



# Duval College

## 2012 Handbook



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# Welcome to Duval College

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You are most likely wondering just what college life is all about. Those of you who have previously attended boarding schools will no doubt be apprehensive that Duval will be much the same. Perhaps these few lines and the balance of the Handbook information will help put things in perspective. The purpose of the College is to provide the students of the University with a residence and with academic assistance under conditions most conducive to their immediate training as well as to their personal development. College life brings together students from various faculties and backgrounds, and should provide ample opportunity for studying under ideal conditions. In addition, College provides facilities for a large number of social, cultural, and sporting activities which are invaluable if a student is to benefit fully from his/her period at University. Involvement is encouraged in College affairs and each member should soon discover how much extra-curricular activity he/she can handle without seriously affecting studies.

The College places a high priority on endeavouring to provide a balance between academic, cultural and sporting activities. An extensive tutorial system is provided within college, giving much support to new residents. Social activities include formal dinners, fundraisers, the annual college ball, dramatic/musical productions and block functions. Many sporting teams play in weekly competitions, and social games are encouraged within College. Members of the College also enter the Sir Frank Kitto Competition which provides a host of exciting activities such as Theatre Sports, Debating, Public Speaking, Short Stories, Poetry, Arts and Crafts, and Small Music Ensemble performance.

During the year, many opportunities will arise for you to contribute your opinions and services to the College; please take these opportunities to express and implement your ideas for suggested improvements. Should you find that you have any questions or problems of any nature, please feel free to call on any of the College Staff who will be only too happy to offer help and advice. College should be a place where you are made to feel welcome in a respectful environment. It should be a conducive environment to study in, to enjoy time with friends and have fun. Good luck, and make the most of your time in Duval.

## Staff & Student Leaders – Contact Details

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### College staff

Principal	Dr Edwina Ridgway	(02) 6773 5701
Assistant Principal	Mr Jason Wall	(02) 6773 5936
Administrative Officer	Mrs Ann Geake	(02) 6773 6700

### Alliance Catering

Catering Manager	Mr Michael Welbourne	(02) 6773 5705
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### Resident Support Team

Senior Resident Fellow	Dean Bensch	5709
RF (Carraman – A)	Callan Beesley	5715
RF (Wyanda/Kulawin – B/C)	Jessica McPherson	5716
RF (Araluen/Patanga – D/E)	Claire Brabham	5717
RF (Mirrabooka – F)	Megan Raines	5718
RF (Orana – G)	Amelia Hall	5719
RF (Bookoola/Carinya – H/I)	Michelle Egan	5720
RF (Amaroo/Tathra – J/K)	Angus Webb	5721
RF (Jarrabrin – L)	Tayla Maloney	5722

### Academic Support Team

Rowan Prangley	Senior Academic Mentor
Brodie Smith	Arts - Criminology
Elizabeth Crerar	Rural Science/RSNR/Chemistry
Shimona Kealy	Biology and Geology
Peter Newman	Maths and Physics
Rachel Brown	Law
Annabel Whitaker	Medicine

### Junior Common Room

Sam McCaffrey	President
Anne-Sophie Brown	Vice President
Libby Campbell	Secretary
Harry Young	Treasurer
Tamara Graveling	Sir Frank Kitto Representative
Dale New	Sir Frank Kitto Representative
Penny Wright	Sir Frank Kitto Representative
Alana Howard-Young	Sir Frank Kitto Representative
Justin Lowe	PT Representative
Mitch Holt	PT Representative
Nick Clarke	PT Representative
Julian Hulbert	PT Representative
Charlotte Pierce	MB Representative
Rozzie O'Reilly	MB Representative
Julia Tutt	MB Representative
Jordon Hogg	Sports Council
Allison Pateman	Sports Council
Not yet known	Magazine Committee
Not yet known	Ball Committee
Not yet known	Returning Officer

## Senior Common Room

Dr Pep Serow  
Dr Christine Perrott  
TBA  
Ms Jennifer Miller  
TBA

President  
Vice-President  
Secretary  
Treasurer  
Publicity Officer

# Staff Roles

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## **Principal**

The Principal is ultimately responsible to the Vice-Chancellor. The Principal is responsible for ensuring the good order of the College including student welfare, finances, staffing, current and long term maintenance, and liaising with all appointed and elected members of the College in providing a harmonious community in which all residents can live and work.

## **Assistant Principal**

In addition to supporting the Principal in running the College, one of the main responsibilities of the Assistant Principal is to oversee the academic activities of College residents. This entails the organisation of Academic Mentors, and rosters of regular mentoring sessions within the College. After exam results have been released, the AP helps evaluate progress, and offers advice regarding students' future prospects. The AP takes responsibility for student related matters in the absence of the Principal.

## **Administrative Officer**

Works closely with the Principal on all aspects of the running of college, also ensuring the College Office provides support and assistance to student leaders and is a welcoming environment for College residents to visit.

# Appointed Positions

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## Senior Resident Fellow

The Senior Resident Fellow is primarily responsible for helping the Principal and Assistant Principal in residential college pastoral care. This role encompasses the management and close working relationship with the Resident Fellow and Academic Mentor teams, in ensuring that residents have the best pastoral care possible. In addition, the Senior Resident Fellow also serves as a liaison for other collegiate Senior Resident Fellows, Resident Fellows and Academic Mentors.

## Resident Fellows

These eight positions are annual appointments and involve two main responsibilities, crucial for providing college pastoral care. Firstly, the Resident Fellow is allocated one or two Staircases, and is responsible for the well being of the members of the Staircase(s) and the encouragement of a successful culmination of academic, cultural, social and sporting involvement by the residents. Secondly, out of College Office hours the Resident Fellow is responsible for the security of the residents and the College premises, and to see that social activities do not disturb other students.

