Officer to alert them of your expected arrival time.

On most nights, the Duty Officers are the Caretakers, Mr Paul McGrath or Mr Paul Camilleri.
PHYSICAL WELLBEING

Not feeling well? Tell your floor tutor, your Student Coordinator (SC), and the Head of Student Services. Ring us or email us – mobiles are made available through the Portal. This will add you to a sick list and let people like the SCs know that you might need some help. If you go home, please let us know – tell the SC in charge of your floor, who will tell the staff. Don’t forget to let us know when you are feeling better, too!

Your floor neighbours and/or friends, can, like the SC, arrange that drinks and food are brought to your room if you are too unwell to come out or if you need to stay confined to bed/your room. Kitchen staff can also play a role here if you let us know, to provide meals and drinks that can be taken to your room. We can also send runners to collect medicine or ferry you to the clinic when the need arises, or your friends/peers/SCs can fulfil that role for you.

Make an appointment for yourself, or get our help to do so, at the University Health Services or the MMC Health Clinic in Lygon Court (both of whom bulk bill).

After hours help is available from Emergency at the Royal Melbourne Hospital (entrance on Grattan Street, just down from the corner of Royal Parade). You are encouraged to report such consultations to add yourself to the sick list – if we don’t know, we can’t help. However, you have a right to privacy and may choose not to report.

The emergency number, 0417 034396, will get hold of the duty tutor, or the caretaker on duty – they are on site to help you after hours, too. They are always available after hours and at weekends.

Every adult should take responsibility for his/her physical welfare by establishing an ongoing relationship with a GP who can then monitor your health with you, and refer you on as need arises when more specialist help is required. If you are living away from home, you need a relationship with a health provider here in Melbourne who can communicate with your GP at home if the need arises.

Staying Healthy

In order to remain healthy we all need:

- adequate sleep
- adequate food and exercise
- adequate recreation and social interaction.

Although the College often has one or more doctors in residence, it does not undertake to provide medical services. It is recommended that you use the Melbourne Yellow Pages telephone directory to find conveniently located physicians and dentists, or seek referrals from friends and relatives.

It is important you have a doctor with whom you feel comfortable.
During Business Hours
Students may access the University of Melbourne’s Department of Health, Counselling and Disability Services at 138–146 Cardigan Street, Carlton, which is open from 8.45am–5pm Monday to Friday. This is a bulk billing service. In order to avoid a direct charge, it is necessary to have the number of your own or your family’s Medicare card. You can ring for an appointment on 8344 6904 or 8344 6905. Their website is: www.services.unimelb.edu.au/health

The Melbourne Sexual Health Centre is located at 580 Swanston St, Carlton. T: 9347 0244.

If you have a gynecological or pregnancy-related emergency, the Royal Women’s Hospital is located at Grattan Street & Flemington Road, Parkville 3052.

After Hours Care
The Betta Health Medical Centre, 30 Sydney Road, Brunswick. T: 9380 2866.

The Tambassis Pharmacy is open from 8am to Midnight, located next door at 32 Sydney Road, Brunswick. T: 9387 8830.

Emergencies
In case of a medical emergency please dial (0) 000 for an ambulance. During office hours please then call the Front Office on x7000 to let the College know that an ambulance has been called.

The Royal Melbourne Hospital is located nearby on the corner of Royal Parade and Grattan Street. The Emergency Department entrance is on Grattan Street, and the number for general enquiries is 9342 7000.

Emergency Service Contact (24 hours):
Triage Nurse or Receiving Emergency Registrar T: (03) 8345 3636 or (03) 8345 3637

If you have private health insurance, the Epworth Hospital (Private), located at 89 Bridge Road, Richmond, will see you promptly and is likely to have inpatient beds available if you need admission. The Emergency Department entrance is on Erin Street.

Ambulance Cover
College staff members will ring for an ambulance if they think you need one. Please make sure you have ambulance cover. To apply for ambulance cover, which is very affordable, please ring 1800 64 84 84, or apply online at: www.ambulance.vic.gov.au/Main-home/Membership.html

Overseas Student Health Cover
It is a condition of all overseas student visas that you have Overseas Student Health Cover (OSHC). Your membership commences from your date of arrival in Australia. Use your membership card when you need to make a claim in person, visit a doctor, arrange admission to hospital or make any other enquiry.

Your Medibank Private Membership covers you for all normal medical expenses, excluding dental, physiotherapy, and optical. It is your responsibility to read the Membership Guide, which details the kinds of medical services that are covered. The guide also assists with information regarding making a claim.

It is important to have your Medibank Private Membership Card when visiting a doctor or clinic, and to keep all receipts from medical consultations so that you can make a claim for reimbursement. For more information about Medibank Private, please phone 13 23 31 or check their website at: www.medibank.com.au

SMOKING
In order to care for the long-term health of its students and staff, the College does not permit smoking in any indoor areas, including stairwells and student rooms. Please be aware that the University of Melbourne does not permit smoking in any University
buildings. Please be considerate of others and refrain from smoking within 10 metres of any doorway or window.

**EMOTIONAL WELLBEING**

Sometimes things can combine, or a state be triggered by events or people or our own thinking, and we feel burdened by anxiety, stressed, feel depressed, or uncertain. Feeling emotionally and mentally out of control or out of balance, to whatever degree, sometimes needs help and support in the same way that our physical health does. Like physical health, our mental health needs attention and sometimes intervention if we are going to regain balance and perspective. Transition to university study, living away from home, building and breaking relationships, working out where you are headed, defining goals and redefining goals – these are just some of the challenges in these university years, and some of them are lifelong. Seeking help when you need it is not weakness; it is a sign of maturity and autonomy!

Tell someone you trust. Talking to someone is the first step towards self-management. It may be a trusted friend, an SC, a floor tutor, a mentor, a chaplain, a Trinity staff member, a member of your family, another adult in whom you feel you can confide, your GP, or a trusted adult in your life. At some point, that person may also suggest that it would be worthwhile to see a counsellor, or a psychologist, or a GP, for further referral.

Sometimes the level of need is increased by academic assessment time, by relationships that fail or peter out, by a friendship that proves to be less than trustworthy, by dealing with expectations (yours or other people’s), which are unreasonable.

It is reasonable to expect that the person[s] you trust will respect you and the need for confidentiality. It may transpire, though, that in their judgement, you need to be encouraged to consult a more expert practitioner in the counselling field. A chaplain or a clinical psychologist [who have very different levels of training themselves] will recognise a point at which an ongoing referral is appropriate.

At this point your trusted listener will encourage you to allow them to refer you to someone else. This is not a breach in confidentiality; it is a recognition, collaboratively with you, that you would benefit from more expert professional advice or support than they can provide.

It is up to you, and your advisor, whether you want someone at the College to be aware that you are seeking or receiving help of this sort. Again, if we know, we can direct you to University Counselling, to a psychologist attached to a local clinic, a counselling service that bulk bills outside the University, or a GP who could refer you to a counselling service or psychologist elsewhere.

Again every adult should take responsibility for their mental health, and seek support or advice when they need it. Sometimes there is a lingering sense that this is an area of health that we should manage for ourselves. Like physical health, support is there and it is more expert than we can provide for ourselves by ourselves. Sometimes it is good to have someone else reflect that back to us, especially when we are having trouble, for a whole spectrum of reasons, maintaining perspective and balance. Helping yourself to manage situations which everyone is challenged by at some point in their lives, and sometimes with more challenging ones again, starts with talking and then seeking help, at whatever level is appropriate.

**Counselling Services**

All students at the University of Melbourne also have access to the University Counselling Service

Level 2, 138 Cardigan St, Carlton, T: 8344 6927/6928 for an appointment or turn up in person at 1pm for a walk-in appointment. Any member of the Trinity pastoral care team will be happy to help you contact the Counselling Service, including helping you make an appointment, and will accompany you if you prefer. For more information see: [www.services.unimelb.edu.au/counsel/index.html](http://www.services.unimelb.edu.au/counsel/index.html)
Young adults experiencing mental health issues may also contact Orygen Youth Health at 1800 888 320 for information, support, counselling and/or referral. Orygen Youth Health is located at 35 Poplar Road, Parkville.

The Lesbian Gay Bisexual Transexual support (LGBT) number is 9663 2939.

THE UNIVERSITY OF MELBOURNE PSYCHOLOGY CLINIC

The University Psychology Clinic is free for all students for an hour with a graduate student psychologist who is being closely supervised by a member of the academic staff who also has clinical training. Clients can make an appointment without a referral or with a referral from their GP by calling the clinic on 9035 5180. There is no waiting list for the clinic, and it is located in easy walking distance from the campus in North Melbourne. For further information go to: www.psych.unimelb.edu.au/clinic/ or email: clinic@psych.unimelb.edu.au or T: 9035 5180

STUDENT COORDINATORS (SCS)

The Dean and the Head of Student Services appoint students to the important leadership role of Student Coordinator. The duties of SCs include having oversight for the day-to-day welfare of residents on their floor, the management of the floor, helping forge an engaging micro-culture that reflects and connects with the wider and overarching Trinity culture, supporting the work of tutors, and being the first point of contact for students on their floor. The aim is to help students feel connected and supported within the smaller residential setting as well as in the diverse formations that are part of wider College life.

A SC is in second year or above in the year of their taking up the appointment. Where a Residential Tutor resides on the floor to which an SC has been allocated, the SC works in conjunction with the Tutor to help manage the floor and to provide peer leadership to students living on that floor. One SC is appointed by vote to act as a liaison and spokesperson with the Senior Student and the TCAC, and with the staff, at meetings as appropriate. There will also be regular meetings of the SCs, as a collaborative team, to share and build their experience and capability.

In 2012 the role will be evolved through the practice and collective experience of the students appointed to the positions, reflected on and reviewed at the end of the year.

