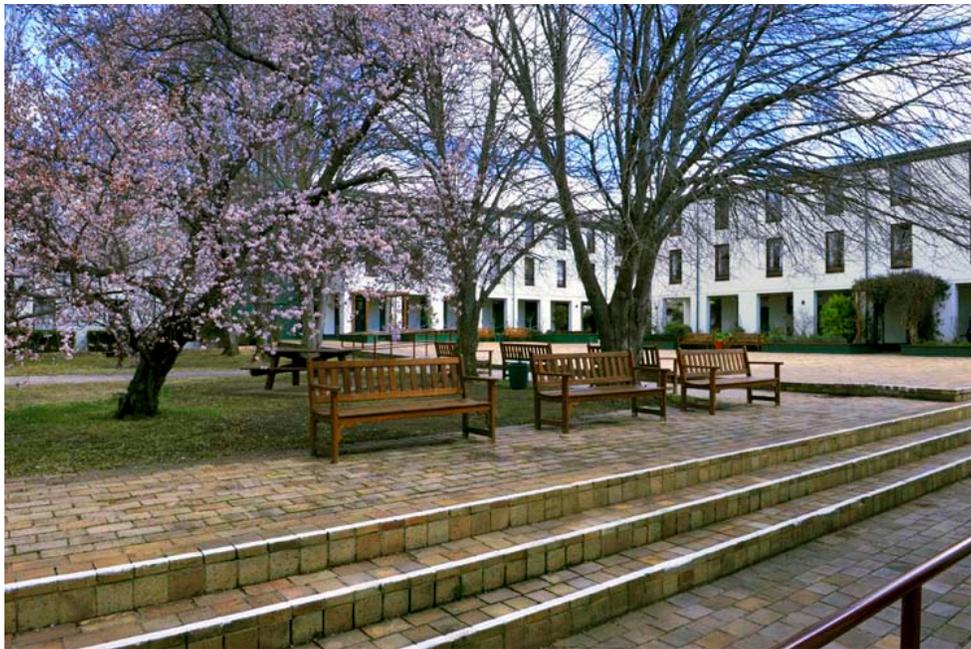




2015 PAGES ON PAGE



What is Earle Page College?

Earle Page College is a busy community that offers a rewarding lifestyle. It seeks to offer abundant academic, social and professional development opportunities and is thoroughly engaged in our local community with our annual Musical, charity Coast Run and auction.

Members are encouraged to participate in the wide range of sporting, social and cultural activities that are organised within the College, the University and in the City of Armidale. They are also encouraged to complete the New England Award, and take advantage of the numerous opportunities offered through our 50 years of connections with college alumni.

The Naming of Earle Page College

Earle Page College is named in honour of Sir Earle Christmas Grafton Page, the first Chancellor of The University of New England and the Chairman of the Advisory Council of the New England University College. Dr Page graduated from University of Sydney in Medicine with First Class Honours and established himself as one of the finest surgeons of his time. He became a member of Federal Parliament in 1919, later becoming Leader of the Australian Country Party and Deputy Prime Minister. He was Prime Minister for 19 days in 1939. Dr Page's greatest love was the North Eastern Regions of New South Wales and, for his contribution to the regions and to education, The University of New England named this College in his honour.

Staff

Head of College - Ms Jasmine Galletly

The Head is ultimately responsible for all aspects of life within the College. She is involved with academic and educational leadership, student affairs, pastoral and community life, policy and planning. The Head is also responsible for the overall management of the College.

Academic Master - Dr Amanda Kennedy

The Academic Master leads the College's academic portfolio, fostering the intellectual atmosphere of the College through the organisation of activities that support and enrich residents' educational experiences. She provides professional advice to the Head on matters pertaining to the academic standards and programs for College residents, and works closely with the Academic Mentors to ensure that a comprehensive academic support system is in place for residents.

Senior Resident Fellow - Mr Ellis Moore **email:** emoore24@myune.edu.au

The Senior Resident Fellow is responsible for coordination and oversight of pastoral support through leadership of the Resident Fellow team. The Senior Resident Fellow is also responsible for the raising of awareness of social and personal issues that affect College members, and working with the other student leaders to improve college outcomes.

Senior Academic Mentor – Ms Emma Payne **email:** epayne4@myune.edu.au

The Senior Academic Mentor works closely with her team of academic mentors to offer academic support of both a generic and discipline specific nature. The Senior Academic Mentor is also responsible for the raising of awareness of academic issues that may be affecting College members, and looking into practical solutions to assist with these.