A Resident Fellow is appointed for his/her personality, responsible attitude and academic ability. She/he may be expected to assist in academic support under the co-ordination of the Senior Resident Fellow. Your Resident Fellow (or any other Resident Fellow) should be your first port of call in times of trouble.

Another task which the Resident Fellows undertake is dealing with excessive noise or other disturbances within the College. Please co-operate with them at all times in ensuring that the College is a pleasant environment for everybody in which to live and study. Resident Fellows are required to stay at the College during the holidays to ensure that all external and internal students who are staying in the College are well looked after and take duty responsibility for conference delegates.

At all times there is a **Duty Resident Fellow**, who has specific duties concerned with the running of College outside normal office hours. The Duty Resident Fellow's name, room number and telephone extension can be found on a board outside the JCR next to the screen door. In an emergency, or if you have locked yourself out of your room, or if you need any other practical assistance, see the Duty Resident Fellow.

## Senior Academic Mentor & Academic Mentors

Academic Mentors are appointed to assist in specialised academic areas. They are usually senior students of the College and are required to help students on a face-to-face basis usually via a weekly mentoring session. The Academic Mentors assist in identifying student learning needs, and with the Senior Academic Mentor and Assistant Principal, coordinate additional support where possible.

## IT Officer

An IT Officer is appointed to maintain the day-to-day operation of the computing facilities within the College and provide troubleshooting advice and technical support to College Members in regard to the UNE network.

## **Marketing Officer**

The Marketing Officer will actively promote the College in all marketing activities. He/she will represent his/her College on the Residential System Marketing Committee, and is required to coordinate and participate in marketing programs on campus, in the local community and in schools to benefit the College and UNE Residential System.

# History of Duval College

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Duval College, as it was to become known, slowly grew over a ten year period. 1949 saw the weatherboard 'Huts A and B' built as the first student accommodation on campus, with Miss M Bagnall in charge of the women residents. By 1957 a further five huts had been built, and had been controlled by Mr Meredith following the departure of Miss Bagnall in 1952. 1959 saw the completion of the last two huts, enabling the housing of 117 female residents. In December of that year, the University Council resolved that the 'Hill Residences' form the second women's college (Mary White College was completed in 1958) and be called Duval College. Miss G A Rennison held the position of Principal from 1959 to 1962, at which time Miss S E Swinney was appointed.

In 1963 the design for a college shield and motto was finalised. The shield, as depicted on the front cover, symbolises Duval College. The triangle represents Mount Duval, after which the college takes its name. The close association of the college with the University is noted by the shape of the shield and the presence of three tudor roses. The College motto 'Vivimus Vivamus' literally means 'while we live, let us live', and reflects the convivial atmosphere of college.

In 1965 the new (current) Duval College residential buildings were completed, housing a total of 219 students. As the Dining Hall complex was not finished until 1967, breakfast was initially taken in Wright College and dinner in Robb College. The vacated huts were taken over to house the expanding faculties, and some are still in use today by Music, Geology and Geophysics.

Miss Swinney retired from her position as Principal in 1972, and Dr J Garner held this position for the next two years. After Dr Garner's departure, Mrs E Ridgway administered Duval in the capacity of Bursar. The following year, 1975, the college very successfully became co-residential. In 1978, Mrs Ridgway was appointed college Principal, and has held this position since. In 1978 new air-conditioned 'teaching facilities' were completed, soon to become known as the Duval Conference Centre. In 1985 two new Tutorial rooms were built to enhance the tutorial support system and its facilities. In 1986, further extensions of the college saw the building of Tanderra, which includes a games room, darkroom and other entertainment facilities.

On September 25, 1992 the College opened Specs' Restaurant which was an initiative to enable us to employ students resident within the College and to enable both University and town people to enjoy the expertise of a University College. The Restaurant remained open for 9 years.

1993 saw the establishment of The Duval Conference Company. This exciting time for the College brought new dimensions in attracting professional Conferences and Seminars.

In 1994 the College built a new administrative wing and main College entrance. As a result of this the College was able to designate a Thesis Room for thesis students. This room contains a range of computers and the students receive assistance from Senior Common Room members. In 1995 a fireplace was built in the JCR.

1996 brought the additional reality of a Senior Student Computer Centre; Optical Fibre installed into the College (which saw the demise of FG1 as a student room!); the wiring of individual rooms in A block for computer connections and the installation of e-mail facilities to the old music room.

1997 saw the additional windows included in end rooms of the College and the installation of a telephone system and data cabling to each room in the college. Laundry facilities were upgraded with an additional clothes-drying area adjacent to the H Staircase laundry.

1998 was a significant year for the Principal, Mrs Edwina Ridgway as it marked 25 years of her leadership of the College. A surprise party, followed by an alfresco formal dinner held in the First Courtyard, was held to commemorate this. All 25 Former College Presidents contributed through donations to the creation of a garden bed and the installation of a garden bench in the Second Courtyard, and nine were in attendance. The Senior Common Room and the current residents presented two other garden benches.

1999 was a 'year of change'. Sally Stratton the college secretary retired after 18 and a half years as well as the Assistant Principal David Ward, resigning to take up a full time Assistant Headship at Earle Page College. Barbara Shaw replaced Harry Durey as our Finance Officer.

2000 saw an Indoor Fitness Centre established in the original area known as the Grill Bar. Fitness equipment was purchased for the use of residents of the College. The College has further added to its outdoor recreational equipment by purchasing six double Mirage Kayaks and 3 single Kayaks which will be carried by a specially fitted trailer and which is used for recreational paddling as well as east coast Marathons including the annual Hawkesbury Canoe Classic (111 kms paddling the Hawkesbury River). The DDS Kayaking Club now has twelve double Mirage Kayaks.

