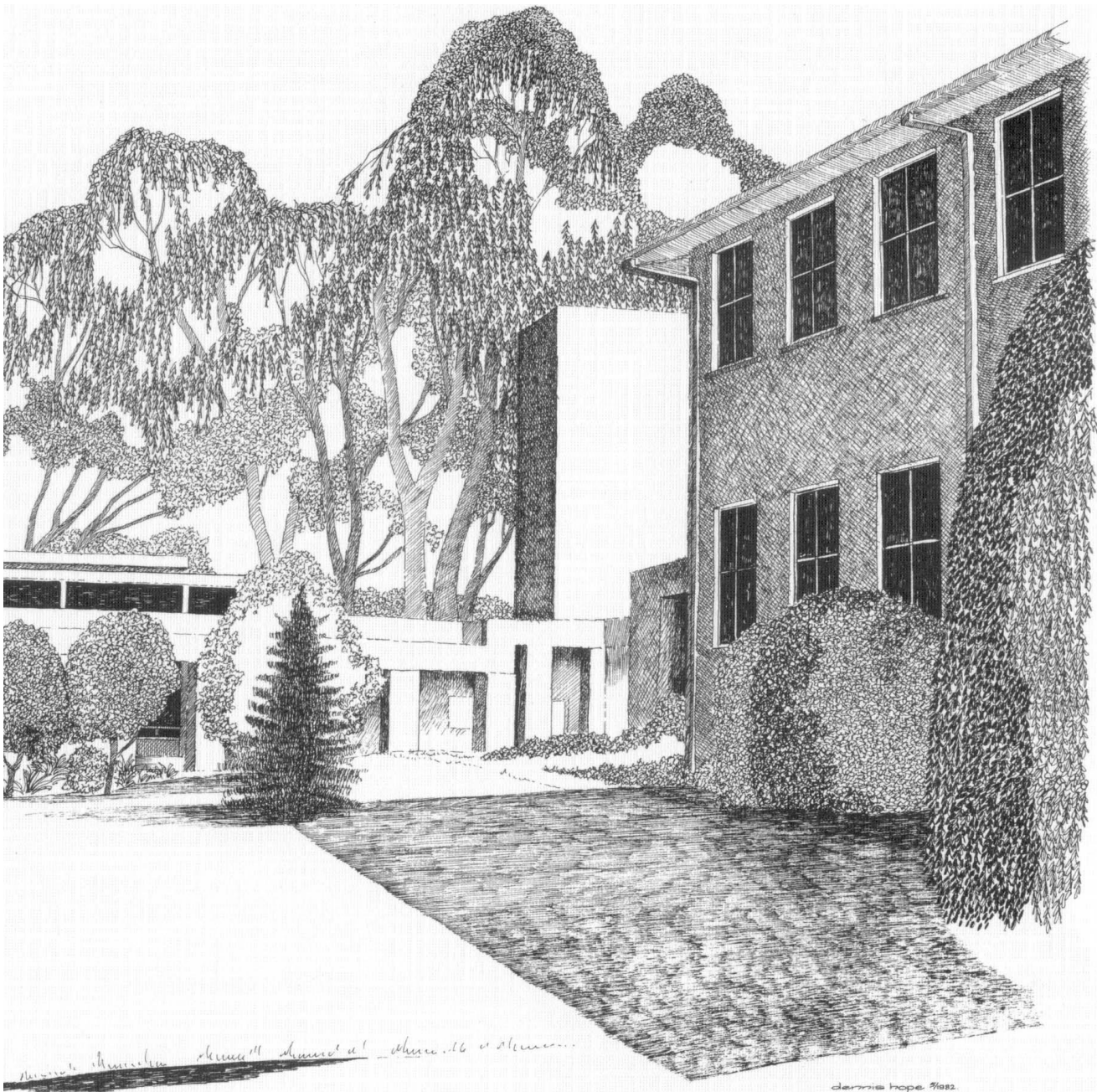




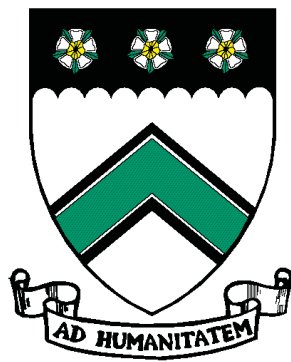
MARY WHO?

MARY WHITE COLLEGE
HANDBOOK

2012



Mary White College, University of New England, Armidale, N.S.W. ...



“Towards Human Understanding”

“For Humanity”

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Welcome from the Head of College

I would like to warmly welcome you to Mary White College for 2012. I am delighted you have chosen our College as your home away from home and sincerely hope you enjoy your time with us. Whether 2012 is your first or final year at Mary White, you have the responsibility to contribute positively to life with the College. By virtue, you also enjoy the right to live in a comfortable setting, conducive to a balance of academic learning and social involvement.

Mary White is a very supportive College where the individuality of each person is respected. One of the defining aspects of the University of New England is its Residential System, arguable one of the best in the country. Mary White College, as part of this system, prides itself of the quality of services we provide to our Residents. As well as providing you with accommodation and meals, we provide each Resident with a high quality of pastoral and academic support, and opportunities to participate in sporting, cultural, personal, community and professional development activities. As a member of the Mary White community, you are encouraged to participate in the intercollegiate cultural and sporting competitions, the many social functions on offer within the College, as well as the community service opportunities available to you.

As the Head of College, I am driven to provide you with a supportive environment and a homily atmosphere. I also believe it is imperative you become part of a community of learners and have the chance to develop personal connections that will lead to academic success and social integration.

'Mary Who?' is designed to be your guide to the people, the traditions and the happenings of the College. We have tried to include all the information you will need during your stay, but would nonetheless welcome your suggestions for future years. I encourage you to read this information carefully, to take advantage of all Mary White College has to offer, and to work constructively with other Residents and staff to ensure Mary White has a continued reputation that truly reflects our motto:

"Ad Humanitatem"

I wish you all the best for academic and personal success throughout this year and beyond.

Trent Pohlmann
Head of College

1 GENERAL INFORMATION

1.1 History of Mary White College

Founded on 10 June 1957, Mary White College was one of the first two Colleges on the campus of the University of New England. The College was named in honour of Miss Mary White of Saumarez who served as a member of the Advisory Council of the then New England University College, from its inception in 1938 until her death in 1948.