<table>
<thead>
<tr>
<th>STUDENT COORDINATOR</th>
<th>FLOOR</th>
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<tbody>
<tr>
<td>Morgan Hepburn-Brown</td>
<td>Dorothy</td>
</tr>
<tr>
<td>Julia Stretch</td>
<td>Kitchens</td>
</tr>
<tr>
<td>Rachel Ryan</td>
<td>Upper Bishops’</td>
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<tr>
<td>Rahul Ratwatte</td>
<td>Lower Bishops’</td>
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<tr>
<td>Maddie Hodge</td>
<td>Gourlay</td>
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<tr>
<td>Joe Constable</td>
<td>Upper clarke’s</td>
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<tr>
<td>Julia Garside</td>
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<tr>
<td>Nicole Feast</td>
<td>Lower clarke’s</td>
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<tr>
<td>Hugo Trotter</td>
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<tr>
<td>Sissi Wang (top)</td>
<td>Cowan</td>
</tr>
<tr>
<td>Ben Clark (2nd)</td>
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<tr>
<td>Caz Edwards (1st)</td>
<td></td>
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<tr>
<td>Tom Crowhurst (ground)</td>
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<tr>
<td>Freya Brolsma (top)</td>
<td>Jeopardy</td>
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<tr>
<td>Ness West (middle)</td>
<td></td>
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<tr>
<td>Kat Droppert (bottom)</td>
<td></td>
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<tr>
<td>Doug Tjandra (top)</td>
<td>Behan</td>
</tr>
<tr>
<td>Felicity Martin (middle)</td>
<td></td>
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<tr>
<td>Adelaide Myer (bottom)</td>
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</tbody>
</table>
Mentors

Students are also encouraged to seek advice from their mentors. The relationship between mentor and student is not purely an academic one; your mentor will be far more able to advise you if he or she understands more about your background, aspirations, and character.

The Chapel & Chaplaincy

Trinity College Chaplaincy promotes the thoughtful exploration of faith through:

- worship and study
- encouraging personal reflection and modelling balanced living
- pastoral care to students and staff
- providing a Christian community linking students of other faiths to their own faith communities.

Our Chaplaincy team is central in shaping and expressing this vision.

The Chapel is the Anglican Chapel on Trinity’s campus and reaches out to members of the College, the University and the wider community. Our worship reflects the College’s rich Anglican heritage but you don’t have to be Anglican to attend Chapel. You are welcome, whatever your faith or belief.

There is a lively Chapel community with a full program of activities. These include a weekly Bible study, regular Quiet Days, awareness and fundraising activities, and volunteer work, including mentoring Sudanese VCE students at the River Nile Learning Centre and serving breakfasts for the homeless with Anglicare Victoria. Our worship and activities make Chapel a space where beliefs can be tested, and a personal faith and spirituality can be nurtured.

The Chaplains minister to students, staff and alumni. They are experienced listeners, and are readily available to talk to College members whether or not the subject is spiritual.

The Chaplaincy Team

The Revd Dr Andreas Loewe is the College Chaplain. He leads the Chaplaincy Team and is responsible for the worship life of the Chapel. He is an academic historian as well as a theologian and is available for consults in both disciplines. Having studied and worked at the Universities of Oxford and Cambridge, he is happy to advise students on further study in the UK.

His office is located in the Old Warden’s Lodge (OWL) until May 2012, when he returns to his office next to the Dining Hall in Lower Bishops. He can be contacted on x7192.

The Revd Chris Carolane is the Foundation Studies Chaplain. He is an Examining Chaplain for the Anglican Diocese of Melbourne and is happy to advise members of Trinity College wanting to explore a vocation to lay or ordained ministry.

His office is located on Swanston Street Foundation Studies Campus on the lower floor of 715 Swanston Street, and he can be contacted on extension 7464.

Michael Leighton Jones is the Director of Music. Michael is responsible for planning, rehearsing and conducting the music that is heard in Chapel. He can be found in the Summerhouse (behind the Leeper building) and can be contacted on x7146.

Philip Nicholls is the Chaplaincy and Music Administrator. His office is located in OWL until May 2012, when he returns to his office in the Bishops’ corridor. He can be contacted on x7495.

The Chapel

The Chapel is a place of quiet reflection for you whatever belief you hold, whenever you are able to come. It is generally open on weekdays from 9am–5pm.

The Chapel was completed in 1917 and has been described as ‘an architectural triumph’. Planned by architect Alexander North, it combines Australian details with neo-gothic features. It has superb acoustics for music and, in addition to its primary purpose as the place of worship of Trinity College and Janet Clarke Hall, is a popular venue for concerts, musical soirées and recordings.
The Prayer Space at the Foundation Studies Campus at 715 Swanston Street provides a multi-faith prayer room with prayer mats and ablution facilities.

Chapel Worship
Details of Chapel worship are published on the Portal or online at: www.trinity.unimelb.edu.au/about/campus--culture/chapel-and-chaplaincy.html

Sunday Morning Eucharist
Every Sunday at 10am the Canterbury Fellowship celebrates the Eucharist in Chapel. On the first Sunday of every month the service is sung by the Choir of the Canterbury Fellowship.

Sunday Choral Evensong
Every Sunday in term time at 6pm, the Choir of Trinity College leads Choral Evensong. In term, Chapel dinner normally follows the service. Outside term time, Choral Evensong is sung by the Choir of the Canterbury Fellowship.

Wednesday College Eucharist
Every Wednesday at 5.30pm, members of the Residential College meet to celebrate the Eucharist. Much of the service is planned and led by students.

Daily Prayer
Every weekday during term time at 9am we begin the working day with a short reflective service of Bible readings and prayer. In addition to the College Eucharist there is a short celebration of the Eucharist on Thursday at 8.30am, and on Friday at 3.15pm.

Bible Studies
Every week during term, students and staff meet in Andreas’ office for a lunchtime Bible Study and prayer.

How to get involved in Chapel
Read and help lead worship in Chapel
The Chapel program relies on College members helping to lead Chapel worship. We’d be very pleased for you to be involved, whether as a worship leader, altar server, reader and prayer leader! If you’d like to find out more about how you can be involved, please speak to Andreas or the Chapel Clerks, Tom Bland and Emily Fraser.

Join the Student Chaplaincy Council
Each year, members of the residential community join the Student Chaplaincy Council, which plans Chapel events and provides important input into Chapel life. Tom Bland and Emily Fraser are convenors of the Student Chaplaincy Council, which meets every month during term for lunch and a discussion.

The Choir of Trinity College
The Choir of Trinity College has an outstanding reputation throughout Australia and is recognised as one of the finest collegiate Chapel Choirs in the world. It consists of about 24 choral scholars, both men and women and, during term, sings Sunday Evensong at 6pm. Membership is by audition, subject to vacancies in the Choir.

If you would like to arrange an audition to join the Choir, please call the Director of Music, Mr Michael Leighton Jones, on x7146.
STUDENT CODE OF CONDUCT

The full code, including information about processes, was distributed to you with your admission forms, reviewed at the compulsory Welfare Session during Orientation and Transition Week, and is available at www.trinity.unimelb.edu.au/Media/docs/StudentCodeofConduct-d4a1af12-5a40-43ca-ab87-33f4d1bf20c5-0.pdf.

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 online in the Code of Conduct document, 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:
• spreading innuendo, gossip or rumour
• displaying or forwarding pornography
• bullying and verbal abuse
• assault, whether sexual or physical
• urinating in a public place, or public nudity whether within or outside the College grounds
• use or sale of illicit drugs
• public drunkenness
• theft of or damage to property
• use of information technology in ways that contravene the regulations governing it
• use of cameras including mobile phone cameras in ways that violate the privacy of others
• publication, whether in print or electronically, of documents or statements that are disparaging, disrespectful, misleading or untrue
• engaging in external employment or activities
• excessive and/or repeated disruption to the learning of others during educational activities conducted by the College.
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.

**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.

Bullying means acts of aggression – physical or verbal – against another person which result in the other person being coerced into doing or not doing something, becoming injured, embarrassed, anxious, or seriously uncomfortable. Bullying often involves an abuse of power. While bullying can be an isolated incident it is often repeated.

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. [www.trinity.unimelb.edu.au/about/values--future-vision/values.html](http://www.trinity.unimelb.edu.au/about/values--future-vision/values.html)

**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 caretaker and duty officers are available every night of the week and on weekends on 0417 034396 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.

**ILLEGAL DRUGS**

The residential College 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.

**ALCOHOL**

**General Principles**

The responsible and legal enjoyment of alcohol is a matter of free choice amongst members of the Trinity College community. The College has a licensed bar in the Junior Common Room where students and staff can enjoy a range of alcoholic and non-alcoholic beverages at certain times each week.

The abuse of drugs of any kind, including alcohol, is not acceptable behaviour for members of Trinity College. This includes public drunkenness.

No one is to compel or influence another person to drink alcohol against his or her will.

No one is to compel or influence another person to drink large quantities in a short period of time, in activities such as sculling or drinking games.

Members of the Trinity College community should be aware of cultural and religious issues surrounding the use of alcohol.

The consumption of alcohol in licensed venues by persons under the age of eighteen years is prohibited by law in
the State of Victoria. Being drunk in a public place is also an offence. Further information about the laws governing, and the effects of, alcohol can be found at www.health.vic.gov.au/drugs

The College’s Student Code of Conduct will be upheld at all times, and breaches of this code will have consequences. Drunkenness is never an excuse for unacceptable behaviour. The abuse of alcohol will be regarded as both a pastoral and a disciplinary issue. This may include, for example, undergoing counselling as a condition of ongoing membership of the Trinity College community, or suspension along with procedures outlined as follows.

**Guidelines for Events at Trinity College where Alcohol is Served**

No alcohol is to be sold on College premises unless the conditions laid down by the licensing authority have been fulfilled.

Alcohol is not to be distributed free of charge or at largely discounted prices at official student functions. The College’s liquor licence does not permit the use of drink cards to sell or distribute alcohol.

Alcohol for events must be purchased in consultation with the Head of Student Services and the quantity purchased must be based on the guidelines for calculations provided in the Intercollegiate Alcohol Policy.

The serving of alcohol directly from kegs, boat races, sculling contests, beer bongs etc, does not constitute the responsible adult enjoyment of alcohol. Such activities are prohibited. At College functions, alcohol is to be served in glasses by waiting staff or students with appropriate RSA (Responsible Service of Alcohol) training.

Advertisements for events should not focus on the consumption of alcohol, and all advertisements must be approved in advance by the Head of Student Services.

At events where alcohol is served, provisions must be made for non-drinkers. Attractive non-alcoholic drink options must be made equally available free of charge and served in a similar fashion at all College events at which alcohol is served. For ticketed events, the College encourages the availability of reduced price tickets for those who do not wish to drink at the event. Sufficient quantities of food must be served free of charge throughout events at which alcohol is served.

Only current members of the Trinity College community (which includes current resident students and staff members, and in some cases current non-resident students) may be invited to College events. Anyone who wishes to invite any person to a College event who is not a current member of the College community must seek permission from the Dean before extending an invitation.

**Procedures Regarding Inappropriate Behaviour Associated with Alcohol**

The legal definition of ‘intoxication’ according to the Liquor Control Reform Act of 1998 (amended in 2006) is where a person’s “speech, balance, co-ordination or behaviour is noticeably affected and there are reasonable grounds for believing that this is the result of the consumption of liquor”.