2001 involved a change in the catering operation to provide for more flexible meal plans. Eurest Australia were appointed to provide all catering needs for Duval College and Drummond & Smith College. 2002 saw the streamlining of the Duval College and Drummond & Smith College Office onto the one site. This was done by changes to the former Principal's residence of Duval College and incorporated into the existing structure of office facilities on the north eastern side of Duval. 2002 also saw the sails up over the entertainment courtyard and a student project upgrading the gardens in the brick courtyard.

In 2003 further equipment was added to the gym and there was an upgrade of the pathways and grounds of the College. In 2004 the College launched its drive to raise funding for Scholarships through a Steering committee of former College leaders, chaired by Gillian Cappelletto (Garland). The committee spanned over four decades of College students.

In 2006 the Valedicts of the College renovated and furnished the former Senior Common Room for the use of Senior Students throughout the year. September 2006 saw the resignation of Barb Shaw to take up the position of Acting Principal of Mary White College. Ingrid Porter was appointed the new executive Assistant role. In early 2007, Carolyn Coman-Jeffries joined Barb at Mary White College. Ruth Hodgson, a former Duvalian, became the new Administrative Assistant. Late 2007, the Valedicts planted a garden in the L Block Courtyard in honouring the college, complete with a memorial garden to honour the memory of Rhys Robertson, a popular student who passed away following a fatal accident as he was returning to the College for the Second Semester the previous year.

2008 saw the introduction of the new Scolarest Flexi-Choice catering system. The new meal system allowed students to have more choice in which meals they took and when. Using a pre-paid meal card to purchase meals at both the College and the deli café at UNE, students now had complete control over how they spent their money. The café element of the servery also proved to be a great improvement, allowing students to purchase retail items at any time throughout the day.

2009 was a year of celebration. In September the College celebrated its 50th anniversary when many Old Collegians returned to share a weekend of activity and a special Formal Dinner. Jason Wall, the Assistant Principal, reached his 10th year at Duval and Edwina Ridgway her 35th year with the College. Midyear saw Ingrid Porter move to Res Central and Kerry Lowden appointed to the Administrative team.

2009 also saw the change of contract for catering and the move to Alliance Catering Services, a single catering contract across the full residential system. Alliance adapted the Flexi-Choice system to an enhanced 'Flexi meal' system for the DDS Colleges, maintaining the concept and increasing the retail offerings.

2010 was a major year of planning and the preparation of the first Living and Learning Community on the campus. A Personal Development and Life skill Enhancement Program (PDALE) was developed and directed by Kay Hempsall, a former Collegian and UNE staff member with particular strengths in Organizational Development and Life Skill coaching.

Ann Geake was appointed to the administration team in January 2011 and has quickly become a much valued staff member. With a BA (Hons), History with Education and Human Development, from Oxford Brooks University in the UK, Ann has a great understanding of student needs and ensures that the College Office is a welcoming place to visit. Kerry Lowden unfortunately resigned her position with the Colleges in March.

In 2011 the PDALE Program was launched and successfully 'graduated' 18 DDS Collegians in October. Of significance also was the first major upgrade of the fire compliance requirements, replacing all doors within the College and incorporating a full water system throughout. As a consequence the College began to replace carpets throughout A, B & C blocks and repaint the 'public areas'. Bold colours for painting doors and end cupboards have been selected for these upgrades!

2012 will see the implementation of a Trimester System brought into the University, the return of funds through the VSU and the uncapping of student fees across Australia. Significant changes indeed for the Colleges!

# College Structure

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## Senior Common Room

Consists of Academics, Resident Fellows, Academic Mentors and other invited non-resident Members. The Senior Common Room actively recognises the achievements of JCR members through scholarships for Academic Excellence and Awards for Highly Commended Academic Achievement. The Senior Common Room also funds a Sports Honour Roll (situated in the Dining Hall), that recognises the success of individuals and teams on the sporting fields. Senior Common Room members assist with the provision of tutorials for students in the College and participate in the life of the College in a variety of ways.

## Junior Common Room (JCR)

All non-SCR students resident in College are members of the Junior Common Room (JCR). This body meets four to five times a year to discuss College business. A compulsory subscription is levied every year. Other functions of the JCR are to elect committees to organise the College Magazine, the College Ball, election of the Food and Dining Hall Committee, and to elect Sir Frank Kitto, Mary Bagnall and Presidents Trophy representatives. Each year the JCR ratifies the level of Subscription to be paid by its members.

## The College President

The President is elected by the full body of students in the Junior Common Room as their representative. The President is responsible for representing the Duval College student body at all levels.

## Junior Common Room Committee (JCRC)

The Junior Common Room Committee is elected from the JCR body by the JCR members. The College President (elected the preceding year) chairs the Committee, which contains a number of senior college members and two first year representatives. The objective of the JCRC is to run JCR functions, and to liaise between the students and the college administration to advise the Principal on matters of policy relating to student matters.

## Sports Council

As part of the JCR this body coordinates the College participation in all sporting events and an awards dinner. There is an annual subscription that provides financial backing for sporting equipment and uniforms.

## Discipline Committee

Please refer to the 'UNE Residential Colleges Code of Conduct'.

## Acceptance into College

Your residency will be contingent upon your enrolment in tertiary study or by arrangement with the College Principal as a visitor, guest or consultant. You must advise the Principal if your enrolment within the University changes.

## **Criteria for re admittance to the College**

Residents are accepted into the College on the 'UNE Residential System Accommodation Agreement', which must be read and understood when they accept their offer online. Application for any subsequent year will be contingent upon four major criteria providing the resident is enrolled in tertiary study or is accepted by the Principal under other arrangements.

1. Academic commitment through the year, including attaining satisfactory academic results (minimum of 50% pass of full unit load).
2. Financial responsibility in meeting your commitments as set down in the Fee Schedule.
3. Contribution to, and participation in, the life of the College and its members.
4. Personal conduct as outlined by the College Rules and Residential System Code of Conduct.