Junior Common Room President – Mr Isaac Mestrom **email:** imestrom@myune.edu.au

The Junior Common Room President works with a team of elected individuals to improve the college experience. The team offers a huge variety of opportunities for residents to engage socially, and includes outdoor and health and wellbeing activities.

Office Manager - Ms Sally Morrigan **Office:** 6773 5300 **email:** smorriga@une.edu.au

The Office Manager is responsible for the day to day administration of the College and can help you with almost anything! Just pop in to the Office and ask.

College Structure

Senior Common Room

The Senior Common Room consists of members of the University, College leadership, the Alumni and the community who are interested in the welfare of Earle Page College. It seeks to provide an intellectual and social organisation for its membership, as well as supporting the development of College life. Many of them work at the university and can provide priceless academic support and advice. They also offer annual bursaries for academic, sport and cultural achievement and always seeking out opportunities to assist improve the college facilities and functions.

Junior Common Room (JCR)

The Junior Common Room comprises the student members of Earle Page College. A subscription is levied at the beginning of each year. The members of the Earle Page College Junior Common Room then receive benefits throughout the year for being JCR members. JCR members are encouraged to make suggestions to the committee about what activities can be added to the calendar.

Junior Common Room Committee

The JCR Committee is chaired by the JCR President, and consists of JCR members who are elected by JCR members. The committee consists of a number of later year College members, and two first year representatives. Each committee member is responsible for a different aspect of the JCR. The JCR Committee is responsible for a variety of activities and functions, and also provides an important avenue for student advocacy.

Our Floor Culture

From the day you arrive, you have an instant support structure in your floor family. You will have a Resident Fellow, JCR Member and Academic Mentor on your floor, so any queries you have about college life, they can assist. Residents also tend to enjoy meals with their floors, and make lifelong bonds with those they live with.

Admission to College

Offers of Residence

All applicants to Earle Page College are contacted by the College on application to explore your interests and what you want to get out of the College experience. Residence at College will be contingent upon your enrolment in tertiary study or by arrangement with the College Head as a visitor, guest or consultant. You **must** advise the Head of College if your enrolment within the University changes.

Returning Students – Specific Criteria for Re-admittance

Applications for returning students will be contingent upon four major criteria, providing the resident is enrolled in tertiary study or is accepted by the Head of College under other arrangements.

1. Make academic progress in their course by maintaining a Grade Point Average (GPA) greater than 3 as defined under the UNE Assessment Policy.
2. Financial responsibility in meeting your commitments.
3. Contribution to, and participation in, the life of the College.
4. Personal Conduct of a satisfactory standard during prior residence.

All residents of College are required to agree to the terms and conditions of residence set out in the 2015 Accommodation Agreement at the time of accepting a place in College.

College Activities

Academic Life

By living in the College, students have ready access to Resident Fellows, Academic Mentors, Senior Common Room members, academic staff, and fellow students.

The College provides formal and informal academic assistance as directed by the Academic Master, with the assistance of resident Academic Mentors. Acceptable academic progress is an expectation of life in a university residential college, and each resident's academic progress is of concern for the

College. Residents who do not show satisfactory academic progress will be required to meet with the Academic Master or the Head of College regularly throughout the year. All residents are also encouraged to attend 'Tues-to-Study' sessions held in the Dining Hall every Tuesday night.

Formal awards dinners are held to celebrate the academic achievements of residents. Academic awards are presented at the Introductory Dinner and Annual Parents' Weekend Dinner.

Formal Dinners

Formal Dinners are an expression of the unity of our community life and it is expected that all residents attend. These dinners provide a means for inviting representatives of groups outside our community to dine with us, and for the College to interact with the general community.

All College members wear academic dress (gowns) to Formal Dinners. This reflects the traditions of University Collegiate life. (The exception is Valedictory Dinner at which traditionally only valedicts wear gowns).

Formal Dinners are normally preceded by Pre-Dinner Drinks served with canapés on the front lawns of the College. All residents are encouraged to attend.

College members should refrain from leaving the Dining Hall during a Formal Dinner until the event closes.

No alcohol is to be taken into or removed from the Dining Hall. Any breach of this rule will result in the removal from the Dining Hall of the person/s concerned, and the addition of a \$30.00 fine/s to the student account of each person concerned. If a particular event is deemed as a BYO event, members will be notified. This policy is due to liquor licensing requirements.