The definition of public drunkenness in the State of Victoria is where a person’s ‘physical or mental faculties or judgment are appreciably and materially impaired in the conduct of the ordinary affairs or acts of daily life, and where the person is in such a state in a public place.’ This definition applies in the public spaces of Trinity College (e.g. the Dining Hall, the Junior Common Room, and the College grounds).

In particular, persons who:

- cause noise which may disturb others
- damage property
- vomit or urinate in a public place
- exhibit severe loss of motor control or speech capacity
- abuse or harass, including sexually harass, another person, or
- behave in a way which may intimidate or offend other people, or create complaints
can expect to be approached by a member of staff, a member of the TCAC, a Residential Adviser, or other College authority, who will seek to render assistance, to challenge inappropriate behaviour, and – if necessary – to ask the person to leave a function or public space. Any such incident will result in a follow-up conversation with the Dean and pastoral and/or disciplinary measures as appropriate.

Depending on the circumstances, such procedures may include:

- being offered pastoral care and/or counselling
- being required to meet with the Dean
- being banned from drinking alcohol
- non-re-admittance to the College
- being sent down.

**Remember...**

All students entering Trinity College must take seriously and comply with the standards set out in the Trinity College Student Code of Conduct. In this, as in all areas of our common life, the best discipline is self-discipline. Members of the Trinity College community are persons who respect themselves and others at all times, who care for one another, and are accountable for their own actions.

**ALCOHOL IN UNIVERSITY COLLEGES**

**Responsible attitude towards the use of alcohol**

The Heads of Colleges of the University have a policy of actively encouraging and promoting moderation in the use of alcohol and a responsible attitude towards it in the College Community, as part of their overall concern for College residents. They will also be responsive to the needs of staff and students with alcohol-related problems through appropriate support and referral mechanisms.

It is the obligation of the organiser of any function or entertainment to be held on College property to uphold this policy.

**Permission to bring, keep or consume alcohol on University sites**

The terms of the Liquor Act apply in Colleges as they do elsewhere. It is, therefore, illegal to sell liquor on College sites, either directly or indirectly (eg through an admission charge or the sale of tickets to a function), unless the relevant license or permit has been obtained from the Licensing Commission.

**Availability of alcohol**

It is recommended that appropriately trained bar servers be employed to ensure that:

- alcohol is not provided to anyone under the age of 18 years
- alcohol is not provided to anyone who is, or appears to be, intoxicated. If a person becomes abusive, College disciplinary procedures should apply. It is important to note that intoxication does not remove the onus of responsibility.

The maximum amount of alcohol available at a function should be controlled so that the anticipated allowance per person will be well below the level likely to result in a blood alcohol concentration of 0.05. Levels higher than this are regarded by medical authorities as detrimental to health. We append (see Appendix A) the guidelines drawn up by another University [The University of Queensland], and commend them as a useful reference.

Substantial food should be provided at all functions at which alcoholic drinks are available. The provision of light alcohol beer is commended. Attractive, high-quality, non-alcoholic drinks must also be available and must be displayed as prominently as alcoholic drinks. If drinks are being sold, non-alcoholic ones should be offered at a competitive price.
A function must not include any activity that encourages the excessive consumption of alcohol (a drinking contest, for example).

No privately obtained alcoholic beverages may be brought into an organised social function.

**Advertising and Alcohol**

Advertisements for functions should not overemphasise the availability of alcohol, refer to the amount of alcohol available or encourage in any way the excessive consumption of alcohol. In advertising, equal reference must be made to the availability of non-alcoholic drinks.

Attendance at any function or entertainment must not be induced or encouraged by the offer of alcoholic drinks free or at reduced prices. Sexist and demeaning advertising is always inappropriate.

**External Security Services**

It is the responsibility of the organiser of a function to ensure that, where external security staff are employed, the security staff are not permitted to consume alcohol or to join in the social activities of the function.

**Standard of Conduct at Events**

At all functions an appropriate standard of conduct must be maintained; property and the safety of persons must be protected; littering must be minimised; and noise restrictions applying to indoor/outdoor functions must be observed, according to the stipulations of the Environmental Law, and as prescribed by the guidelines of the Heads of Colleges.

Normal community standards relating to behaviour and adherence to the law are as applicable on campus as elsewhere.

Where the Students’ Club wishes to invite members of other Colleges as their guests to a function, the Students’ Club must observe the guidelines of the Heads of Colleges; ie, the Head of College must inform the Head(s) of the invited College(s) that the Students’ Club would like to extend an invitation and must receive the permission of the Head of the invitation to be sent.
Recommended maximum allowable quantities of liquor at functions on University sites

The maximum allowable quantities of liquor will be calculated on the basis of the amounts per person set out in (a) or (b) below. 20% of very light or non-drinkers will be assumed.

[a] Where male/female attendance is known:

<table>
<thead>
<tr>
<th>For Males</th>
<th>First one and a half hours</th>
<th>Each hour extra</th>
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<tbody>
<tr>
<td>Type of Liquor</td>
<td>Alcohol (grams)</td>
<td>Liquor (litres)</td>
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<tr>
<td>Light beer</td>
<td>30</td>
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<td>Beer</td>
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<tr>
<td>Wine</td>
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<tr>
<td>Spirits</td>
<td>30</td>
<td>0.1</td>
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<th>For Females</th>
<th>First one and a half hours</th>
<th>Each hour extra</th>
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<tr>
<td>Type of Liquor</td>
<td>Alcohol (grams)</td>
<td>Liquor (litres)</td>
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<tr>
<td>Light beer</td>
<td>20</td>
<td>1.0</td>
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<tr>
<td>Beer</td>
<td>20</td>
<td>0.5</td>
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<tr>
<td>Wine</td>
<td>20</td>
<td>0.25</td>
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<tr>
<td>Spirits</td>
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<td>Spirits</td>
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COMMUNITY LIFE

TRINITY COLLEGE
ASSOCIATED CLUBS

All members of the student body are members of the TCAC and the Junior Common Room. The TCAC Committee, a group of students elected by the student body, including the Senior Student, leads the student body in the fostering of good fellowship among all members of the College, including students and staff. The TCAC Committee is responsible for overseeing the organisation of various intellectual, cultural, sporting and social activities in the College. More information about the TCAC is available at: www.trinity.unimelb.edu.au/res/tcac

CLUBS & SOCIETIES

Arts Studio

Although small, the Art Studio stands as the last bastion against the onslaught of convention and the pastel shades of dreary modernity. The Art Studio is more than that space tucked away behind Accounts, but a group of likeminded people united in their love and appreciation of art and culture.

Beer Brewing

Have you ever been interested in mastering the sacred art of brewing your own beer? If so, this club is for you. This aptly titled group is committed to the appreciation of all things beer and beer-related.

Beer Budlay

The Beer Budlay committee provides a significant contribution to the Trinity College social calendar. They are official bartenders and suppliers of V-Day and provide students with some of the year’s most successful parties, which members can enjoy at discounted prices.

Billiards Room

The Billiards Room members have year-round access to the Trinity Billiards Room, which is equipped with a full-sized billiards table, billiards/snooker balls, cues, chalk, a foosball table and some of the best couches on the crescent. Events include the annual billiards and darts competition.

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Candystripes

After seeing how much fun the Tiger Tones were having with their irreverent renditions of pop songs, the Candystripes female a capella group was formed in 2008. This small ensemble focuses on singing contemporary pop and jazz. The aim is to have fun learning, singing and performing the songs, with the Justin Timberlake medley arranged by one of the members a particular highlight.

Cooking Society

The Trinity Cooking Society is a casual society for those interested in cooking, eating and food. The main purpose of the society is to provide informal and relaxed cookery sessions, in which members of the college can socialise, learn new skills and eat some delicious food. We run casual tutorials within the college grounds, so it is a cheap and easy way to make and eat some home-cooked food for a change and enjoy the company of other members of the college.

Dance Club

The Dance Club provides students with the opportunity to try a multitude of dancing styles under the tuition of specialised instructors and talented students. You need not be trained nor have any dancing ability/coordination – this club is designed for everyone to have a go!

Dialectic Society

All members of the College, resident and non-resident, are automatically members of the Dialectic Society, founded in 1877, and thus Australia’s oldest collegiate society. Its primary focus is the encouragement of oratory and the promotion of literary culture through intercollegiate, inter-building and comedy debates, public speaking and an essay-writing competition.

Drama Club

The Trinity College Drama Club, founded in 1879, is responsible for staging the annual College play. All resident students, non-residents and tutors are invited to audition for parts or apply for other support positions. The President of the Drama Club also appoints the Captain of the Theatre Sports team, which competes in the Intercollegiate Theatre Sports Competition. The results of this contribute toward the awarding of the Intercollegiate Arts Shield.

The Edward Rowden White Collection (ER White Club)

Established in 1989 by the College Art Committee, which decided that monies raised from the sale of a John Brack painting would be invested. Each year this student-run club is given a percentage of the earnings to purchase art for the College.

Film Society

The aim of the Film Society is simple – to provide entertainment of the cinematic variety to the College community. The Film Society caters for all tastes because everyone loves at least one movie – right? This club is all about getting together, socialising and watching great films along with some tasty refreshments.

Fitzstaneith Polling Society

A long, long time ago, in a far darker time (1995 to be exact), resident students Shem Fitzgerald, Richard Stanley and Simon Reith conceived a forum whereby anonymous voting would lead to pointless collating of results and humorous (yet equally pointless) summaries of these results. This club polls the depths of the earth to learn the truth about Trinitarians. Newcomers will be told of the club Fitzstaneith Polling, which will forever live up to its mantra, ‘Go Fitz yourself!’

Games Society

The motto of this club is *ludo ingeniose, ludo iustus*: play smart, play fair. Proud owners of the Trinity College Games Cupboard, the Games Society knows their games – Monopoly, Scrabble, Articulate, as well as many more – it’s all here! They also offer relaxing games nights in the JCR as well as video game challenges.
Garden in the City
This club’s aims include the establishment of a kitchen garden at Trinity and connection with environmental and aesthetic issues relating to urban gardens.

Informal Dining Society (IDS)
The Informal Dining Society provides students with the opportunity to cultivate an appreciation of food outside the College Dining Hall. This Society organises barbeques at College events, as well as regular group outings to some of Melbourne’s best-known establishments for an enjoyable meal or food crawl (at heavily discounted prices).

Music Society
The Trinity College Music Society is responsible for feeding the musical appetite of the college. Main events include musical soirees throughout the year, as well as musical excursions and, of course, the legendary intercollegiate Battle of the Bands.

Music Theatre Society
The Music Theatre Society produces the annual College musical. In most years the musical is produced at an outside venue such as the Union Theatre at the University of Melbourne. The musical draws cast and chorus members from the College community (students and tutors) as well as members of the wider community. It also draws upon the talents of many budding musicians, costume designers, set designers and builders to help with backstage activities.