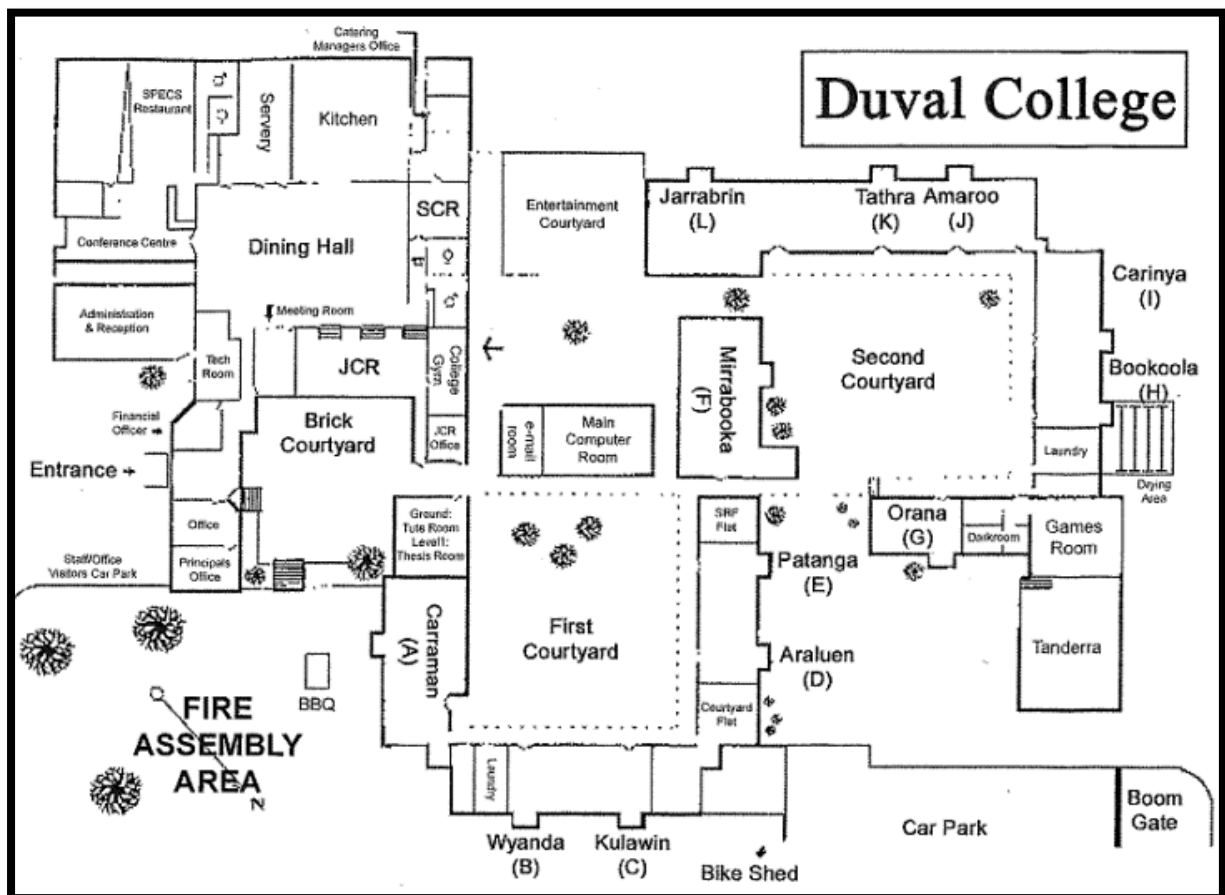
For each resident, senior members of the College will be asked to advise the Principal annually of the following: College commitment, social involvement within the College and with floor members, academic commitment, general standard of behaviour and demonstrated leadership qualities. This will form part of Criteria 3 and 4 in considering an application for residency in any subsequent year.

As a condition of your entry into the College, you must have paid your annual JCR subscription.

# College Plan

## Key to Staircases

Staircases	Aboriginal Name	Meaning
A	Carraman	The shade of the trees
B	Wyanda	Hut
C	Kulawin	Big native bear
D	Araluen	Place of water lilies
E	Patanga	Place of gumtrees
F	Mirrabooka	Southern Cross
G	Orana	Welcome
H	Bookoola	An owl
I	Carinya	A happy home
J	Amaroo	A beautiful place
K	Tathra	A place of wild cats
L	Jarrabrin	Shelter for a large family



# Public Areas and their Use

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## Junior Common Room

This is the main community area of the College. The JCR houses a large screen TV, Pay TV, DVD player and a stereo. Magazines newspapers are also provided in this area. Residents should note that meals must not be taken in this area and that it's their responsibility to keep the area tidy.

## Fitness Facilities (Gym)

The Indoor Fitness Centre enables College residents to enjoy using fitness equipment within the confines of the College. Equipment is provided for use by residents only. It is important that residents take care to properly use and handle the equipment and understand that they use these facilities and equipment at their own risk. Users must be accredited by Sport UNE. College owned (outdoor) equipment is also provided for residents. The College encourages interested residents to join the Duval Drummond and Smith Kayaking group. College owned Kayaks and leased boats enable participation in the annual Hawkesbury Canoe Classic. The College takes all due care in keeping the equipment in first class condition but all participation in any of these events will be at the discretion and risk of the individual.

## Music Facilities

The College has a piano, an electronic keyboard and a drum set, as well as other equipment, such as music stands. The facility has been well looked after by previous students, so please be careful around the piano, especially with drinks which will stain the woodwork. For more serious music students, the music room is adjacent to the Drummond & Smith Dining Hall.