At Formal Dinners, College residents and guests should observe the highest standards of behaviour. Such occasions reflect upon our life as an educational community, and our understanding of social norms. The Head of College reserves the right to impose a fine for inappropriate behavior.

Cultural Life

The cultural interests of residents are encouraged by Earle Page College. Each year the College presents a major musical production which is a unique opportunity for any resident to be involved.

There is also a choir that at times performs at formal functions, and residents are always encouraged to perform musical pieces at formal dinners. We also have two pianos and music rooms to accommodate those wanting to practice.

The **Sir Frank Kitto Trophy** is a competition amongst Colleges in a variety of cultural pursuits (music, theatre sports, debating, arts and crafts, poetry and prose) and a major performance. Our participation in this competition is coordinated by the Sir Frank Kitto Committee. Members of the EPC Junior Common Room are entitled to participate in this competition. All residents are encouraged to attend SFK events as supporters in true College spirit.

Sporting Life

Members of Earle Page College are actively involved in many sports organised within the College both through Sport UNE and throughout Armidale. The **President's Trophy** (male) and the **Mary Bagnall Trophy** (female) are inter-college sporting competitions in a variety of sporting pursuits. We have front lawn sports engrained in our culture, which are a great opportunity to compete socially and have some fun. Some use it as an opportunity to try out a new sport, others like to come along and support their floors.

Social Life

Many of the social activities of the College are organised by the Junior Common Room Committee. These include barbeques, parties, games nights, theme nights and sporting competitions. Major social events such as the Cabaret and Annual Earle Page College Ball, are also organised by the Junior Common Room Committee.

College members are encouraged to get the most out of their College experience by engaging in a wide range of College social activities.

Off-campus Excursions/Camps/Activities

Two types of activity are identified: approved and non-approved.

The College and the University may be responsible for events such as Floor activities that are organised by the College, where the Resident Fellow is acting as the responsible University representative in carrying out their duties in relation to the event.

Organisation for such activities should occur well in advance of the event taking place. The activity needs to be approved by the Head of College, prior to the event, with the appropriate event registration paperwork completed and signed off. This should be finalised at least 5 working days before the event to allow for other approvals within the broader university system.

A distinction is made where a group of individuals within a College, and possibly from the same Floor, go away together as a private arrangement. This is considered to be a private trip as the College is not involved in its planning, nor in any way endorsing the event. Trips away from College on a non-approved basis are to be treated as private trips, and have nothing to do with the University.

Residents are accountable for their own and their guests' behavior, and the consequences of that behavior at all times in College and on College excursions. Acceptable standards of behavior are defined in the 2015 Residential Colleges Code of Conduct.

Facilities

Dining Hall

Five dinners (Sunday-Thursday) are provided daily in the dining hall each week.

After all meals, cutlery and crockery must be returned to the kitchen trolleys. Cutlery, crockery, glasses and any other dining hall equipment ***must not be removed from the Dining Hall.***

Residents requiring a late meal must advise Dining Hall staff before 4pm.

For safety reasons, College members may NOT enter the kitchen area unless invited on official business. Enclosed shoes must be worn when in the kitchen.

In accordance with health regulations, all College members are required to wear footwear at all times in the Dining Hall.

Alcohol is not to be brought to the dining hall unless for a publicised BYO event. Alcohol is not to be consumed prior to 5.00pm in the Dining Hall. Intoxicated people will not be admitted to the Dining Hall.

Any queries or comments on the catering and service from the kitchen staff should be directed to the College Office or the Resident's Food Committee as appropriate.

Junior Common Room

The Junior Common Room is situated above the Dining Hall in the administration building. This is available for use by residents of the College. Common sense should prevail at all times ensuring respect for the facility and its equipment. Parties may be held in the JCR after approval by both the President of the JCR and the Head of College.

It is not the responsibility of the staff of the College to clean unreasonable levels of mess. A private contractor will be engaged to restore the condition of the room, with the full cleaning costs and repairs being charged to the host group (e.g. JCR Committee) or individual host in the event that the room is left in an unacceptable condition.

Laundry Facilities

Washing machines, coin operated dryers and drying rooms are installed in the College laundries. Only coins are to be placed in machine coin slots. Use of other objects damages the mechanism of the machine. Clotheslines are also available. Please ensure you peg your clothing to the line.