Outreach
Outreach represents and manages several increasingly prominent elements of student life at Trinity, including community service, awareness of social justice issues, fundraising and cultural integration. Outreach programs include Red Cross Homework Club (tutoring), guest speaker afternoon teas and the winter sleep out.

Trinity Tiger Tones
The men’s close harmony barbershop group, the Trinity Tiger Tones, was formed by then-resident tutor Angus Turner in 2007 and has since been a regular fixture at many College dinners and functions. The group sings a range of traditional barbershop repertoire and arrangements of more popular tunes by groups such as The Red Hot Chilli Peppers, The Killers, Jack Johnson and Sting.

Trinity International Social Committee (TISC)
TISC is here for one and all. The Society’s aims are to help international students relax in their new home, to offer local students an opportunity to learn about other various cultures and to bring together the different cultures that make Trinity what it is – a fun, caring environment for everyone!

Trinity Racquets Society
The Trinity Racquets Society, established in 2011, promotes and facilitates racquet sport playing amongst residents of the College, beginners and experts alike. This involves semester-long tennis and squash competitions, as well as a semester two mixed doubles competition. The winners get the privilege to have their names on some of Trinity’s oldest trophies in the JCR. Additionally, the TRS hosts a cocktail event to award competition prizes, and organises day trips to tennis clubs.

Trinity Recreational Alpine Club (TRAC)
TRAC aims to engender College spirit in all students through the shared enjoyment of the outdoors of this, the greatest country in the world. This is achieved through the organisation of trips such as paintball, go-karting and weekend ski trips.
Wine Cellar

The Wine Cellar is one of the oldest clubs at Trinity, and aims to facilitate social events where its members can learn about and enjoy wine. The Wine Cellar throws the biggest on-campus party of the year, Paraiso, and takes smaller groups on winery tours and days at the races. The Club also offers wine tutorials in the Wine Cellar and holds the annual Wine Cellar champagne breakfast on V-Day.

COMMITTEES

As well as clubs and societies, other student committees dedicated to making your time at Trinity as enjoyable and worthwhile include:

Ball Committee

Every year, Trinity puts on one of the best balls of the College Crescent. The Ball Committee is under the guidance and leadership of the TCAC’s Social Secretary. Theme, venue, decorations, price negotiations, advertising, ticket sales – all these (and plenty more) are managed by the Committee.

Beer Garden (College newspaper)

The Beer Garden is Trinity’s very own student-run newspaper. It fosters and facilitates debate on current issues and records the day-to-day life of Trinity. The editorial committee is assembled at the beginning of each year. The Custodian (editor-in-chief), passes his discerning eye over all manner of contributions – some make the cut, some don’t. However, contributions of all varieties are always welcome.

Buildings and Grounds Advisory Group

Headed by the TCAC’s Indoor Representative, the Buildings and Grounds Committee is a discussion group that is aimed at identifying issues, either current or future, with the buildings and grounds of the College. This committee contains a wide variety of interested residents and offers constructively critical support to the Buildings and Grounds Department of the College.

Bulpadok (literary journal)

The Bulpadok is published once or twice a year and seeks contributions from any person associated with the College. As the College’s literary and academic journal, content ranges from scholarly essays to poems and creative prose. Works of art are also welcome. The CLH Pullar Prize is awarded annually for the best item to appear in the Bulpadok.

Student Chaplaincy Council

The Chapel Committee supports the work of the Chaplains in preparing for the major weekly services and participating as crucifers, acolytes, greeters, readers, servers and intercessors, and from time to time as speakers. They organise suppers after evening services and work with other groups such as Outreach on special projects. The committee seeks to offer creative services that incorporate a diversity of expressions of faith within the Christian tradition; opportunities for discussion, reflection, and the use of music, silence, drama and the visual in worship; to involve a range of students, tutors, other staff and visitors to the College in the life of the Chapel; and to invite a wide variety of guest preachers and speakers to participate in worship at the College.

Environment Committee

As the world is increasingly becoming aware, green is the new black. The Environment Committee is a group of students determined to implement changes around the College to ensure a sustainable future. They collaborate with administration as well as students to investigate solutions for water wastage, recycling and a number of the pressing concerns that the committee, as well as the planet, are increasingly forced to face.

Fleur-de-Lys (College yearbook)

The Fleur-de-Lys magazine annually captures in words and pictures the experiences of residents over the past year. It is compiled by a team of editors throughout the year and contains a record of the goings-on of all the Clubs and Societies as well as all sporting events throughout the year.
Food Group
Headed by the TCAC’s Indoor Representative, members of the student body meet with catering staff once a month to discuss the quality, quantity and variety of College food. Have your say on new recipes, theme dinners and the thickness of the napkins.

Library Reference Committee
Two students from the Residential College belong to this committee headed by the Leeper Librarian, Ms Gale Watt.

Student IT Committee
The Student IT Committee is the first port of call to assist students with all troubles or issues related to computers and the like. This committee offers invaluable support to the College’s IT Department and is in charge of the Upper Clarke’s Computer Room as well as much technical support around the rest of the College.

Jester Committee
Headed by the mascots of Trinity, the College Jesters (Spirit Leaders) and the Jester Committee (the Fly-swatters), act to ensure that all sporting and cultural events that Trinity is involved in receive appropriate support from the wider College community – theirs is a loud voice that resonates broadly among the Trinity population.

Northern Territory Trip Committee
The Northern Territory Trip is an excursion taken every year, usually during the September break, by about a dozen residents. It takes them to Darwin, Katherine and the Minyerri Aboriginal Community with which the College has a close relationship. The TCAC’s Community Representative heads the Committee.

Tech Committee
The Tech Committee’s role is to provide technical services to the Clubs and Societies and the TCAC for various events that are held throughout the year. They are responsible for setting up speakers, DJ equipment and the dance floor as well as providing a much-needed DJ for many College parties.

ART & MUSIC
Trinity College has always had a valued interest and participation in the Arts. Many of our students are artistically or musically gifted, and many have gone on to careers in music, theatre, dance, literature, and the visual arts. There are facilities around the College for music practice and The Arts Studio for the making of art. The student community participates vigorously through soirees, inter-building and intercollegiate debating, the yearly ArtsFest weekend, essay competitions, poetry readings, concerts, and theatre.

Art Collection
Trinity College has a diverse and rich art collection that enhances the College and its environs. One of the earliest gifts was a bust of Sir Redmond Barry, attributed to Charles Summers. This work, on a pedestal that was apparently dredged from the River Tiber, enhances the Leeper Library. Our most recent gifts include a set of four prints and one painting on bark by members of the Marika family from northeast Arnhem Land.

The Dining Hall is graced with a fascinating group of portraits of prominent Trinity College men and women. The most recent portrait is of Lord Casey, former Trinity student, by Ralph Heimans. The Chapel has a rich heritage of religious art, including a wonderful Madonna della Seggiola which was presented to the College by Alexander Mollison.

Throughout the College there is a real sense of the importance of the arts around us all, and indeed its beauty. A catalogue of the College’s Art Collection, In a new light, the Art Collection of Trinity College, the University of Melbourne, is available from the College Advancement Office.
ER White Club
This club was established in 1989 by the Trinity College Art Committee, which decided that monies raised from the sale of a John Brack painting would be invested, and used to establish an Art Fund. The Breakfast Table was given to the College in 1958 by Mr and Mrs HAL Moran in memory of Mrs Moran’s late father, Edward Rowden White. Each year the student-run club is given a percentage of the earnings to purchase art for the College. Art purchased since that time includes works by photographer Bill Henson, painter Jenny Watson, sculptor Pamela Irving, Chinese Australian artist Guan Wei, and also Australia’s leading photo media artist, Anne Zahalka.

Music
The musical life of the College is very rich, and is supported by the provision of various spaces for music practice. The Director of Music, Mr Michael Leighton Jones, is available for consultation on musical matters. Music students have priority for music practice rooms, but other Trinity College students may also use them. VingCard access to the practice rooms is available through the Buildings and Grounds Department, once you have obtained authorisation from the Director of Music or the Head of Student Services.

Music Practice Rooms
Students using these facilities must be considerate at all times of those nearby. Doors and windows should be closed. The College is not able to offer rehearsal space for amplified instruments or drum kits – the spaces available for music practice are not soundproof and are suitable for acoustic rehearsal only. Bookings should be made on the booking sheets on individual room doors.

Studio 1 – Instrumental practice only (no piano available)
Studio 2 – Yamaha upright
Studio 3 – Yamaha upright piano
Studios 1, 2 and 3 are also suitable for small ensemble rehearsals
Studio 4 – Yamaha upright piano
Studio 5 – Small Beale upright piano
Studio 6 – Instrumental storeroom (cello and bass practice only)

The Sharwood Room (Yamaha grand) may be used for music practice from 8am–10.30pm if available. Please book directly with the Conference Manager once permission has been granted by the Director of Music.

The Chapel Annexe is also suitable for group instrumental practice. It has an upright piano, but may not be used for music practice during any services or rehearsals in the Chapel, or meetings in the Annexe. It may be used between 8am and 10.30pm, as available.

The Dining Hall grand piano is available to piano majors only. It is not available for general practice and may only be played with permission from the Director of Music.

SPORT
The sporting life of the College is pursued vigorously. Participation is voluntary but encouraged. Through inter-building and intercollegiate competitions, there are a wide range of sports, both team and individual in nature, that can be played, and there is often a place for the person who is not particularly skilled but is willing to have a go. With the Bulpadock, and situated in a precinct of Melbourne that abounds with parks and ovals, there are many opportunities for Trinity College students to clear the cobwebs away and get involved in sport and physical activity.

Naturally, academic obligations take priority over sporting and social obligations. The intercollegiate sporting calendar presents a tight program of sports, from rowing to tennis, hockey to swimming, which allows students to represent their Colleges in a light-hearted but enthusiastically contested competition. More details of the sports program are available from the student sports representatives on the TCAC. The University sporting facilities are available to all resident students and tutors of the College. Those who are
not enrolled at the University need to pay a special Sports Union fee in order to use these facilities.

**Squash Court**
(unavailable Semester 1 2012 during Dining Hall renovations)

The College squash court is available to all students and is accessible with your VingCard. To preserve the surface, only shoes with white soles are permitted on the court.

**Tennis Courts** (unavailable Semester 1 2012 during Dining Hall renovations)

The tennis courts are available for all resident students and tutors. Apply to the Buildings and Grounds Department for access. Bookings should also be made in the book in the Junior Common Room. You are asked to restrict playing time to one hour if other people are wishing to use the courts. To preserve the surface, only shoes with white soles are permitted on the court.