## Tanderra ('a quiet place') and the Games Room

Tanderra and the Games Room were completed in June 1986 and offer pleasant and comfortable surroundings for those who wish to use them. Tanderra provides 'a quiet place' with clusters of lounge seats, which allow for relaxed gatherings. The room is not soundproof, so please keep the volume at a level which will not disturb your fellow residents. The Games Room has a pool table, games table, and television. Please note that no food or drink is permitted near the pool table. Common sense should prevail at all times ensuring respect for the facility and its equipment. Any regulations relating to these areas will be clearly displayed in the area and may be reviewed from time to time by the Junior Common Room Committee in consultation with the Principal. Tanderra is also an alcohol free area.

## Tutorial Room

This room provides an additional study area to college rooms. Before entering this area, check the notice board next to the door for the times of organised academic sessions. During these times the area is unavailable for general use. Please note that you should remove all personal belongings as you leave the room.

## **Thesis Room**

This room is set aside for thesis students only. No other students will be permitted to use the room. The Senior Resident Fellow will authorise designated users. The College Principal or Assistant Principal are the only college officers authorised to change conditions and regulations.

## **Main Computer Centre**

Senior computer facilities are provided for 3rd year students in the western section of the Computer Centre. This facility is available for use by residents of the College only. Users may not undertake work of any kind for non-residents. The College provides compatible computers linked to the University Mainframe computer. If you wish to use the computers, then please abide by the rules, which are posted in the room. Please see the Office to clarify details.

The following rules should be observed: No games are to be played on any computer at any time. In consideration of all users, please do not use radios or CD players except with earphones. Please note that no food or drink will be permitted in any of the Computer Rooms. All books and personal belongings should be removed from the rooms when you leave. Therefore, computers cannot be reserved in this manner for long periods of continuous use. Any breach of the above rules may result in your rights to the use of these facilities being withdrawn. Students should view the notice board in the main Computer Centre for any revision of procedures. No accessing of materials other than for Academic need will be permitted. Please make yourselves aware of the IT regulations and charges from the [IT Website](#).

## **Computer Centre for students 3rd year and above**

This facility is provided for students in 3rd Year and above. It is the room on the right after entering the Main computer Room. It has the same Conditions of Use as the Main Computer Centre.

## **Laundries**

These facilities are not available for the use of non-resident members, residents of other Colleges or students residing outside Duval. Laundries may be used at any time except between the hours of 10:00 pm and 8:00 am (Between these hours, the noise from the laundries disturbs residents in the adjacent staircases). Please make an effort to help to keep the laundries clean and tidy. Irons are provided and maintained by the JCR and may be found in each laundry. The College has installed coin-operated Gas Dryers. Owing to the location of the gas line, it has only been possible to place these dryers in the 2nd Courtyard Laundry. The outdoor drying area is adjacent to the H Staircase.

## **Boxrooms**

Boxrooms (where you can leave personal belongings packed away during term time and during holidays) are located between A and B Staircases, and in the bottom of K Staircase. Boxes are to be sealed and clearly labeled. Any 'abandoned' items in the box room will be given to charity.

## **Library**

The Library is a small study area located near the G Staircase. It has a small but useful reference section catering for a wide range of subjects. The Honorary Librarian will advise the hours of opening. Fines will be imposed for loss or damage to books/periodicals.

## **Dark Room**

The Dark Room is to be found next to the Games Room between G and H Staircases. This is available to all those residents who are skilled in the art of photography. Please see the Office if you wish to make use of this facility. Students provide their own chemicals and equipment.

## **Senior Common Room**

The Senior Common Room is set aside for use by 3rd year and above residents of the college. This room is not available for use by anyone other than those specified above with the exception of a private invitation issued by a senior student member. Members are permitted only 1 guest by invitation at any one time. The senior student who issues the invitation must be present with their guest at all times.

## **Dining Hall**

The College operates a Flexi-meal catering facility, and does also have a limited retail section also. The food court facility for hot meals is available at specified times. This is a user pays system, which allows for greater flexibility in food variety and timing. It is a health regulation that shoes must be worn in the Dining Hall for all meals. The College also endorses a 'dress code' within the Dining Hall. Please note that nightwear - pyjamas, boxers, dressing gowns - are not acceptable attire in the dining hall at any time. Visitors are very welcome to eat in the Dining Hall. Crockery and cutlery need to be left in the Dining Hall or promptly returned if alternative arrangements have been made with kitchen staff. Fines will be issued for the retention of crockery or cutlery outside of the dining hall.

Given that the servery will not only provide for the more traditional meal service but also will hold a given stock for your convenience and purchase (retail section), it must be noted that removal of any items within this area, without either using your meal card or by direct payment, will mean you will be asked to leave College and may be charged with theft. Such behaviour will not be tolerated under any circumstances.

Traditional celebratory dinners will be held, such as commencement dinners, guest speaker dinners, awards dinners and valedictory dinners. You will not be required to use your meal card on these occasions.

## **Meal Cards**

Remember that your meal card is comparative to a credit card and should be closely guarded. It can be financially increased by going online to the [Fleximeals website](http://une.fleximeals.com.au) (http://une.fleximeals.com.au) at any time. Try to keep it topped up to avoid disappointment in the Dining Hall. The minimum top up amount is \$20. Make sure that you have at least \$10 on your card when you top it up as the system isn't always automatic and it may take a few hours for the transaction to go through. Cash purchases are possible for guests or if you have forgotten your meal card. Your transaction history can be viewed online at the [Fleximeals website](http://une.fleximeals.com.au). For lost meal cards, the replacement cost is \$5.

## **Procedures for use of public areas of the College for private functions**

Any resident wishing to hold a private function in the College may do so if permission has been given by the Principal. Any function at which any alcohol is to be served must be by permission of the Principal or, in her absence, the Assistant Principal. Permission granted must be in writing on the [UNE Residential System Event Registration Form](#).