Mary White College welcomed its first residents in March 1958; Blocks 1, 2 and 3 were fully operational by March 1959. Block 4 with the Basement Common Room was finished in June 1963 and 1967 saw the completion of Block 5 and the Dining Hall. Blocks 6 and 7 were commenced in 1988 and completed for occupation by the 1989 intake.

The College has 214 study bedrooms plus flats for the College President and Resident Fellows. Block 3 is reserved for female residents only; lower Block 5 may be reserved for male residents only, if required; the whole of Block 5 is set aside as an alcohol-free area in College; upper Block 7 has been set aside primarily for mature age students, while downstairs Block 7 has premium rooms for short term guests and academic visitors.

1.2 College Crest

John Stephen Mansfield, Architect, working on suggestions from students, designed the coat-of-arms. The College colours of green, white and black are clearly arranged on the main portion of the shield - the three white roses are an appropriate variation of the three red roses of the University's arms, and they also suggest the name of the College. The motto - *Ad humanitatem* - means 'Towards Human Understanding' or 'For Humanity'.

1.3 College Mission

Mary White College aims to provide a living environment for students at the University of New England where the individuality of Residents is respected. This environment will encourage academic excellence and commitment while at the same time offering the opportunity to extend personal talents and interests through social, cultural, sporting and community service activities. The College seeks to make all Residents, no matter what their length of stay, feel part of a community that has a genuine interest in their academic and personal development.

2 COLLEGE STAFF

2.1 Head of College – Trent Pohlmann

The Head is accountable for the leadership and management of the College. This involves responsibility for providing a successful and attractive living and learning environment for students, fostering the college community, supervising staff, and administering physical, financial and human resources.



The Head is responsible for ensuring the provision of services to students to support their academic and personal development, welfare, safety and security at the College, and for developing and implementing programs that provide opportunities for students to participate in College life.

Trent joined the University in July 2009 as the Assistant Head of Mary White and Robb Colleges. He commenced as the Head of Mary White College in January 2011. He is formerly from Queensland and has completed degrees in Science and Business. He is a pilot and enjoys travelling the skies in his spare time.

2.2 Administrative Assistant – Tony Boston



The Administrative Assistant provides high level administrative support to the Head in the management and administration of the student, conference and intensive school operations at the College. The other major role is assisting Residents with any College enquiries. This includes maintaining room allocations and keys, accounts and charges, distribution of mail and handling any services requests from Residents. Tony is always more than happy to kindly help you in any way possible. He has been at Mary White since January 2004 and working with students for over 30 years. Hailing originally from Tenterfield, he also knows plenty about the Northern Tablelands.

2.3 House Manager – Fran Cuskelly

Our house staff are responsible for housekeeping, cleaning, maintenance, grounds and gardening within the College. These staff help to maintain an attractive, safe and healthy environment conducive to an enjoyable and productive collegial atmosphere. Fran Cuskelly has been the House Manager at Mary White since October 1996. She supervises the housekeeping, maintenance and grounds staff and works with the Office to prepare for conferences and residential schools. Her interests include golf, bowls and cooking. Fran is famous for her ‘can do’ attitude. If there are any problems, please do not hesitate to speak with her.



Our house staff are:

- Deb Swadling Housekeeper
- Bindi Walsh Housekeeper
- Belinda Woodgate Housekeeper
- Kerry Cregan Housekeeper
- Nevyll Fuller Maintenance Officer
- Winch del Socorro Groundskeeper

2.4 Resident Fellows

There is a Resident Fellow in each of the Blocks of the College. The Resident Fellow’s most important role is to help students with any problems and with their adjustment to University and College life.

Within each Block, the Resident Fellow is responsible for day-to-day management and organisation, being mindful always of the well being of the Residents and the requirements of College policy. Each Resident Fellow is first aid trained, has a first aid kit to deal with minor injuries and should be notified if a Block Resident is ill, or if a Resident will be absent from College for a period of time. Resident Fellows have contact details for all services offered by the University, to which Residents may need referral.

There is always a Resident Fellow 'on duty' who can be contacted via extension 1000. After hours your call will be diverted to the mobile duty phone. After hours calls to the Duty Fellow should be reserved for problems and issues that need immediate attention.

Routine issues should be taken up with Office staff during normal working hours.

The Resident Fellow team for 2012 is:

Luke Miller
Senior Resident Fellow
Course: Bachelor of Biomedical Science
Hometown: Sawtell, NSW



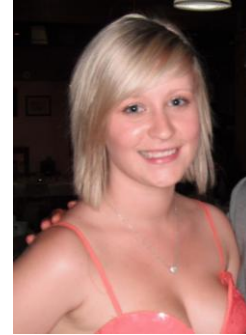
Liz Prior
Resident Fellow
Course: Bachelor of Arts and Bachelor of Law
Hometown: Armidale, NSW

Ashley Nilson
Resident Fellow
Course: Bachelor of Science
Hometown: Spokane Valley, USA



Nicole Kelleher
Resident Fellow
Course: Bachelor of Languages
Hometown: Albury, NSW

Kali McCoy
Resident Fellow
Course: Bachelor of Arts and Bachelor of Law
Hometown: Coffs Harbour, NSW



Kylie Zhong
Resident Fellow
Course: Bachelor of Medicine
Hometown: Ingleburn, NSW

Mark Papageorge
Resident Fellow
Course: Bachelor of Medicine
Hometown: Toorak, VIC



Tania Court
Resident Fellow
Course: Bachelor of Arts (Archaeology)
Hometown: Ipswich, QLD

2.5 Academic Mentors

Academic Mentors are appointed on academic merit, interpersonal skills and an expressed willingness to help fellow Residents with their studies. They provide academic assistance - especially at the first year level – mainly in small groups and informally, and liaise regularly with management and the Resident Fellows. Mentors aim to facilitate the academic learning process, to advise Residents on the development of good study habits, and refer residents to other academic support services. Do not underestimate the help that can be gained by using this College academic support network.

The Academic Mentors will hold a number of study nights in the Dining Hall throughout the year with specific topics. You are encouraged to attend these sessions as they are tailored to assist you with your university studies. Whilst Academic Mentors will specialise in their own disciplines, they can all help with generic items such as assignment, punctuation and grammar checking, referencing, time management, study skills and exam preparation.