**DINING HALL**

The Dining Hall is not merely a place to eat. Especially at Formal Hall and on special occasions, it is an expression of the coming together of Trinity College as an academic community. It is for this reason that gowns are worn for Formal Hall, as they have been for centuries in the world’s leading colleges. Through its portraits, honour boards, and other items, the Hall also expresses the rich history of the College. High standards of social behaviour in the Hall help to make College life a pleasant experience.

**Formal Hall**

Formal Hall is traditional and one of the principal manifestations of our collegiate life. Formal Hall is held on Monday to Thursday nights at 6:30pm. A reasonable standard of dress is required and covered shoes must be worn at all times. Gowns must be worn in Formal Hall. The doors are closed at 6:30pm and essential notices are given before Grace.

**Dress Codes**

When no dress code is stated, residents are expected to wear neat casual attire. For more formal occasions, when an invitation is issued stating a dress code, the following rules apply:

**Black Tie or Dinner Suit**

**Men** – black dinner jacket and trousers or a black suit, white shirt (some have a winged collar), black bow tie (never a long black tie!) and black polished shoes.

**Women** – long evening dress (below the knee).

**Lounge Suit or Cocktail**

**Men** – business suit, white or coloured shirt with long tie, and polished shoes.

**Women** – shorter, after five or cocktail dress.

**Jacket & Tie**

**Men** – sports coat and trousers, which may be of differing colours, long tie and dress shoes.

**Notices**

Notices will be given at 6:50pm. Most notices should be sent as emails to the resstudent email list. Important spoken notices can be given in Hall. Notices should be brief and should abide by the College’s Code of Conduct.

**Grace**

The traditional Grace is:

*Benedictus benedicat per Jesum Christum Dominum nostrum. Amen.*  
(Blessed [be God]; may he bless [this food to our use] through Jesus Christ our Lord. Amen.)

Other forms of Grace may be used on special occasions. Grace may also be sung by the Choir, especially on Wednesdays.
Dining Hall Etiquette

• always wear shoes or other covered footwear in Hall
• dress appropriately for all meals: singlets and tank-tops are not appropriate
• do not wear caps or hats in Hall
• do not come to Hall from sports training without first washing and changing
• always wear a gown to and in Formal Hall. If you lose your gown you will be permitted one day’s grace, and then will be refused admission – gowns can be purchased from the Dean’s Office
• at informal meals, always clear your used crockery and cutlery to the trolley – do not leave items for your friends on bursary duty to clear
• do not remove College plates, glasses, jugs etc from the Hall – to eat outside, request disposable items and place them in the appropriate bin after use
• do not leave tables in a messy state after eating – this is unfair on your fellow students who have to clean up after you.

Meal Times

Meals are served in the Dining Hall (unless otherwise notified) at the following times during term:

**Monday – Thursday**
Cold Breakfast 7–9.30am
Hot Breakfast 8–9.00am
Lunch 12–1.30pm
Formal Hall 6.30–7.15pm

**Friday**
Cold Breakfast 7–9.30am
Hot Breakfast 8–9.am
Lunch 12–1.30pm
Informal Dinner 6–7pm

**Saturday**
Cold Breakfast 7.30–9.30am
Hot Breakfast 8–9.30am
Lunch 12–2.pm
Informal Dinner 6–7pm

**Sunday**
Cold Breakfast 7.30am–2pm
Brunch (including hot meals) 11am–2pm
Informal Dinner 6–7pm

Missed Meals

As sufficient food must be prepared to enable all residents to eat, no rebate of fees is given when meals are missed for whatever reason.

Early or Late Meals

The College encourages all students to attend Formal Hall on all occasions. For those important and occasional times when you cannot attend Formal Hall, there is an early and late meal provision. Early meals are served from Monday to Thursday between 5pm and 6pm. To order these meals you will be required to submit your request through the Food@Trinity section of the portal by 3pm that day. Late meals will be labelled with your name and left in the chiller. They can be reheated in the microwaves provided. Late meals can be picked up after 7.30pm. Please be aware that early and late meals are likely to be different from the meal served in Formal Hall.

Residents attending Sunday Evensong should contact Chaplaincy staff and take note of special arrangements for booking dinner after Chapel.

Informal Meals

All used plates and cutlery must be returned to the trolley when you have finished eating, and must not be removed from the Dining Hall. For take-away meals you must use the disposable flatware available. It is very important that cutlery and crockery remains in the Dining Hall as the cost of replacing any missing items will be taken from your student activities fee, which is managed by your TCAC committee. This also allows the
Dining Hall staff, including those doing bursary duty, to clean up quickly and efficiently after meals. Since every student will have to undertake bursary duty after an informal meal at some stage, it is in everyone’s best interests to make this an easy job.

**Lunch Arrangements**

Lunch is served cafeteria-style and consists of hot meals or made-on-the-spot sandwiches and salad from the salad bar. Residents will be required to swipe their student-cards to record the receipt of their meal. Non-residents, staff and guests of residents must pay for lunch.

**Guest Meals**

At breakfast and dinner, guests must be signed for in the Guest Meal Book kept near the entrance to the Hall. Guests may not be invited to dinners that form part of our special occasions except after consultation with the Dean, and because of pressure of space, such invitations will rarely be possible. The charge is $7 per meal for guests and can be put on the resident’s College account. Alternatively, the charge can be paid using the funds attached to your College ID card. Any non-resident student who attends a meal should sign the Guest Book. All other guests must be accompanied by a resident, and must be signed for by that resident.

**Vegetarian Meals and Special Diets**

The College provides vegetarian, vegan and Halal meals for those who request them on their enrolment forms. For special diets prescribed under medical or a dietician’s supervision, the College will try to assist. Please do not approach the catering staff directly unless your needs are quite minor as staff are not permitted to deviate from set arrangements without authorisation of the Director of Finance. Please speak to the Head of Student Services.

**Casual Tea and Coffee**

Tea and coffee are available free of charge in the Hall during the day. A food vending machine is located outside the ground floor of Jeopardy, and a soft drink vending machine outside the ground floor of Cowan.

**Compliments, Constructive Criticism and Suggestions**

Please register your comments via the Portal at Food@Trinity. Your Indoor Representative will bring your comments to the Food and Beverage Consultative Committee, comprising students, the Director of Finance and Administration, and the Hospitality Manager, which will consider your suggestions. Complaints should not be addressed to the kitchen staff or to those serving on tables unless there is some way of solving a problem on the spot.

**COMPULSORY STUDENT SERVICE**

As a condition of resident membership, all students in their first three years in College give a number of sessions of service, mainly in the kitchen and Dining Hall, each year. This compulsory duty is called a bursary. The system is run under the supervision of Bursary coordinators, who may be contacted at: bursarycoordinators@trinity.unimelb.edu.au

**Bursary Coordinators 2012**

Maia Brent  
Robert Holt  
James Roberts  
Matt Hargreaves

Rosters for students are drawn up by the Bursary Coordinators, on the basis of lecture timetables, and can be viewed at Bursaries Online accessible via the Portal. It is essential that you are familiar with your scheduled times and advise the Bursary Coordinators should difficulties arise.

Students are permitted to arrange swaps, provided that they follow the procedures outlined at Bursaries Online.

Awards are made each week to students who best perform their bursary duties.

Bursary service is a part of student life at Trinity and the College does not encourage students to pay others to perform their duties.
COLLEGE CALENDAR
At the start of each academic year, the College produces a calendar, which lists the events for the year. It will be obvious that the calendar is very full. This is a useful reminder of the need to pay particular attention to managing your time, and balancing your commitments, so that you do as well as you can in your studies, participate and excel in the extracurricular activities of your choice, develop friendships at College and enjoy yourself.

Many students are confronted at University and College with more freedom than ever before, and your years at Trinity can be important for learning how to make the best use of your time. The College calendar is based on a number of necessary guidelines, which include:

- avoiding events that conflict with University academic commitments
- ensuring that there are no events competing with College tutorials (on Monday, Tuesday, and Thursday nights)
- ensuring that there are no events competing with Chapel on Sundays at 6pm
- having only a small number of events during the period beginning two weeks prior to SWOTVAC, through to the end of the examination period.

STUDENT-RUN EVENTS
In order to be entered on the College Calendar, student-run events, whether in or outside College, and including sports dinners, require the prior approval of the Dean through the Head of Student Services, in consultation with the Senior Student and the Social Secretary. Approval should be sought well in advance. Applications for events are normally submitted by January for that year, though a few applications will be considered throughout the year.

Organisers should consult the Guidelines and Conditions for the approval of student-run events before submitting their application: www.trinitycollege.vic.edu.au/portal/forms/sre/sre_overview.php

Students organising events, whether in or outside College, agree to:

- check first with the Admissions Officer to ensure that there is no clash concerning the proposed date, after first checking the Trinity Calendar and the Residential College Calendar on the Portal
- check with the TCAC Social Secretary to ensure that there is no clash concerning the proposed date
- meet with the TCAC Social Secretary to discuss ideas for the events and to go through your event proposal
- meet with the Treasurer of the TCAC to discuss the budget for the event – this must include a detailed breakdown of expenses, in particular regarding the purchase of alcohol, decorations and any equipment to be hired from external providers
- when approval has been given by both the Social Secretary and the Treasurer of the TCAC, arrange a joint meeting with the Head of Student Services and the Social Secretary for any proposed on-campus and off-campus events.
- consult with Buildings and Grounds and Catering and Events Departments as appropriate, for proposed on-campus events
- complete the application form via the Portal in order to obtain permission from the Dean
- once approval has been given, confirm all arrangements, including any minor changes, with the Head of Student Services, and, for on-campus events, with Buildings and Grounds and Catering and Events Departments, as appropriate
- make all efforts to ensure the health and safety of attendees, including any who become intoxicated
- comply with all relevant laws, the College’s Guidelines described in the preceding chapter, and the intercollegiate policy on the service of alcohol at events, Alcohol in University Colleges – Policy and Guidelines
- ensure that anyone serving alcohol at the event has current certification in the Responsible Serving of Alcohol and has provided the Admissions Officer with a copy of their current certification
- make all efforts to ensure that attendees and organisers behave in accordance with the Trinity College Student Code of Conduct
- ensure that disturbance to others in the community is kept to a minimum
- discontinue music at 12.30am, with quiet by 1am
- ensure that the venue, including restrooms accessed during the event, are cleaned immediately
- attend an event debriefing meeting with the Head of Student Services within three days of the event.

**Responsible Serving of Alcohol (RSA)**

The College periodically arranges training sessions in the Responsible Serving of Alcohol (RSA). If you are interested in obtaining certification, please keep an eye out for these sessions.