Please see the College Office with any queries. Severe penalties will result from failure to adhere to any of the above procedures. For other than full JCR organised functions, a deposit of \$55.00 (GST incl) must accompany each application. The Duval Conference Centre rooms may also be booked for special occasions upon request to the College Office. Please ensure that the College public areas and surroundings are kept in a clean and tidy condition. No food dye or other missiles are to be thrown on College property including water bombs.

# Your Room

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## Noise Levels

Noise levels are important. Please remember that your neighbour may be trying to sleep or study. The reasonable time period for normal daily activities is 8.00am to 11.00pm. Between the hours of 11.00pm and 8.00am it is expected that the Colleges will be quiet areas unless there is a formal College function authorised by either the Principal or Assistant Principal.

## Right to enter rooms within the College

The College, through the Principal or her nominee, reserves the right to enter any flat or study/bedroom during reasonable hours for the purpose of inspection, improvement, inventory, pest control, cleaning, repairs, or emergencies, or for the enforcement of state and local health and fire regulations, and other such duties of care, provided always that such entry or inspections shall have due regard for the rights of privacy of the regular occupant. The Principal will be accountable for such entry and will advise the occupant accordingly.

## Use of adhesives, pins etc

Please do not use sticking tapes or other marking utensils to hang posters etc. on your walls or ceilings. You may decorate your room in any non-permanent fashion. Stickers are not to be attached to any College surface. The use of blu tac is permitted providing all trace is removed when the posters are removed. A charge will be levied if additional cleaning is necessary or repainting of walls or ceilings is required. Be sure NOT to use pins of any kind on either your door or cupboard doors. Past experience has left some unfortunate marks which leave rooms unattractive for future residents, and especially for promotion of Conference facilities.

## Fire Detector

Each room is fitted with a very sensitive fire detector. It will be activated by smoke but also by the use of aerosol sprays (eg. hair spray, deodorant spray) powders and dust particles. Residents should be aware that tampering with this equipment in any way is a serious offence and may attract a minimum penalty of \$5500 (GST incl) imposed by State Legislation as it has the potential of endangering lives and property. A fire sprinkler system has been installed in the College as part of the new fire updates.

Beware: Any person who intentionally or unintentionally causes a fire alarm to be triggered, regardless of whether Security staff or Fire Department staff are required to attend a call out, may receive a monetary penalty. Generally residents are charged \$800 for setting off a fire alarm. The details and amounts will be at the discretion of the College Principal or College Assistant Principal.

## Smoking, use of candles etc

Neither smoking, nor the use of candles or lanterns is permitted in your room because of fire regulations.

## Cleaning

Rooms are cleaned weekly. You are asked to assist by leaving your room in a tidy state to assist the House Staff. Please do not leave items under the desk or the bed on cleaning days.

You may leave your suitcases etc. in the box rooms during term time but any items left in the box rooms must have a name tag attached. Thursday is linen change day. Your Resident Fellow will advise you of the procedures. The House Staff start at 8:00 am on weekdays with the exception of Wednesdays. The House staff provides a weekly report of College rooms to the College Office. Should you have any problems, please advise the College Office immediately.

Please do not leave bottles and food in your room waste bin. If you need to you can use the large bins within the College to empty your own waste bin.

### **Faulty Equipment**

If you need a replacement light globe or fluorescent tube, or if something needs repair, (ie. washing machines) please inform Gary Daley or the College Office.

### **Electrical Goods**

Permission is granted for residents to have electrical goods in their rooms if the following procedures are followed:

1. These items are in good, safe, working condition.
2. Refrigerators must be bar sized and have an approved drip tray placed under them. Cleaners can provide this at a hire charge of \$20 for 2 trimesters. If you have a bar fridge in your room then it is your responsibility to ensure that it is kept defrosted and is cleaned out at the end of each trimester.
3. Electric goods (eg. Jugs) must have an automatic cut-out. Additional heaters are not permitted.
4. Residents wishing to use their own electrical equipment in University-owned residences will be required to have the items 'safety-tagged' before use by an authorised electrician.
5. Double adaptors are illegal within the College but you may use safety tagged power boards.

### **Cooking**

No cooking is permitted in College rooms. Any cooking appliances must be used in the kitchenette but may be stored in your room.

### **Computers in rooms**

Most students have their own computer. In order to connect to the internet, you must set up your computer as per the instructions on the [IT Website](#). Ensure that you keep your room locked to secure any expensive equipment. Remember that you will be responsible for all charges associated with the usage of the connection within your own room.

### **Use of the Internet**

A non refundable communications charge of \$150 is applicable to have the internet and telephone connected to rooms. This is paid once, at the beginning of the academic year.

## **Telephone System and Voice Mail**

The communications levy will enable you to receive calls and make calls within the College. The emergency number is 81; or for a life threatening emergency 82. To activate outgoing calls you will be required to place a \$30 credit in advance, payable online with fees but you must immediately email ResCentral indicating the amount you would like transferred to your phone account. You may also pay in person at the UNE cashier. Thereafter, a minimum of \$20 will be accepted. Please note that the phone system is through a PABX (similar to a hotel) and as such calls will be charged at a slightly higher rate than normal household rates. Students can view outgoing call records at the College Office.

NOTE: Abuse of phones and pin numbers will incur a \$55 (GST incl) fine plus any further costs as are appropriate to the incident and/or may be referred to Telstra or the Police. Reverse Charge calls. Accepting a reverse charge call is not permitted on this system. Any phone on which a reverse charge call is accepted will automatically incur an administrative charge of \$55 (GST incl) plus double the cost of the phone call.

## **Kitchenettes**

Kitchenettes must be kept clean and tidy at all times and residents must ensure they do not leave washing up for the cleaners. Please do not leave food scraps, containers or bottles in the bins in any kitchenettes.

## **Brew Kits**

Home Brew Kits are prohibited.