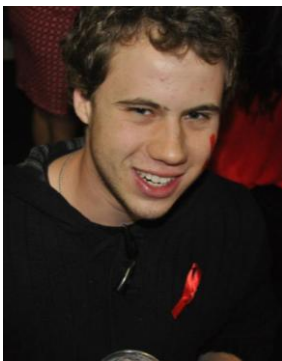
Academic Mentors are networked with academic staff at the University, so they can refer you to appropriate lecturers in the Faculties, if necessary.



Catherine Parry
Senior Academic Mentor



Ali Morrison
Academic Mentor



Brent Valente
Academic Mentor



Cara Kajewski
Academic Mentor



Dave Gau
Academic Mentor



Katie Oberg
Academic Mentor

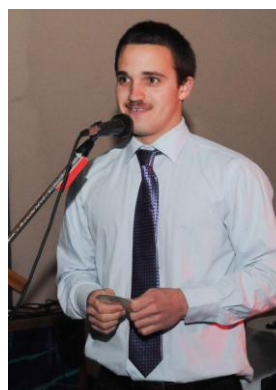
2.6 Junior Common Room (JCR) Committee

The JCR Committee consists of elected members who are chosen from the student body. The President chairs this Committee which consists of a number of later year College Residents and first year representatives. The President, Vice President, Secretary and Treasurer make up the JCR Executive. Each Committee member is responsible for a different aspect of the JCR. They represent its members' interests and are representatives of the College student body, liaising between students and management to advise the College of matters affecting its Residents. The JCR Committee encourages and organises social, cultural and sporting activities to maximise Residents' involvement, and provides and maintains amenities and facilities for members.

The Junior Common Room comprises the student members of Mary White College. A subscription fee is charged at the beginning of each year, or when a Resident moves in to College. The members of the Mary White Junior Common Room then receive benefits throughout the year, including complimentary use of JCR sporting equipment and facilities, invitations to special events like the annual Ball, and organised social, sporting and community events. Subscription fees are used to purchase and maintain amenities like televisions, computers and sound systems and also fund orientation week activities for first year Residents. Membership also gives the right of attendance and participation in weekly JCR Committee meetings.



David Abbott
President



Christian Emmery
Vice-President



Brent Valente
Secretary



Natalie Yeung
Treasurer

Other positions:

Sir Frank Kitto (Cultural) Representative:	Thomas Hambly
Mary Bagnall (Female Sport) Representative:	Steph Scott
President's Trophy (Male Sport) Representative:	Ewen Bradbery
First Year Representatives:	To be elected
Diversity & Valedicts Representative:	Christopher Leung
Social Officers:	Kylie Zhong
Communications Officer:	Nicole Kelleher
Dining Hall & Amenities Officer:	Liz Hodson
Community & Affiliates Officer:	Frithjof Herb

2.9 Alliance Catering Staff

The Kitchen and Dining Hall staff do their utmost to ensure that nourishing and tasty meals are available in College. You should advise any special dietary needs with these people and your suggestions for special dishes are welcome. Comments or suggestions about food can be emailed to resfood@une.edu.au .

3 ARRIVING AND DEPARTING

3.1 Signing In and Out

When arriving at the beginning of term, Residents will be required to sign the register to inform the College that they are in their room. When a Resident departs for University holidays, they will be required to sign the register and hand in their key in to inform the College that they have vacated. This register is an official document and must be dated and signed correctly by the Resident. It must be signed when the Resident arrives, and if it is not signed when a Resident departs, they will be charged as though they are still occupying their room. The same applies if Residents depart without handing in their key.

Residents will not be permitted to sign in unless the appropriate residency fees have been paid or special arrangements have been made with Residential Administration.

3.2 Your Room Key and Swipe Card

When a Resident signs in, they will be issued with a room key, and if required, a swipe card which gives access to external College doors and the College's exclusive car park. When a Residents signs out, they will be required to return their key and swipe card. Failure to return these will result in the Resident being charged as though they are still occupying their room.

Only one room key and card is issued per room/person. There is a replacement cost of \$33 for a lost key or swipe card.

3.3 Communications

The College telephone number is 02 6773 1000 (Extension 1000). The College fax number is 02 6773 1010.

Email address: mwc@une.edu.au

Website: www.une.edu.au/mary-white

The address for you to receive mail is:

Your Name
Mary White College
University of New England
Armidale NSW 2351
Australia

Your mail can be collected from the mailboxes near the computer room. Mail is sorted alphabetically into pigeon holes and is delivered weekdays around 1:00pm.

4 ASSISTANCE FOR RESIDENTS

4.1 College Office

The College Office is able to handle all general enquiries from Residents and the public. The main responsibilities are receiving payments, advising account balances, room allocations, key distribution, signing in and out, mail, cleaning and maintenance coordination, formal dinners and some assistance with internet, network and telephones.

Please note that the College Office operates on a cashless system and as such can only receive payments through EFTPOS and credit cards. Your College fee invoice will contain a BPay and PostBillPay reference number allowing you to use either of these methods to pay over the internet or phone. Payments through cash or cheque can be still made through the UNE cashier located in the adjacent to the Dixson Library.

College Office hours are Monday - Friday 9:00am – 4:00pm. Outside of these times, your phone calls will be diverted to a Resident Fellow who is on-call after-hours, known as the Duty Fellow, and available to manage urgent issues.

4.2 Residential Administration

Some functions of the Residential System are now handled via a central office. The responsibilities of Residential Administration include account and fee management, and processing Resident applications.

Hours are Monday – Friday 9:00am – 4:00pm. The telephone number is 02 6773 3370 (Extension 3370). The fax number is 02 6773 3766.

Email address: rescentral@une.edu.au

4.3 IT Assistance

The University's IT Service Desk is available to provide assistance to Residents about internet access and connection to the network from their personal computers. They can also assist with using the University's wireless network and printers. There is no support readily available to fix student's computers. There are comprehensive IT instructions and guidelines for students available at <http://www.une.edu.au/it-services/students/>.

The IT Service Desk hours are Monday - Friday 8:30am – 9:00pm, Saturday – Sunday 9:00am – 5:00pm. You can speak directly with a consultant by phoning 02 6773 5000 (Extension 5000).

Email servicedesk@une.edu.au

You can also visit the Service Desk in person (and take your computer with you if necessary) by seeing them in the Dixson Library Ground Floor.