If you already have current RSA certification, please be aware of the following:

- your certification needs to be updated every 12 months via a refresher course, which you may complete online – you can also transfer your RSA certification from another state to Victoria: [http://responsiblealcohol.vic.gov.au/wps/portal/rav](http://responsiblealcohol.vic.gov.au/wps/portal/rav)

Please also be aware that students must submit a copy of their current RSA certification to the Head of Student Services before serving alcohol at any Trinity College event. This means a copy of your RSA certificate, and, where relevant, a printed copy of your Letter of Acknowledgement upon completing the refresher course online. A current list is then posted on the portal.

**MAIL**

Resident students are provided with a mailbox in or adjacent to the Junior Common Room. Mail is distributed to these individual mailboxes daily. Mailbox keys are available upon request from the front office with a $20 refundable deposit.

While you are in residence mail should be addressed to you at Trinity College, Royal Parade, Parkville, VIC, 3052. The College can forward mail during vacations, but only if labels containing a forwarding address are provided to Reception.

When you leave residence the College can forward mail to your new address for three months upon request, but only if labels containing a forwarding address are provided to Reception.

Letters to people in the University or other Colleges can be sent free of charge through the University’s internal mail system if they are left at the College Office. It is wise to allow two working days for delivery. Stamped mail may also be left at Reception for posting. Although every care is taken, the College can accept no liability for items of mail that go missing.
COMMON ROOMS

The College Bar (BUTTERY)
The College Bar is part of the Junior Common Room (JCR). It is open on Wednesdays, Fridays and Saturdays in the evenings: after Fireside Chats on Wednesdays and from 4pm on Friday and Saturday. The College Bar exists for the use of all present members of the College, including resident and non-resident students, tutors, and other staff members from all parts of the College. Alcoholic drinks may not be purchased or consumed by anyone under the age of 18. The College Bar is an environment for friendly social interaction, and operates under College rules, which help ensure that all legal requirements are complied with.

The Bar is staffed by a team of senior resident students who have been trained in the Responsible Serving of Alcohol and will not serve any intoxicated student, or any student under the age of 18. They operate the Bar in strict accordance with the terms of the licence, under the direction of the Dean and Hospitality Manager, and according to the guidelines contained in the Trinity College Bar Policy, which is displayed in the Bar.

Junior Common Room
All resident students are members of the Junior Common Room (JCR) located near the Sharwood Court. The College Bar is located in the JCR. Permission to use the JCR for student functions or for private functions is given by the TCAC in consultation with the Dean.

Cripps Middle Common Room
The Cripps Middle Common Room is the academic and social hub of the senior students of the College. It is located in Upper Bishops’ next to the Senior Student’s room and overlooking the Bulpadock. The Cripps MCR is designed to provide a cultural and physical space for senior students in addition to the Junior Common Room of which members remain a part.

Senior Common Room
Members of the Trinity College Senior Common Room (SCR), located on ground floor Bishops’, include members of the College Council, Fellows of the College, Senior College Officers, Visiting Scholars, lecturers, and tutors. Other graduates with an involvement in the academic life of the College may be invited to become members or to have dining rights on High Table.

STUDENT ROOMS
For resident students, Trinity becomes your home for the academic year. Students arriving for their first year in the College come into residence one week before classes begin at University in order to participate in orientation activities (known as O-Week). Every student has their own furnished single room, equipped with internet access and a phone line. There is also a computer room available to students containing PCs, Macs, a scanner, printer, fax and photocopier. Free washing machines and driers are available in each building. Three meals each day are included in your college fees.

Additional Nights in College
Students may request to stay in College for nights in addition to those covered by their chosen Residency Option by applying using the on-line notification of arrival/departure dates form. Permission is usually granted, but will depend on such things as conference bookings and other events. You will be charged the holiday rate. Students whose course dates differ from the standard University dates, such as those studying medicine, dentistry and physiotherapy, will have their total nights in College reconciled at the end of the year, and any additional nights will be charged for.
Students applying for additional nights in residence during the mid-year must complete the notification of arrival/departure dates form on the Portal, at least two weeks prior to any break. Students who wish to arrange for additional nights in residence in February must let the College know before leaving the College in November of the preceding year. Your normal room may not be available outside the university year.

Once additional nights have been approved, you must take your VingCard to the Buildings and Grounds Department to be updated as all cards expire at 5pm on the standard dates. Unapproved additional nights in College will be charged at $75 per night and a fine of $100 will be levied.

Room Allocation

Rooms are allocated by the Admissions Officer in consultation with the Senior Student, taking into account student preferences, seniority, and College service. Students with special needs may be given priority. Changes can be made only with the Admissions Officer’s permission. Privately arranged exchanges of rooms are strictly forbidden. Rooms for first year students are allocated from those not taken by more senior residents. Preferences for returning students are collected online in November of each year for the following year.

Semester 1

The primary basis for allocation of rooms for returning students is through the Room Points System, which consists of two levels: A-points and B-points. A-points receive priority over B-points. This means that if someone has more A-points than you, it does not matter how many B-points you have – they are automatically allocated a room before you are.

A-points are based upon seniority: they reflect how long you have been at the College and how long you have been at university as well as any major leadership positions that you hold/have held (i.e., TCAC). A list detailing every resident student’s A-points is to be published at the conclusion of Semester 2 every year so that returning students may check that their points have been calculated correctly.

B-points are based upon involvement and achievement: these points are used to separate those people on the same number of A-points as each other. The Senior Student calculates B-points for every returning student based primarily on the gold forms completed by each student at the conclusion of the year. The number of B-points allocated for each activity or achievement is based broadly on the number of hours and amount of effort required by each of them. Academic achievement is weighted heavily but other categories include cultural, sporting, community and general service within Trinity as well as service outside of Trinity. Positions of responsibility also attract credit (this excludes TCAC and Student Coordinator positions which receive A-points). Students who participate in a wide variety of activities are likely to receive the most B-points. After all A and B-points have been calculated and all returning students ranked according to these, rooms are initially allocated based upon floor preferences submitted by each student at the conclusion of the year. The Senior Student then refines the room allocations by taking into account several things including gender balance, group diversity, friendship groups, specific requests and special considerations.

Semester 2

Before the end of Semester 1 the Admissions Officer shall request applications from those residents who feel they have a legitimate reason for changing their room mid-year. It is completely at the Admissions Officer’s discretion to allocate room shifts or not. Aside from trying to resolve any legitimate issue raised by the student, room shifts will be based upon A-points and other considerations such as those mentioned above. Only rooms that have been permanently vacated are available for allocation.
**Cleaning**

Regular cleaning of each student room is the responsibility of the occupant. All rooms must be kept clean and tidy. Please report any maintenance issues promptly to the Buildings and Grounds Department. Vacuum cleaners may be borrowed from SCs. Wet laundry must be dried in drying machines and not in bedrooms.

So that standards are maintained, rooms may be inspected with 48 hours notice.

Please note that Trinity College undertakes cleaning inspections in the Easter and September mid-semester non-teaching periods, as well as at the end of Semesters 1 and 2, of each year to establish and maintain a set standard for the condition and presentation of each room. Where inspections identify that a room is not maintained in a clean and tidy state, all costs associated with the cleaning service will be charged to the student assigned to that room.

Communal areas such as bathrooms and corridors are cleaned by contract cleaners, and must be kept clear of books, clothes, bottles, or crockery. Accidental spills should be cleaned up immediately or reported to the Buildings and Grounds Department.

The College selects the best possible cleaning contractors, and we are always concerned to ensure that appropriate standards are maintained. Get to know the cleaners – they are professional and friendly, and will endeavour to meet any reasonable request. Reports about the standard of cleaning should be made in writing to the Buildings and Grounds Department, who will take the matter up with the contractor.

**Electric Light Bulbs**

Where replacement of bulbs for rooms and public areas is necessary, this should be reported by submitting a maintenance request online.

**Electrical Fittings**

The electrical wiring and fittings must not be altered in any way, and care should be taken not to waste power or overload the circuits. Please turn off electric heaters and lights when you leave your room. Only lights may be operated on lighting circuits. Privately owned refrigerators and other high usage electrical appliances will incur a fee. For safety reasons, permission must be sought from the Buildings and Grounds Department in these circumstances. Because of the risk of fire, open bar electric radiators and electric fan-forced heaters are absolutely forbidden. There have also been several cases where serious damage has been caused by leaving drink heaters to boil dry. Only electric jugs or kettles that switch off automatically are to be used.

Safety approval should be sought from the Buildings and Grounds Department for the use of such appliances in your room; that is, students must demonstrate to the Buildings and Grounds Department that their electrical equipment has been tested and ‘tagged’ by a certified electrician.

Australian power runs at 230 volts. Plugs have two or three flat prongs. Overseas students will need an adapter to convert the plug to the right number of prongs. You can get one here at a shop near the University. Most computers will not need anything to convert the voltage. Other electrical equipment should be kept to a minimum.

**Fireplaces**

Please note that fireplaces located in Behan are non-operational. The flues have been closed, which means that the chimney is boarded inside where the smoke goes up, though you cannot see the boards. Under no circumstances should you attempt to light a fire in these fireplaces.
**Beds, Mattresses, Furnishings, Fixtures and Fittings**

Each student room is furnished with a bed, desk, chair, bookshelf and cupboard. Large items of furniture may be permitted with prior approval from the Dean. A levy of $150 is payable.

If any article of furniture is not required, the Buildings and Grounds Department must be notified and the room inventory amended. You will be charged (at the end of the year) for all articles missing or damaged. It is not permitted to move College furniture from room to room without the Buildings and Grounds Department’s knowledge and permission. Traditional Behan furniture must not be taken from Behan. Likewise, furniture, fixtures and fittings must not be altered or interfered with in any way without the Buildings and Grounds Department’s permission. Carpets and rugs must not be nailed or tacked to the floor.

Small refrigerators are provided by the College. Residents may not paint their rooms or furniture but should consult the Buildings and Grounds Department if this needs doing.

In order to preserve the paintwork, items such as pictures, timetables, etc, must not be attached to walls with pins or nails but should be hung from the picture rails or placed on the boards provided. Posters may be attached to walls using Blu-Tack.

Do not use sticky tape or adhesive hooks as the wall will need repainting at your expense. At the end of the year, the Blu-Tack should be removed.

**Keys**

All residential bedrooms and most common rooms are fitted with electronic door locks and are accessed using a plastic key card, called a VingCard. Your card gives you access to your room, and also to the Computer Room, Squash Courts, and Junior Common Room. Your key also provides you with after-hours access to the Library and to all tutorial rooms in the Evan Burge Building, except for the Lecture Theatre and the Multi Media Classroom.