## **Bathrooms**

To enable this very important area to be kept immaculate, please do not leave your personal toiletries on shelves or ledges in the bathroom; please keep them with you in your room. The house staff will remove any toiletries found on shelves. Please discuss this with your cleaner.

## **Vacations**

External Students and Conference participants may use your room during University vacation periods. You will be required to pack up your room but you may leave suitable posters etc. at your own risk. During vacations you may leave luggage packed in your top cupboard or in the box room at your own risk. Should you wish to retain your room during all or part of any vacation you must make prior arrangements with the College Office. This must be done at least 3 weeks in advance of any vacation period. You will not be charge for the vacation period unless you are in residence.

## **Guests**

You are permitted to have guests stay in your room for a short-term stay of three (3) days per term. For a longer-term stay you will need to book through the Office. Charges apply.

# College Basics

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## Registration in College

When you arrive at College, you will be asked to complete a 'College Residence Arrival/Departure Record Form'. This 'sign in/out' page is found in the Sign In/Out folder. If you cannot find the folder, please contact the office immediately. At the beginning and end of each term you will be required to sign this form (used for auditing purposes).

**Failure to sign in or out correctly will incur a penalty of three days' charges (\$111 in 2012).**

## Absence from College

You are required to notify your Staircase Resident Fellow of any absence away from College. The Resident Fellow needs to be aware of this in case of emergency. Should you have a valid reason for absence during the residence period (ie. hospitalisation, field trips, and academic requirements) please contact the Office and complete the relevant requirements/paperwork. Remember that the onus is on you. If you do not tell us when you are away from college, we have no choice but to charge you for that period.

## Fees

College fees can be paid in advance either annually, by semester or through an instalment plan provided. UNE also offers EFTPOS, BPAY and Bill-Pay facilities. Cheques are acceptable, however cash payments are discouraged for security reasons. Likewise there will be a no 'cash out' policy from the EFTPOS machine.

Failure to pay by the instalment dates will automatically incur a late fee penalty of \$33. Your fees are raised through the Central Administration Office (Res Central). If however you have a query please see the College office for assistance.

## Keys

The College will usually issue you with four (4) keys and a Codalock at the beginning of the year. You are not charged a key deposit but instead you will be charged \$27.50 for every key lost and an automatic charge of \$88.00 should you not return your keys at the time of your departure from the College. The loss of a Codalock will incur a \$27.50 (GST incl) charge. You are encouraged not to take your keys home (eg. If you go home for the weekend), try to leave them with your RF to ensure that they are not lost.

**For security reasons you are required to hand your keys in to your Resident Fellow, at the time of signing out, for any vacations. Failure to do so will automatically incur a three day penalty charge (\$111 in 2012).**

## Building Access

The Dining Hall entrance is opened from 7am to 11pm. The Computer Lab is locked at all times. Access to these buildings is obtained by swiping your student ID card in the readers outside the door. If your card isn't activated, please see the Office.

## **Cars, Motor Bikes and Parking**

All cars and motorbikes must be registered at the College Office. This information must be kept up to date with any subsequent change of vehicles. Parking on campus is controlled via the [University Parking Policy](#) through Safety and Security. Brochures on the Parking Policy are available. Parking is permitted only in the areas authorised via the UNE Parking Policy. Fines will be imposed if members of the University violate this regulation.

Please ensure you obtain a copy of the [UNE Parking Policy](#) and abide by the regulations set out therein. Visitors to the College Office and Patrons of The Conference Centre are given parking rights to the east of the Office Car Park. They will need to purchase daily parking permits. Non-Resident students visiting the College will be expected at all times to park in the residents' car park at the rear of the College.

## **Push Bikes**

All push bikes are to be registered at the College Office and can be housed on a yearly basis in the Bike Shed. By negotiation, bikes may be permitted to remain for a longer period. Normally bikes left in the Bike Shed beyond 1st December in any year will be sold with funds returning to the College. Such bikes will be viewed as being abandoned. For security reasons the Bike Shed must remain locked at all times. You can get a key from the College Office and this key must be returned at the end of each academic year to avoid a replacement charge. Push bikes are not permitted within the inner confines of the College. Push bikes left in these areas will be confiscated and held until the end of the next term.

## **Sewing Machines**

Sewing machines are provided by the College and maintained by the JCR. Requests for their use should be directed to the Office. Breakages/repairs will be a cost to the user.

## **Microscope**

A microscope is available for students' use. It is located in the tutorial room.

## **Faulty Equipment**

If a washing machine, telephone, photocopier or another piece of College equipment is out of order, please inform your Resident Fellow as soon as possible so that we can minimise the inconvenience to both yourself and others.

## **Notice Boards**

You should regularly check the notice boards in the mail room (near the Office), Junior Common Room, your Staircase and outside the tutorial room for information about College activities, tutorials, sporting fixtures, meetings, etc.

## **Mail & Communication**

Letters can be posted from the College Office or the Elm Ave mailbox. Mail arrives once a day on weekdays at approximately 2 pm.

Have your mail addressed to:

[Your name]  
Duval College  
University of New England  
Armidale, N.S.W., 2351

Please note that the College will not automatically re-address during vacation periods. The Office will provide labels for students to address and a charge may apply. Mail to overseas destinations will not be redirected. For any students who have permanently moved out of College, mail will only be redirected for a short while.

Email: All students MUST check their UNE email address regularly.

The College email address is [duval@une.edu.au](mailto:duval@une.edu.au).  
The College website is <http://www.une.edu.au/duval>.

## **Insurance**

The College does not provide insurance for personal belongings. Please discuss insurance coverage with your family or insurance provider - you may be able to get extended coverage on a 'contents policy' already held.

## **Affiliation**

To become an Affiliate of the College, an application form must be completed and lodged with the President of the JCR. The JCR Executive will then make a recommendation to the Principal regarding suitability for membership. The Principal will advise the Executive of her acceptance or otherwise of the application.