4.4 Student Assist

All students of UNE are entitled to use the services offered through Student Assist. This is an integrated service with staff who work together, when necessary, to ensure that you can have as smooth a passage as possible through your degree and into future

employment. These services include counselling, career development, financial assistance, disability and special needs support and equity. Student Assist is located between the newsagent and the cafeteria in building C37. Student Assistance 02 6773 2897 provides a range of support services to help you at the time that you really need it. Our services include:

4.5 Student Centre

The Student Centre provides you with a focal point of contact for all your administrative enquiries during you study at UNE, from enquiring about a potential course until you reach your graduation. Services include admission, enrolment, exams, fees, graduation, ID cards, scholarships and orientation. The Student Centre is located in the Lamble Building in the centre of campus.

The Student Centre is located in the Learning Commons, ground floor of Dixon Library in the centre of Armidale campus and can be contacted on 6773 4444. Normal hours are 9.00am - 5.00pm Monday to Friday

4.6 Safety & Security

Safety & Security operate 24 hours a day on campus. Safety & Security's role is to provide a safe living & learning environment. Services provided by Safety & Security include but are not limited to patrolling the campus; parking patrols; management of the swipe card access control system on campus; managing lost property; assisting with jumper starting flat vehicle batteries; and responding to security and fire alarms.

The telephone number for Safety & Security is 02 6773 2099 (Extension 2099). **For non-life threatening emergencies dial 81 from a campus phone, or dial 82 for life threatening emergencies.**

4.7 Medical Centre

The University Medical Centre Doctors, assisted by a qualified registered nurse, provide a clinical service to students, staff and the broader community.

Consultations are by appointment by phoning 02 6773 2916 (Extension 2916).

Eligible full time students are bulk billed through the Medicare system. A current Medicare Card must be presented by full time students at the time of consultation. Overseas students are billed through Medibank Private. Staff and private patients are asked to pay at time of consultation.

Currently the Doctors are in attendance from 9.00 am to 4.00 pm each week day.

The Centre is located in Claude Street, adjacent to Wright Village.

4.8 Spiritual and Religious Support

Information about campus spiritual and religious support can be found at <http://www.une.edu.au/chaplaincy/>.

5 YOUR ROOM

5.1 Room allocations

Preferences for rooms must be made with the College Office. Returning Residents usually have first preference in the allocation of rooms. The person to whom the room is allocated is responsible for any damage to that room or its furnishing, or any loss of such furnishings.

5.2 Maintenance

Please report any defects, damage or missing items promptly to the College Office. In making requests for room maintenance, Residents acknowledge that staff and contractors may have to enter rooms without notice to carry out repairs.

5.3 Housekeeping

Rooms are cleaned regularly during the academic year. Your room must be kept reasonably tidy for staff to be able to clean it. When vacating your room, you must leave it reasonably clean and tidy. Failure to do so will result in an additional cleaning charge added to your account.

5.4 Room Inspection

Residents are required to inspect and verify the condition of their room, furnishings and fixtures upon arrival and departure, and report any issues immediately. This inspection better protects both the Resident and the College against the costs of damage and/or loss to a room during a Resident's stay. On departure the Resident's room will be inspected and any damage/loss except for "fair wear and tear" will be noted and recharged directly to the Resident.

5.5 Furnishings

Your room contains a bed; built-in wardrobe with mirror; study desk and chair; reading chair; bookshelves; reading lamp; wastepaper bin; curtains; and some linen. All rooms are centrally heated. Furnishings must not be exchanged without prior consultation with the Office.

5.6 Linen

You will be provided with a mattress, doona or blanket and two bed sheets when moving into your room. Please do not remove any of these items from the room. Charges for missing linen will be charged to the occupant of the room. Residents will be required to provide their own pillow. Each week please place one used sheet outside your door on the linen day designated for your Block. You will receive a clean sheet in return. The College provides and launders sheets each week. Your mattress protector and doona will be washed at the end of each term. It is your own responsibility if you would like your mattress protector or doona washed during your stay.

5.7 Room Changes

Applications for room changes must be made on the appropriate form available from the College Office. Residents should be aware that requests for particular Blocks or rooms will be accommodated where possible but guarantees cannot be made. Requests for room changes require a consideration of gender, academic discipline, year levels and other parameters to determine the outcomes of any such requests.

5.8 Telephones

Each room has a telephone with personal number and voicemail for the convenience of the Resident. Each Resident may call internal University numbers, and receive calls from anywhere in the world, at no charge. People from outside the University can call you by phoning +61 2 6773 plus your extension internationally, or 02 6773 plus your extension within Australia.

The phone system works on a pre-paid credit basis, meaning to make external calls you need to have deposited money into your phone account at the College Office.

Calls are charged slightly above average household rates. Details on the amount you have spent on phone calls and call records can be obtained from the College Office. Access to make external calls is disabled when your credit has been exhausted. Please note that calls will not disconnect when your phone credit reaches zero, but rather your account will move into a debt.

To setup and access voicemail dial (*) (*) from your room phone and follow the prompts. When listening to the prompts dial 4 to record your outgoing message. To access your voicemail from another internal phone dial (*) (*), when the voicemail answers dial (*) and follow the prompts. To access your voicemail from outside the University telephone 02 6773 2000 and when the voicemail answers follow the prompts.

5.9 Internet

All rooms have individual optical fibre links to the UNE network, enabling high speed internet connections. Wireless internet is also available in the Dining Hall and in some areas around the campus. The University regulates the amount of data that student may download per year. Further information and your individual usage can be found at www.une.edu.au/it-services. If you require assistance with connecting to the network through your room connection, please contact the IT Service Desk.

5.10 Right to enter rooms within the College

College staff and authorised contractors reserve the right to enter any room during reasonable hours for the purpose of inspection, improvement, inventory, pest control service, cleaning, repairs, enforcement of state and local health and fire regulations and other duties of care, provided always that such entry or inspections shall at all times have due regard for the rights and privacy of the regular occupants. Under normal circumstances the occupants will be given at least 24 hours notice of any proposed entry, however it must be recognised that in some circumstances this may not be possible. Staff and authorised contractors will enter rooms each week for regular cleaning and/or maintenance purposes. Should entry be necessary without prior notice, and/or in the absence of the regular occupant, the resident will be informed that the room has been entered and for what purpose.