Separate access to the bicycle shed, music practice rooms, or art studio can be arranged for eligible students. For access to the Cripps Middle Common Room or to the Billiards Room, please contact the president of the appropriate room, who will then submit a request to the Admissions Officer to have the appropriate room added to your key card access. After hours access to the Chapel Annexe and/or Vestry can be arranged through a member of the Chaplaincy team.

You will be issued a magnetic proximity card (Swipey) for entry to student residential buildings and for after-hours entry to perimeter gates.

If you find a key, proximity card or VingCard, please hand it in directly to the Buildings and Grounds Department or to Reception. Keys found after hours can be handed into the duty officer by ringing 0417 034 396.

If you lose a key or are locked out of your room, please contact:

**Mon–Fri 7.30–9am:** Buildings and Grounds

**Mon–Fri 9am–5pm:** Reception

**Mon–Fri 5pm–10pm:** floor tutor

**Weekends 9am–10pm:** floor tutor

**All other times:** duty officer on 0417 034 396

Resident Tutors have master keys for their floors for those who lock themselves out. Some Student Coordinators will also have keys to rooms on their floor and may be contacted. Please note that if you lock yourself out of your room after hours, you are likely to incur a fine.

Please remember:

- the issuing or return of a key must be witnessed on the appropriate card or register by the signature of both the student and a College staff member

- possession of a room key is regarded as equivalent to possession of a room, and charges are levied accordingly
• individuals are responsible for any use of their key card, proximity card, or other key(s) issued by the College – for the safety of all members of the community, it is imperative that you do not lend them to any one else

• a charge is made when key cards and other keys are missing or locks have to be changed – the minimum administrative fee for this service is $50 per key.

Students are not permitted to possess master keycards or to use one to enter other students’ rooms. This is a serious infringement on the privacy and potentially, the safety of others and will be treated accordingly by the College authorities.

Maintenance of Student Rooms

Any necessary maintenance of College property must be reported as soon as possible by submitting a maintenance request on the Portal. Please do not assume someone else has/will report a problem. All non-urgent work requests should be reported on the Portal. Any urgent requests during business hours should be reported to the Buildings and Grounds Department on x7111. For after-hours attention, including weekends, please call 0417 034 396. If at anytime you are unsure of correct procedure, or get no immediate response from the Buildings and Grounds Department, please call Reception, Monday to Friday 9am–5pm, or 0417 034 396 after-hours including weekends. The College will charge those responsible if unjustified cleaning or maintenance must be carried out at any time. If you accidentally stain the carpet, please report the matter promptly so that the whole carpet does not need to be replaced at your expense. Most stains can be removed if action is taken quickly.

Overnight Guests

Residents may occasionally invite guests to stay overnight in their rooms. This privilege must not be abused so that guests become virtual non-paying residents. In fairness to all who pay to stay in College, and for safety reasons, students and Resident Tutors are asked to draw the attention of the Dean to any lodgers or guests staying in College rooms.

Guests must be signed for in the Guest Meal Book kept near the entrance to the Hall. Guests may not be invited to dinners that form part of our special occasions except after consultation with the Dean. The charge is $7 per meal for guests and can be put on the resident’s College account. Alternatively, the charge can be paid using the funds attached to your College ID card.

Pets

Resident students MUST not keep any kind of animal or pet in a College room.

Mid-year and End of Year Sign out

The standard residential option covers 36 weeks and includes the short Easter and September non-teaching periods. Those who have selected the mid-year option are entitled to remain in College for the June–July break. When you leave College for the mid-year break or at the end of the year, you must sign out personally at the front office and return all access cards and keys. You must leave your room clean and tidy, dusted and vacuumed, and suitable for guests.

Students are reminded that during the mid-year, the College is host to a number of conference guests, and students in residence, as ambassadors for the College, are to observe the code of conduct at all times. During these periods, space must be made available for guests to hang clothes in wardrobes and cupboards. Belongings left in the student’s room should be boxed and neatly stacked in a corner of the room or under the bed. Where possible belongings can be locked into a high cupboard using a chain and padlock. Although every care is taken, the College can accept no liability for the loss or damage of student’s belongings left in rooms when vacated during out-of-term times. Do not leave any valuables in your rooms.
Check out
In order to check out, students must first clean their room then arrange for a staff member to inspect their room and complete the End of Semester Clearance and Room Inventory forms. Before arranging for a staff member to inspect your room, please ensure that you:
• clean and vacuum
• empty your bin
• empty and clean your fridge (inside and outside), switch it off and leave the door open
• shut and lock your windows
• turn off your heater.
When exiting after your inspection please make sure to turn off the lights and close the door fully.

Residents must return these forms with all their keys and cards to the College Office. Students are required to check out by 3pm on the scheduled date of departure for each break, which can be found on the College Calendar.

At the end of the year, all resident students must leave their rooms clean, tidy, and completely empty of their personal items. Any personal items left by students in the rooms will be disposed of by the College, and the cost of doing so will be charged to the student’s account.

Moving Rooms
If in special circumstances a student needs to move rooms, they must leave their rooms in a clean and tidy state, and completely empty of personal items, as would apply at the end of the year.

Private Possessions
As a safeguard against theft and personal safety, residents are strongly urged to keep their doors locked. This is especially important when you go out of your room, even very briefly, and when you go to bed. Windows should be kept locked when you are away from your room. In the case of theft, a student should report the matter both to the police and in writing to the Buildings and Grounds Department. Residents are advised to ensure that their personal possessions have private insurance cover.

Your parents’ Household Contents Policy may cover you for your personal possessions at College. Laptop computers, especially, may need to be identified and listed as portable items on the policy. The College can accept no responsibility for private possessions brought into College.
Home Contents Insurance
The College has put in place a very good contents insurance policy with QBE for residents of the College. The policy provides cover against a range of events including theft, malicious acts, fire or explosion and other events, and provides cover up to $3,000, has a $100 excess and a maximum claim limit on certain items. There are also certain events that are not covered. Contents insurance is one of the standard charges that applies to all students. If you would like a copy of the policy document, please email or contact the Accounts office in Stewart House and a copy will be forwarded to you. In the case of theft, a student should report the matter both to the police and to the Accounts Department using a form available from Reception.

Responsibility for your room
Students need to be aware that they are responsible for all activities in their own room (eg disturbances or property damage), whether or not they are themselves present and whether or not they themselves cause the disturbance or damage. Students are also responsible for the safety and care of all College property provided in rooms including furniture, fixtures and fittings, and the telephone.

The cost of repairing damage within a student’s room will be charged to the student to whom the room is assigned.

Please note it is a violation of the Building Code of Australia requirements, to disconnect your door closer under any circumstances. The College takes this safety directive seriously and damage to or disconnection of your door closer may result in disciplinary action.

In addition, the Metropolitan Fire Brigade performs random checks on residential bedrooms and is able to issue direct fines under the Building Code of Australia to students who breach this directive. If your door closer is not operating properly it is essential that you report this to the Buildings and Grounds Department immediately.

Damage to College Property
All damage to College property, whether wilful or accidental, is to be reported to the Head of Student Services – preferably by the person(s) who caused it, but otherwise by concerned students and tutors.

Anyone damaging property will be required to pay for restitution, and may be subject to additional penalties. Repairs to College property can be arranged by reporting the damage by submitting a maintenance request via the College Portal.

Damage in Public Areas
Where the individuals responsible cannot be identified, damage committed in the public rooms and areas of the College shall be the joint responsibility of all resident students. The cost shall be borne by the TCAC.

Interference to Safety and Security Measures
No interference with or misuse of fire and security measures and equipment will be tolerated. Offenders will be liable to severe penalties. Offences include:

• letting off extinguishers and sprinklers and turning on fire hoses
• damaging emergency lighting and exit signs
• propping open gates and doors at times when they should be locked
• misuse of the emergency telephone numbers
• cooking in rooms causing the activation of a fire alarm. (The Fire Brigade charges approximately $2,000 for false alarms and these charges will be passed on to those who activated the false alarm or to the TCAC if the offenders are not identified.)
LIBRARY

Trinity College offers you library services as one of the privileges of resident membership 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.

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, but for more information you should consult the Library’s web page at: 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 to Friday 10am–5pm

Please be aware that using VingCards when the Library door is open will lock the door.

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 is 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.

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.

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.
INFORMATION TECHNOLOGY SERVICES

The College provides, upon your arrival, a username, password and Trinity email address, which enables you to access Trinity College online resources, including 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. Please carefully read the information below.

Trinity IT Facilities and Services

Below are all the details of what is on offer at Trinity and how you can gain access. If you have any further questions, please feel free to contact one of the Student IT and AV Committee members who are the first port of call for all student IT help requests. In 2012, David Morley is the Chair of the Committee, and Yvonne Yu is a member.

Services Provided:
- use of Clarke’s computer room with Apple Macs running OSX and Windows
- colour and black and white laser printing, photocopying and scanning. Printing facilities are available in both the computer room and Library
- wired and wireless network access using your own computer in your room
- 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 with space for user files
- ability to print to the Computer Room and library laser printers from your own room
- personal assistance from the Student IT and AV Committee in setting up and troubleshooting the network connection to your computer
- wireless connectivity to the Trinity College Network is currently available in the Leeper Library, Dining Hall and the Junior Common Room.

In addition, everyone in the College can use the colour photocopiers located in the Library.

How to Gain Access

An information sheet with your username, temporary password, and system configuration information will be provided to you once you have had your photo ID taken by IT. The Student IT and AV Committee is available to help you with the configuration of your computer if you have difficulties.

Hardware Required

You are responsible for the provision of appropriate hardware and software for use in your room.

In order to connect to the wired network from your room, you will need a computer with an Ethernet card or Ethernet port. The Ethernet port on your computer needs to have a RJ45 plug and be 10/100Mbit compatible. Most recent model computers will have an Ethernet port already installed. You will also need to supply your own Ethernet cable about 3–5 metres long to connect your computer to the network socket in the wall. We do not have modem access to the internet via our internal telephone system.
Portal

The Portal is your window to the internal online resources of the College. By logging into the Portal it is possible for you to tailor what appears on your individual Portal page and access authenticated online services such as email and the kitchen bursary system. The Portal also has a personal calendar, an internal instant messaging system, links to search engines, Trinity news and events, the current weather, and web access to your files stored on the student file server.

Setting Up Your Computer for Trinity’s Network

If you do not understand any of these instructions, please contact a member of the Student IT and AV Committee.

Your computer needs to be configured to connect to the network via its Ethernet port and to find its IP address automatically via DHCP. How to do this varies between different operating systems and versions of operating systems. All computers now have excellent built-in online help. If you are unable to complete this step please contact a member of the Student IT and AV Committee.