## **Valediction**

A student may be a Valedict of the College if he/she will complete the requirements for a degree by the end of the academic year. A student may also valedict if he/she will have a maximum of 2 units to complete within the following semester.

In the case of combined degrees, a student may valedict if he/she has completed (or has a maximum of 2 units to complete within the following semester) the number of units, irrespective of the area of study, required for a full base degree. For example, in the case of a BSc/LLB student, he/she may be a Valedict of the College when he/she has completed 144 credit points which is equivalent to a full BSc. A student however may only Valedict once i.e. either as a full base degree or completion of a combined degree, not both.

Special Consideration will also be given to those students who are required to be away from the Armidale campus for the final period of their degree (for example Medical and Marine Science Students). In these circumstances the student must complete all on campus (Armidale) units for their degree in the year in which they wish to valedict.

A student at Masters or above level will be recognized for their achievement at the end of their higher degree.

## Room allocation system

Duval College Room Preference Categories 2012 will be allocated according to the following order:

1. College President
2. College Vice President
3. Senior Academic Mentor
4. 6th year students and above
5. 5th year Ex-Resident Fellows
6. 5th year Academic Mentors
7. 5th year JCRC Executive
8. 5th year Members of the JCRC
9. 5th year Sports Council Chair and Co-Chair
10. 5th year SFK, MB and PT Representatives
11. 5th year Members of Food Committee and House Committee
12. Students in their 5th year, but who are in a higher academic year
13. 5th year students
14. 4th year Ex-Resident Fellows
15. 4th year Academic Mentors
16. 4th year JCRC Executive
17. 4th year Members of the JCRC
18. 4th year Sports Council Chair and Co-Chair
19. 4th year SFK, MB and PT Representatives
20. 4th year Members of Food Committee and House Committee
21. Students in their 4th year of residency, but who are in a higher academic year
22. 4th year students
23. 3rd year Ex-Resident Fellows
24. 3rd year Academic Mentors
25. 3rd year JCRC Executive
26. 3rd year Members of the JCRC
27. 3rd year Sports Council Chair and Co-Chair
28. 3rd year SFK, MB and PT Representatives
29. 3rd year Members of Food Committee and House Committee
30. Students in their 3rd year of residency, but who are in a higher academic year
31. 3rd year students
32. 2nd year Members of the JCRC
33. 2nd year Members of Food Committee and House Committee
34. Students in their 2nd year of residency, but who are in a higher academic year
35. 2nd year students
36. New students

Please note:

1. The above year levels refer to the year of residency in Duval College as of the beginning of the year of residency.
2. Resident Fellows will be entitled to a higher room preference in the year following their duties as they do not have a choice of flat in their year of appointment.
3. The Academic Mentors will have a higher room preference for their year of appointment, but not for the following year.
4. New Postgraduates, Exchange Students and Mature-Age Students will be considered within ordered priority.

## **College Security**

1. Please ensure respect for your fellow Collegians.
2. Locks have been fitted to the external gates of the College and you will be required to carry your key for entry back into the College.
3. Entry into Student Study Bedrooms will be by cleaners or by Maintenance Staff and the College Office will do everything to ensure that your privacy is respected and that you are notified of entry into your room for authorised purposes only. Resident Fellows and other residents are not permitted to enter study bedrooms without the authority of the Principal.

## **First Aid/Emergencies**

All Resident Fellows have been trained in basic First Aid. In the case of minor medical problems, there are first-aid kits held in the College. The Duty Resident Fellow will have a kit, and a small kit is kept in the College Office.

Emergency telephone numbers:

1. Life-threatening emergency 82
2. Non life-threatening emergency 81
3. Safety and Security 2099
4. UNE Fire Safety Officer 2222 In the case of all emergencies requiring emergency assistance, please notify the Duty Resident Fellow by ringing (02 6773) 5700.

## **Courtyard Activities**

Owing to noise and the possibility of broken glass and wood, NO ball games will be allowed in any courtyard. No objects of any kind can be thrown or kicked in this area. Games such as cricket, volleyball, touch footy, frisbees etc. can be played on the grassed area on the exterior of the College. Paddeling/wading pools or slippery slides/mats are not permitted within College grounds.

## **Appropriate Conduct**

Students leaving home for the first time may not be aware of acceptable and appropriate conduct for their new environment. In some instances, there may be attempts to persuade new students that things, which cause them distress, are “normal practices”. This is not so. The University is concerned that students may not be aware of their right to choose personal conduct for themselves on the basis of what makes them comfortable, and of the unacceptable actions which harass or interfere with the rights of others. There are regulations for ensuring that the rights of others are not violated.

To assist students who may be uncertain about conditions in which they find themselves, a number of people are available to offer help inside and outside the College system. Please refer to your College Principal, Assistant Principal or ask advice from your SRF or Resident Fellow who may refer you to someone for appropriate assistance, a Grievance Mediator or to the Equal Opportunity Officer.

Fundamental respect for other people’s beliefs, feelings, person and property is a basic value, which this University upholds. Please do not suffer in silence or feel threatened in any way. Your rights will be respected as we expect you to respect the rights of others. Any violation in this area can be referred to your Resident Fellow.

The College Principal and staff fully appreciate that the College environment is a ‘learning environment’. Selfish acts, however, which either endanger or inconvenience individuals such as drunken or abusive behaviour will not be tolerated.

## **Discipline Procedures**

All residents are bound to the behavioural standards set down in the [UNE Residential College Code of Conduct](#).

Students breaking the rules of the College, or the regulations and by-laws of the University governing the residential colleges, may be brought before a Discipline Committee as described by the UNE Residential College Code of Conduct, section 6.2. The Principal or the Residential System Disciplinary Committee will handle more serious matters.