5.11 Vacation and mid-semester breaks

Rooms must be packed up during breaks for use by external students or conference delegates. The College provides some storage for returning Residents. Rooms must be vacated before 10:00am on the last day of a residence period and, except with special permission, and not be re-entered earlier than 2:00pm on the day a residence period begins. Non-compliance with these rules will result in an extra day's fee being charged to your account. Residents may stay at the College during vacations, provided sufficient notice is given to the College Office. There will be a form sent out during the term allowing you to notify the office if you will be staying outside of the normal dates. You may leave belongings in your locked upper wardrobe and in the boxroom during vacations however you may need to purchase a padlock and short chain to lock the upper wardrobe cupboard. It is generally expected that rooms will be entirely vacated during the Christmas break.

You may leave your fridge and suitable posters in your room but the rest of your belongings must be entirely packed. Charges for additional cleaning and rubbish removal will be added to Residents' accounts if their rooms are not left entirely cleared out on their departure.

Your departure and arrival dates must be correct (or changed by informing the College Office). It is vital that the Office is aware of your exact plans as during vacations rooms are in heavy demand for external students and conferences. Residents will always have first preference in allocating accommodation, but only if plans are notified by the advertised due date each term.

If you are leaving College permanently, you must take all belongings with you when you depart.

5.12 Guests in College

Overnight or short term stay accommodation is generally available for guests – either in an unoccupied room or in yours. A College mattress, pillow and blankets are available for a maximum stay of 3 nights in any 4 week period, and must be pre-arranged with the College Office at least one business day before arrival. Guests will be required to book their own room after they have stayed in your room for the maximum stay. This is subject to the availability of other rooms and is charged at a concessional rate. All guests who are staying in the College must be registered through the College Office for fire safety reasons. Payments for accommodation must be paid for in advance. Payment for guests meals is made when the meal is taken in the Dining Hall.

5.13 Fire and Smoke Detectors

The College buildings and each room are fitted with sensitive fire and smoke detectors. They will be activated by heat and smoke (including burnt food) but also by the excessive use of aerosol sprays, steam and powder. Any charges incurred for a call-out from the NSW Fire Services will be debited to the relevant student's account.

6 YOUR BLOCK

6.1 Block Meetings

Dates for block meetings will initially be set on the annual College calendar, but it is recognised that there will be times that may require a meeting to be held in addition to these set dates. The purpose of your block meetings is to:

- Develop a sense of camaraderie within the Block.
- Discuss upcoming sporting, social, cultural and community events.
- Discuss upcoming academic events.
- Explain College rules.
- Identify any interpersonal dissatisfaction within the Block.
- Identify any building maintenance problems.
- Develop community standards within each Block about noise, behaviour, laundries, gardens, smoking, support, kitchenettes, rubbish removal, cleanliness etc.

Because of the important information provided at Block Meetings, Resident attendance is compulsory and if you cannot attend you need to advise your Resident Fellow with a valid reason. This will allow your Resident Fellow to see you at a later date to inform you of the discussions that occurred at the meeting.

6.2 Laundry

Laundries contain washing machines, tubs, ironing boards, irons, and either a drying room or electric dryer. Washing machines and dryers are free to use. Clothes lines are also available behind Block 7 and outside the Block 6 laundry. Residents need to supply their own washing powder, liquid and fabric softener. Please do not waste electricity or water and be considerate to other users and residents within that block. The reasonable time period for using washing machines and dryers is the same as that for reasonable noise, 8:00am to 11:00pm.

6.3 Kitchenette

Within each block is at least one kitchenette consisting of a fridge, sink, toaster, microwave and kettle or hot water boiler. The housekeepers will clean the kitchenette if it is left in a reasonable state. Any unreasonable mess will be left for those in the Block to clean up. It is advisable to label your food in the fridge clearly and to check it regularly to ensure that it is still fresh. Careful use of these facilities is desirable as burnt toast or similar will set off the smoke alarms and will result in a charge imposed from the New South Wales Fire Brigade to the Resident responsible.

6.4 Tutorial Rooms

Situated within blocks 6 and 7, these spaces are designed for academic teaching and learning. They contain large desks and office chairs for study as well as white boards and projector facilities for tutorial lessons. These rooms each also have a TV for residents to enjoy. The Dining Hall is also available until around 10:00pm each night for Residents to use for study and group sessions.

6.5 Common Rooms

These are located throughout the blocks and are for your social shared use with other Residents. Accordingly they should be kept clean and tidy. Common areas typically contain a television and couches. Furniture should not be removed or exchanged without permission. If you take furniture outside at any time, please return it inside to avoid weather damage.

6.6 Box Room

Residents may store belongings in box rooms during vacation time. The key is available from a Resident Fellow, Housekeeper or the College Office. Please label all items being stored. Please do not store perishable items, such as food in the box rooms. Students who are leaving College permanently should not leave any items behind. With special permission departing students may be able to store items in College box rooms for one month from the date of departure. Any items left by former residents in the box room will be disposed of as the College sees fit. The College claims no responsibility for items that are lost or damaged in its box rooms.

7 THE DINING HALL AND MEALS

7.1 Access & Use of the Dining Hall

Meals are provided in the Dining Hall, which is for the use of current Residents, their guests, and visitors staying at the College.

Residents are provided with a FlexiMeals card on arrival to College. This needs to be presented at each meal session in order to receive your included meals. In 2012, Residents receive breakfast, lunch and dinner, Monday to Friday as included meals. These meals do not accumulate and if a Resident misses a meal, they are not able to take it at a later time.

If Residents wish to purchase additional items, additional meals, or food on the weekend, they do so by loading their FlexiMeals card with pre-paid cash through the FlexiMeals website (link available through the College website). Cash, EFTPOS and credit card payments can also be taken but these attract higher item prices than using your FlexiMeals card.

Residents may bring their own additional food into the dining to eat if they wish. Residents may also use the basic self-cooking facilities available in the Dining Hall to cook any additional food.

There may be some times during the year where the College decides to hold a meal at a different location (e.g. a BBQ dinner in the outside courtyard). The Dining Hall will also be closed when the College is holding a formal dinner.

From time to time, due to special dinners and catering in the Dining Hall, the times and location of meals may change, and Residents will be informed of these prior to the event.

The Dining Hall is available for group or individual study each night until it is locked by the Duty Fellow at around 10:00pm. It is opened before breakfast each morning.

7.2 Meal Service Times

Breakfast	7:00am – 9:45am
Lunch	12:00pm – 1:45pm
Dinner	5:15pm – 6:45pm

The above times are subject to change at short notice.