Registering Your Computer on the Network

Now that your computer is configured to connect to the network it needs to be registered to gain access to the internet.

Open your web browser and you will be automatically redirected to the registration page. Enter your details as instructed and after about 10 minutes, you will now be able to surf the web, send and receive email, transfer files etc. If you have trouble registering your computer, please contact the Student IT and AV Committee.

Wireless Network

Trinity College’s wireless network can be found by browsing to the network called Trinity Wireless Info and following the instructions found there.

Traffic Quotas and Charges

As part of the yearly College fees you are allocated a data download quota (currently this equates to 28 Gigabytes). If you exceed this quota, the excess data download will be charged to your College account on a monthly basis at $6.33 per GB.

Details of how much you have downloaded, how much of your quota remains and the current data costs can be found via the IT usage applet on your Portal page.

We strongly recommend that you make use of University computing facilities and wireless network to download course materials and view or download recorded lectures and other large items.

Traffic Quotas and Charges are subject to change; please check the web page on the IT usage applet of your Portal page for the current rates.

PRINTING

Colour & black and white laser printing is provided in the computer room and the Library.

Printing costs 2012:

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<tr>
<th>Paper Size</th>
<th>Cost</th>
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<tbody>
<tr>
<td>A4 B&amp;W Single</td>
<td>$0.08</td>
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<td>A4 B&amp;W Duplex</td>
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<td>$0.64</td>
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<tr>
<td>A3 Colour Duplex</td>
<td>$1.14</td>
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How to Print

To print you will need credit on your provided Trinity College student card. Once you have printed, go to the print terminal, select your print job/s, swipe your card and enter in your 4 digit PIN. Credit can be added to cards by coin machine in the Library or at accounts.
**WebSubmit**

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 on WebSubmit can be found by searching the Internal Website or look for Printing at https://internal.trinity.edu.au/it

**Student IT and Telecommunications Use Policy**

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 and you as a student are bound by University of Melbourne regulation 8.3.R2 in relation to Information Technology and Internet use. This regulation can be found on the University of Melbourne website.

Trinity College students also must adhere to the Trinity College Student IT and Telecommunications Use Policy. The Policy includes a definition of appropriate and inappropriate use. Students are asked to read the full policy, which is available on the Intranet (by searching for use policy students) or clicking on the IT Policies link: https://internal.trinity.edu.au/it

Students must click-to-agree to the policy via the Portal to be able to use all IT resources at Trinity.

**TELEPHONES**

A direct dial phone is in every room with voicemail, STD and ISD facilities, and the ability to divert incoming calls to other numbers if you are out. A rental is charged for the telephone. While internal College calls are free, other calls are charged at a modest margin above the rate the College is charged by our carrier. You should note that promotional STD and ISD rates advertised by service providers from time to time are not available. Accounts will be issued monthly. Details of calls can be provided by the Accounts Office on request.

When moving into College students can request a personal identification number from the ITS office for their phone. This is to be kept secret and not divulged to anybody. This number is used for obtaining an external line when dialling out of the College and the number against which the external phone calls you make are charged.

The College phone system has a voicemail service that is accessible by dialling x7600. This will record phone messages when you are not in your room or do not wish to answer.

Each student has a voicemail box with a number (the four digit extension number of your room). Your voicemail can be accessed from any tone phone outside College by dialling (03) 9348 7600.

When you access voicemail for the first time you will be guided through a series of steps to set up your voicemail PIN, voicemail greeting, and voicemail box name. The voicemail PIN can be the same as your PIN for making external calls. It is important that you change your voicemail box name as well as recording your greeting.

**Using Your Phone**

Please check your voicemail box name by calling your phone.

**Internal dialling (within College):** Dial the four digits corresponding to the extension ‘XXXX’ number of the person you wish to contact.

**Dialling an extension from outside College:** Dial (03) 9348 – ‘XXXX’ (where ‘XXXX’ is the extension number you wish to call). Note that extensions beginning with an ‘8’ (eg x8003) are internal-only extensions which can’t be called from outside the College.

**Dialling an external number:** From any phone dial - *# PIN 0 then the number you wish to dial. To make an international call dial *#PIN 0, then 0011, the country code, the area code, and the number you wish to dial.
**Redialling a number:** The last number dialled will be dialled again if you press the redial key.

**Automatic call-back:** If you make an internal phone call and the person you are ringing is engaged and you have not been diverted to voicemail you may request the system to call you back as soon as that person puts the phone down. This is done by pressing \*0 after you hear the engaged signal. Then hang up your phone. Your phone will ring when both phones are free. Then simply pick up your phone. The extension you were phoning will automatically be dialled. To cancel all call-backs dial - #0.

**Internal conference calls:** You may link up to three internal lines with the conference system. To conference, ring the first person then press the transfer button on your phone and dial the next person, then press the Conf key and the two lines will be joined. To leave, hang up your phone.

**Diverting your phone:** You may divert your phone anywhere within College by dialling \*1 ext. To cancel, dial \#1.

**Setting Up Your Voicemail:** It would be wise to familiarise yourself with the instructions given to you by the recorded voice at each step. The instructions for each step will be repeated if you do nothing and wait.

1. Ring the voicemail system on x7600.
2. When you are asked for your security code, dial the numbers 2222 on your phone (this is your temporary voicemail PIN).
3. Listen to and follow the instructions given to set up your voicemail box. Please make sure to change your greetings and your mailbox options (including your mailbox name).
4. Hang up the phone when you have finished configuring your voicemail box.
5. Ring voicemail on x7600 and enter the voicemail PIN that you entered earlier. The voicemail system has interactive instructions throughout.

**Automatic diversion to voicemail:**
If you are going away or do not want to be disturbed, you can divert your phone to automatic answer. This means that your phone will not ring in your room. It will immediately go to the answering service.

**Other Phone Help**
To divert to automatic answer, dial \*1 7600. Remember that your phone will now no longer ring.

To cancel: \#1.

To divert on five rings: \*2 7600. To cancel: \#2.

To divert if busy: \*3 7600. To cancel: \#3.

**Accessing voicemail from another extension:** Dial x7600 then when you are asked for a PIN dial \# and your extension number/voicemail box.

**To call the Front Office/Reception:** Dial 9.

**To Transfer a Call:** Press the transfer button (the caller is now on hold) and dial the extension you wish to transfer the call to. If the call is accepted just hang up and the call will be passed to the new extension number. If the extension is busy or there is no answer press the Transfer button to retrieve the call.

**To Put a Call On Hold:** Press the Hold button. To retrieve the call, press the clear red flashing button at the top of your keypad.

**Speaker Key:** Allows you to use your phone hands free provided the microphone is on.

**Recall Key:** Recalls dial tone.

**UP/DOWN Arrows:** Adjusts ring and earpiece volume.
Feature key: Combined with a single digit will change some features on your handset.

Feature + 0: Adjusts ringer volume
Feature + 1: Turns hands free microphone on and off
Feature + 3: Selects ring tone

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 and interactive 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.

Come and join the conversation!

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 & 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.

PARKING

Limited car parking is available to students in the College carpark. Parking is a privilege and the College is generally not able to provide parking for all those who want it. No member of the College may bring a motor vehicle into the grounds, or keep one in the grounds, except with authority from the Buildings and Grounds Department. Application for parking privileges in the northern carpark must be made on a form available from Reception.

It is an offence for a Trinity College student to extend parking rights to another person.

The College cannot provide parking for your family and friends. On short visits they may apply to the College for temporary permission to park. Cars parked without authorisation may incur a parking fine.

The College accepts no responsibility for theft of or from, or damage to, cars parked within its grounds.

The main vehicular gates of the College, leading into the Bulpadock and central area of the College, are normally locked. This is for security reasons, and to help maintain a pleasant and tranquil atmosphere at the heart of the College.

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: www.melbourne.vic.gov.au/Pages/default.aspx

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.

During the mid-semester and mid-year breaks, all bicycles must be removed. Bicycles left anywhere on College grounds during the break, including bicycles chained to bike racks, will be donated to charity at the end of the year.
OTHER RESOURCES & CONNECTIONS FOR TRINITY STUDENTS

Alumni
Trinity has a very supportive and active alumni organisation with over 15,000 alumni living and working in some 50 countries around the world. Former students have gone on to achieve amazing things in all walks of life and areas of interest. We are very proud of our students’ achievements and that our global network is making a difference across the world.

All former students of Trinity College are automatically members of the Union of the Fleur-de-Lys, the College’s alumni association. The Advancement Office provides a channel for communication between alumni and the College. For further information about how YOU can connect to the Trinity alumni organisation visit: www.trinity.unimelb.edu.au/supporting/alumni-and-friends.html or join the Trinity LinkedIn group: http://linkd.in/trinityunimelb

Australian Institute of International Affairs
Trinity College has corporate membership of the Australian Institute of International Affairs (AIIA), Victoria Branch. This entitles any member of the College – students or staff – to attend AIIA events. This Institute organises a stimulating series of seminars, lectures, and other events with Australian and international speakers discussing major contemporary issues in world affairs. Students interested in international affairs are strongly encouraged to take part in AIIA events. See the AIIA website for a calendar of events. www.aiia.com.au

Asialink
The College also has a strong partnership with Asialink, which is based in the Sidney Myer Asia Centre on Swanston Street. Details of Asialink activities, in which Trinity students and staff are encouraged to participate, are available through a link on the College portal.
EMERGENCIES

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!’

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.

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 & 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
• contact 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 https://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 cooperate 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:

- Notify the Buildings and Grounds Department personally and submit a Maintenance Request about unsafe electrical equipment or wiring
- Open-bar radiators are dangerous and are strictly forbidden
- Passageways and staircases are to be kept clear of furniture, footwear, sporting equipment, and bicycles
- Smoking is not permitted in any College building
- Advance thought and planning can save lives. Plan several escape routes and go over them from time to time
- Ensure that College fire equipment is treated with due respect, and not used for any other purpose
- 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 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.
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### Victorian public holidays as set by the Public Holidays Act 1993

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<td>Sun 1 January *Mon 2 January *additional day</td>
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<td>Thu 26 January</td>
<td>*Mon 28 January *substitute for Sat 26 Jan</td>
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<td>Labour Day</td>
<td>Mon 12 March</td>
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<td>Fri 29 March</td>
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<td>Sat 7 April</td>
<td>Sat 30 March</td>
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<td>Wed 25 April</td>
<td>Thu 25 April</td>
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<tr>
<td>Queen’s Birthday</td>
<td>Mon 11 June</td>
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<td>Melbourne Cup Day^</td>
<td>Tue 6 November</td>
<td>Tue 5 November</td>
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*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

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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) January 2011.