7.3 Alternative Meals

Alternative meals are available if you have commitments that prevent meal attendance, such as a University excursion or work. To organise an alternative meal, please speak with one of the catering staff who will direct you to the appropriate form to complete.

Usually, if you will be missing lunch, you will be provided with a packed lunch at breakfast to take with you. If you are going to miss dinner, your meal will be left in a refrigerator in the Dining Hall for you to collect when you return to College. If you aren't going to be back by 10:00pm, please have someone put your dinner in your Block kitchenette fridge.

If a Resident is too ill to come to meals they should contact the Office or Duty Fellow for arrangements to be made. In these circumstances a meal will usually be brought to your room.

7.4 Special Dietary Needs

If you have particular dietary requirements, please register these with the College Office and discuss your needs with the catering staff. Details are to be provided on the appropriate form. The catering staff are willing and able to be quite flexible in meeting your needs.

7.5 Visitor Meals

Your visitors and guests are welcome to join you for a meal in the dining hall. Please ensure that the meal charge is paid to the catering staff by either your FlexiMeals card, cash or EFTPOS.

7.6 Removal of food and culinary equipment

Crockery, cutlery and glassware must not be removed from the dining hall without permission.

Except for packed meals, all food is expected to be taken in the dining hall and not removed without first discussing it with the catering staff. It is acceptable for Residents to take their meals on the outdoor table adjacent to the dining hall, but all crockery, cutlery and glassware must be returned.

7.7 Other Issues

Residents are required to return their used crockery, cutlery and glassware to the scullery after their meals and to clean away any excess mess on the tables resulting from their meal.

7.8 Dress

It is a health and safety requirement that shoes must be worn in the Dining Hall at all times. Coming to meals in sleepwear, slippers, swimwear or other forms of brief attire is not acceptable. Please see *Appendix 13.2* for details on appropriate wear for Formal Dinners.

8 COLLEGE FACILITIES

8.1 The Marnie Yeates Room or Basement Common Room (BCR)

This large area on the lower ground floor of Block 4 contains a piano, big-screen TV, couches, fireplace and billiards table. There is also a barbeque area and courtyard located adjacent to this room. This room is available 24 hours.

8.2 The Jo Woolmington Senior Common Room (SCR)

Located on the lower ground floor of Block 4 as well, this facility contains a dart board, table tennis table, piano, drum kit and couches, and is also ideal for quiet meetings or musical rehearsals. This room is available 24 hours.

8.3 The Daryl Raynes Library

The Daryl Raynes Library is located on the top floor of Block 5, for the use of all Mary White College Residents. The library provides a range of fiction and non-fictional books that cater for a wide range of interests and university subjects. All students are encouraged to make use of the library, where they will be able to borrow books for a period of one week, free of charge.

The library relies heavily on book donations from both current and former Residents as well as members of the College's association network. Hence, we would be grateful to accept any donations that you or someone you know may have.

Some people may also use the library for quiet study. This room is available 24 hours.

8.4 Computer Room

The computer room contains a number of PCs networked to the University's computer system. They provide internet access, and word processing capability with Microsoft Office. The computer room also has a multi-function device for printing, scanning and photocopying. Any problems with the computer room should be referred to the College Office.

The computer room is located between the College Office and the Dining Hall and is open 24 hours.

8.5 Parking

Mary White Residents have access to an exclusive car park located opposite the College with boom-gate access provided on their student ID cards. Traffic and parking rules and fees are in force on campus. The Mary White car park is designated as a 'Blue Permit' parking area. Blue permits cost \$60 for a year. For more details visit: <http://www.une.edu.au/fms/campus-services/parking/>.

8.6 Bicycle shed

There is a bike shed behind the Kitchen. A bike shed key can be obtained from the College Office. To avoid damage and mess, please do not bring bicycles into other College buildings.

9 AWARDS & SCHOLARSHIPS

These will be advertised internally at appropriate times throughout the year. Application forms, where applicable, need to be collected from and returned to the College Office. A list of awards, scholarship and prizes along with their eligibility criteria is available on the College website at <http://www.une.edu.au/mary-white/scholarships.php>.

10 MEMBERSHIPS

10.1 Junior Common Room

All Residents of Mary White are eligible to apply for membership of the Junior Common Room (JCR). The annual membership fees are \$170 for first year students and \$150 for returning students.

Members receive benefits throughout the year, including complimentary use of JCR sporting equipment and facilities, invitations to special events like the annual Ball, and organised social, sporting and community events. Membership also gives the right of attendance and participation in weekly JCR Committee meetings.

10.2 Senior Common Room

People from the University and high standing members of the community are nominated and invited to become Fellows of the College's Senior Common Room (SCR). These people share their expertise and talents with Residents and participate in College events and activities. The SCR sponsors a scholarship fund to assist Mary White Residents spend part of their studies at a university abroad.

The SCR has a commitment to the overall support network of the College by:

- encouraging non-academic talents of Residents;
- providing opportunities for students to experience life outside College and the University;
- giving special support to first year students and new arrivals to assist their transition to College and University life;
- offering academic assistance; and
- advising College administration on relevant matters.

Fellows of the SCR are:

- | | | |
|------------------------|----------------|------------------------------------|
| • Em Prof Chris Gossip | President | Languages, Cultures & Linguistics |
| • Dr Fredy Valenzuela | Vice President | Business, Economics, Public Policy |
| • Dr Peter McClenaghan | Secretary | Business, Economics, Public Policy |
| • Mrs Kay Alden | Fellow | Armidale |
| • Mrs June Billings | Fellow | Mathematics |
| • Mr Don Clilverd | Fellow | Armidale |
| • Dr Mary Ditton | Fellow | Health Sciences |
| • Dr Eric Ghosh | Fellow | Law |

• Mrs Jean Gossip	Fellow	French
• Mr Boyd Gudex	Fellow	Science
• Dr Amanda Kennedy	Fellow	Law
• Dr John Kleeman	Fellow	Planning
• Prof Eilis Magner	Fellow	Law
• Mrs Ruth Nicholls	Fellow	Education
• A/Prof Nick Reid	Fellow	Ecosystem Management
• Dr Theresa Smith-Ruig	Fellow	Business, Economics, Public Policy
• A/Prof Fiona Stewart	Fellow	Medicine
• Dr Marion Stone	Fellow	Education Administration, Writing
• Dr Einar Thorsteinsson	Fellow	Psychology
• Dr Philip Ward	Fellow	Archives
• Prof Helen Ware	Fellow	Peace studies, writing skills
• Dr Jenny Webb	Fellow	Writing Skills
• Dr Neville Webb	Fellow	Languages, English Literature
• Mrs Jenny Crew		Honorary Fellow
• Dr Frank Davidson		Honorary Fellow
• Em Prof Richard Franklin		Honorary Fellow
• Mr Nick Hanson		Honorary Fellow
• Mrs Wendy Roberts		Honorary Fellow
• Dr Rob Robertson-Cunninghame (deceased)		Honorary Fellow
• Mrs Susan Sypkens		Honorary Fellow
• Mrs Jill Spilsbury		Honorary Fellow
• Mr John Weeks		Honorary Fellow

11 COLLEGE ACTIVITIES

11.1 Sport

Social sporting competitions are run through the University, town and between the Colleges. You should ask the Mary Bagnall (female sport) or President's Trophy (male sports) Representatives from the JCR Committee for further information about these competitions.

There are two inter-college sporting competitions.

Women in each College compete for the Mary Bagnall (MB) trophy. Men in each College compete for the President's Trophy (PT).

There are also mass-participation events including a swimming carnival and cross-country. In these sports, points are awarded on the percentage of competitors from each College compared to the number of potential competitors. So the important thing is to participate.

If the wide range of sports does not entice you, your involvement as a spectator would be most welcome and appreciated by the College teams.

11.2 Social

The JCR also organises numerous social events throughout the year. The purpose of these is to provide opportunities for Residents to interact socially with each other, and take a break from the studies. Social events range from weekend BBQs to themed dance

parties to our annual formal College Ball. Attendance is not mandatory but gives Residents the chance to meet others and have a bit of fun.

11.3 Culture

Colleges compete against one another for the Sir Frank Kitto (SFK) Trophy. Competitions are held in public speaking, debating, poetry, short story writing, performance, theatre sports, photography, painting, crafts and drawing, and are held at various times throughout the year.

Your participation and enthusiasm will help greatly in these events.

11.4 Block Challenge

The Block Challenge is a competition that runs throughout the year between each Block at Mary White. Points are awarded to a Block for its members' participation in a variety of events. The College rewards the Residents of the winning Block in some way (such as a special dinner).

The way that points are earned in through participation in inter-block games and tournaments. Coming 1st, 2nd or 3rd in any of these events will also earn extra points.

Speak with your Resident Fellow if you have any questions about Block Challenge.

11.5 Formal Dinners

These are important functions on the College's calendar. As they are the only formal occasions when the whole College meets together, Residents are expected to attend, and if unable to do so, should offer a written apology to the College Office by no later than the Monday before the formal dinner. The apology must include a valid reason for non-attendance.

An attendance record will be taken at each formal dinner. Those Residents who do not attend without providing a valid apology by the deadline will be required to pay a \$30 fine to cover the costs of the dinner. Non-attendance at College events such as formal dinners breaches *Section 8(a) (iii)* of the Accommodation Agreement - "Positive contribution to, and participation in, the life of the College" - which can lead to suspension or exclusion.

Residents may be required to wear academic gowns (the price of which is included in your fees) and formal attire to certain formal dinners. Pre-dinner drinks may be served in the Marnie Yeates Room. All Residents should be seated in the Dining Hall by the stated time, stand when the special guests' table enters the Dining Hall, and take their seat when invited to do so. Residents should not enter Formal Dinners late nor leave early without prior permission of the Senior Resident Fellow. Residents may bring a bottle of wine or a tall bottle of beer to certain dinners where alcohol is not provided.

Residents are welcome to bring one guest with them to Christmas in Winter and International Night. The guest must be registered at the College Office by the Monday prior to the dinner and a charge of \$30 will be applied to the account of any Resident who brings a guest. At Valedictory Dinner, Valedicts may invite two guests to the dinner at no charge. Guests are not permitted to attend any other formal dinners.

Each Block will be required to take their turn at assisting with the setting up for a formal dinner. This requirement will be advised by your Resident Fellow in advance of the dinner. Residents unable to assist with setup must notify their Resident Fellow with a valid reason.

12 IMPORTANT INFORMATION

12.1 Fees

College fees can be paid online through BPay, Post Office BillPay. Payments with EFTPOS and credit card can be made at the College Office. Payments with cash or cheque can be made at the UNE Cashier adjacent to the Dixson Library.

12.2 Affiliation

An Affiliate is a person who receives some of the benefits of Residents, without actually living in College. Anyone wishing to become an Affiliate of the College may apply on the Affiliate Application Forms available from the JCR Affiliates Officer, provided that they are not a resident or an affiliate of another College on campus. Affiliates are entitled to: attend all committee meetings and general meetings of the JCR; vote during general meetings, for College President and other JCR committee positions; play sport for the College and be involved in other College activities; receive invitations for some formal dinners and; use College facilities excluding the computer lab and printers.

12.3 Valediction

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

In the case of combined degrees, a student may valedict if he or 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 BA/BLaw student, he or she may be a Valedict of the College when he or she has completed 144 credit points which is equivalent to a full BA.

Mary White also recognises service to the College community. As such, Residents may valedict if they are leaving College after three or more consecutive years of residency.

12.4 College Security

The College is fitted with a card system for external gates and as such you will be required to carry your student card to enter and exit the College between 10:00pm and 6:00am.

12.5 Emergencies/First Aid

All Resident Fellows have been trained in First Aid. In the case of minor medical problems there are first-aid kits held throughout the College. The Duty Fellow and your Resident Fellow will have a first aid kit, and a small first aid kit is kept in the College Office. First aid kits do not contain Panadol or similar products; students should supply such medications themselves.

12.6 Accidents

Notify your Resident Fellow, the Duty Fellow or the College Office of any accident or injury as soon as possible so that measures may be taken to facilitate medical assistance, your personal comfort and safety.

To aid in keeping the Residence safe please report any incidents which may result in a loss of security (e.g. broken lock), or jeopardize safety (e.g. broken glass) immediately to the College Office or Duty Fellow. Any incidents that occur after hours are to be reported to the Duty Fellow.

12.7 Illness

Resident Fellows, the Duty Fellow or the College Office should be notified if you are seriously ill so that medical advice can be sought, if warranted, and meals arranged for you from the Dining Hall.

All cases of illness or contact with infectious disease must be reported to your Resident Fellow, the Duty Fellow or the College Office as soon as possible.

If you know that you are going to be away from College because of illness, please notify your Resident Fellow, the Duty Fellow or the College Office as soon as possible.

12.8 Evacuation Alarms and Fire Equipment

In case of an evacuation alarm, please leave your room immediately and gather in the designated evacuation assembly area. When the alarm sounds, members are required to vacate the building irrespective of the hour - to ignore a fire alarm and remain indoors is an offence. Resident Fellows have the responsibility for ensuring all residents have vacated the building and may therefore, after a fire alarm, enter rooms using master keys. In emergencies, the attending Fire Officer is in total charge and all Residents are required to accept his or her directions.

Take all precautions to prevent fire, and know where the extinguishers and hoses are located on your block floor. Fire drills will be carried out during the year. The evacuation assembly area in case of alarm is located outside the College Office to the west of the path between the Dining Hall and duck pond. Tampering with fire extinguishers is a serious offence. The Resident Fellow of your Block has been trained to use this equipment.

12.9 Personal Accident Insurance

Under its insurance program the University of New England maintains a Student Personal Accident Policy. This policy provides cover for accidental injury for students engaged in activities directly related to an approved course which includes Practical and/or Community Placement, Fieldwork and all other associated activities relative to the approved course which are authorised by the University. This policy also provides cover for accidental injury for students engaged in activities that are authorised by the University or Sport UNE including all sporting activities both on and off campus. The cover for accidental injury is subject to strict policy conditions and exclusions and various excesses apply. Students should seek professional advice from a financial advisor should additional cover for accidental injury be required.

12.10 Personal Property Insurance

Whilst the College strives to maintain a safe and secure environment for Residents, it recommends that students organise personal property insurance to cover themselves in the unlikely event of theft or fire. Residents can minimise these risks by always locking the room door when they are not present and minimising any potential fire hazards.

12.11 Absence from College

If you plan to leave College for one or more nights, please give your whereabouts to your Resident Fellow or the College Office so that you can be contacted in an emergency, and so that you are known to be absent.

If your leave attracts a residence remission, you must sign out and in again at the College Office.

If you will be away from College for any University course structured practicum, please provide the College Office with appropriate advice well in advance of your departure.

12.12 Public Transport

There is a bus stop outside of the College on Trevenna Road. Buses operate from outside the College every day and night except Sundays and public holidays. Timetables can be found at <http://www.edwardscoaches.com.au/>.

13 APPENDIX

13.1 Important Contacts

College Office (business hours)	Ext. 1000 or 02 6773 1000
College Fax	Ext. 1010 or 02 6773 1010
College Email	mwc@une.edu.au
Duty Fellow (after hours)	Ext. 1000 or 02 6773 1000
Safety & Security	Ext. 2099 or 02 6773 2099
Safety & Security Email	security@une.edu.au
Emergency	Ext. 81 or 82 (life-threatening)
Senior Resident Fellow	Ext. 1232 or 02 6773 1232
Resident Fellow – Block 1	Ext. 1001 or 02 6773 1001
Resident Fellow – Block 2	Ext. 1002 or 02 6773 1002
Resident Fellow – Block 3	Ext. 1003 or 02 6773 1003
Resident Fellow – Block 4	Ext. 1004 or 02 6773 1004
Resident Fellow – Block 5	Ext. 1005 or 02 6773 1005
Resident Fellow – Block 6	Ext. 1006 or 02 6773 1006
Resident Fellow – Block 7	Ext. 1007 or 02 6773 1007
Senior Academic Mentor – C Parry	Ext. 1225 or 02 6773 1225
Academic Mentor – A Morrison	Ext. 1215 or 02 6773 1215
Academic Mentor – B Valente	Ext. 1024 or 02 6773 1024
Academic Mentor – C Kajewski	Ext. 1214 or 02 6773 1214
Academic Mentor – D Gau	Ext. 1027 or 02 6773 1027
Academic Mentor – K Oberg	Ext. 1210 or 02 6773 1210
JCR President	Ext. 1173 or 02 6773 1173
IT Helpdesk	Ext. 5000 or 02 6773 5000
Residential Administration	Ext. 3370 or 02 6773 3370
Residential Fax	Ext. 3766 or 02 6773 3766
Residential Email	rescentral@une.edu.au
Student Assist	Ext. 2897 or 02 6773 2897
Medical Centre	Ext. 2916 or 02 6773 2916
UNIVERSITY SWITCHBOARD OPERATOR	Ext. 3333 or 02 6773 3333
Taxi	131008

13.2 Formal Dinner Information

	Date	Pre-Dinners	Start	Dress	Gowns
Commencement Dinner	2 Mar	-	6:30pm	Semi-Formal	Yes
International Night (BYO)	23 Mar	-	6:30pm	Smart Casual	No
Chancellor's Dinner	27 Apr	6:00pm	6:30pm	Formal	Yes
Christmas in Winter (BYO)	20 Jul	-	6:30pm	Smart Casual	No
Awards Luncheon	15 Sep	-	12:00pm	Semi-Formal	Yes
Valedictory Dinner	21 Sep	6:00pm	6:30pm	Formal	Valedicts only

Dress Attire

Semi-Formal: "After 5" wear for Ladies. Gentlemen wear trousers, long sleeve shirt, tie, plus suit jacket (if available).

Formal: Gentlemen wear 'black tie' clothing or a suit with tie.

Smart Casual: A minimum of long jeans and closed in shoes.

Dinners

Commencement Dinner: The College welcomes new Residents who sign the College's historical register dating back to 1958.

International Night: A night of multicultural cuisine and international resident performances; one of the highlights of the Mary White year.

Chancellor's Dinner: The Chancellor of the University is the guest speaker at this dinner at which a number of awards are granted and residents are recognised for their academic performance in the previous year. Residents are able to nominate their favourite lecturers and tutors to receive a formal invitation to the dinner and join the residents for the meal.

Christmas in Winter: Residents enjoy a Christmas buffet together and enjoy some holiday festivities. Members may leave a small gift (no more than \$10) at the College Office to be involved in 'secret Santa'.

Awards Luncheon: Residents who have made an outstanding contribution to the social, cultural and sporting life of the College receive recognition. A large number of awards and prizes are presented.

Valedictory Dinner: The College farewells the Valedicts.

13.3 College Map