Computer Room

A printer/scanner/photocopier are available in the Computer Room located on the ground floor of B Block. Use of the printer requires money to be loaded onto your student card.

Library

The EPC Library is a quiet place where people can study. Any queries about Library use should be directed to the College Office or duty RF.

Senior Common Room

The Senior Common Room is set aside for use by SCR members of Earle Page College including Resident Fellows and Academic Mentors. The room is only available to others residents with approval by the College Office.

Storage/Box Rooms

Box rooms are empty rooms in College where you may leave personal belongings packed away during term time and during holiday periods. Items should be clearly labelled with the owner's name and mobile phone number. Box rooms will be cleared annually of unclaimed items which will be disposed of or donated to charity.

Music Rooms

Keys for music rooms are available at the Office. There is to be ***no eating or drinking*** in the music rooms. Residents will be responsible for the cleanliness, tidiness, and contents of the music rooms. Users should be considerate of others before playing music during quiet times.

The Gallery

The Gallery is available to College members for meetings. Tutorials are held here regularly and bookings can be made at the College Office. Residents may use the room for quiet study when it is not otherwise booked. This room may be used several times per day so all users should leave the room clean and tidy for

Common Rooms

Each floor has its own Common Room, the contents of which are for the use of members of that floor in College. Residents of other floors should only use facilities on invitation of residents of the home Floor. Floor members are responsible for the cleanliness, tidiness, and contents of their Common Room. This is to ensure the comfort of the residents of the floor. Damage to Common Rooms and furniture, which includes curtains, carpets, lounges and coffee tables, will result in a fine being imposed.

Kitchenettes

Kitchenettes are available on each Floor. These are intended as spaces for preparing light meals and snacks only. They are not constructed or ventilated for cooking complex meals. If electric woks or frying pans are used in the area, they must be used with the lid on to contain splatter and prevent smoke triggering fire alarms. Hot items must not be placed on kitchen bench tops, which are easily marked and burned. Repairs will be charged to the individual or Floor responsible for the damage.

Dry food stored in the kitchen or bedrooms must be in sealed containers to avoid attracting pests. Food stored in refrigerators should be in appropriate sealed containers/bags with a date label. Each floor is responsible for maintaining the hygiene of their refrigerator and general tidiness and cleanliness of kitchenette facilities.

Earle's Court BBQ Area

The BBQ facility is a recreational area for all College members and is intended for use by individuals as well as groups. Users must be considerate of other residents with respect to behaviour and noise affecting surrounding rooms. Residents should refrain from making noise in this area after 11pm as it impacts the many nearby rooms.

Earle's Court should be kept clean and tidy at all times. Cleaning utensils are stored in the BBQ area to assist you.

Bookings for events in this area can be made at the College Office.

Smoking: Earle's Court is the **only** designated smoking area for College. Smoking is **not** permitted elsewhere within College buildings or the grounds (including balconies and external stairwells). Please be considerate of others by disposing of butts in the bins provided.

Your Room

Room Allocation

Room allocation is at the discretion of the College. If you wish to change rooms please contact the appropriate Resident Fellows and complete a change of room form.

Room Inventory

All College rooms are provided with a bed, pillow, curtains, desk, desk chair, light, telephone, bookshelves, waste paper bin and external whiteboard for messages. These items must remain in the room and be returned in good condition. Costs resulting from deliberate or negligent damage to

property will be charged to the room holder. This includes damage to carpets, windows, walls and doors.

Room and Building Keys

All College rooms are fitted with locks; the keys to these are issued upon entry to the College. **Rooms should be kept locked at all times.** Entrance doors to the College Dining Hall and residential block entrances are permanently locked. You will need to use your slider key to enter the buildings when locked. Unless a non-resident is attending the College at the specific invitation of a resident, they should not be given access to locked areas. **Entrance doors must not be left propped open.** To do so compromises the safety and security of other residents and their property.

Cleaning

It is the responsibility of residents to clean their own rooms. It is expected that occupants will keep their rooms and facilities neat and tidy at all times. Common areas and bathrooms will be serviced daily. Resident Fellow's will complete cleanliness checks of rooms to ensure the comfort of surrounding residents.

Use of Adhesives, pins, posters and whiteboards.

Each College member is free to decorate their room, but no nails, staples, drawing pins or screws are to be driven into the walls, ceilings or woodwork. The cost of the damage, caused by the attachment of posters or the like to the walls, doors and furniture, will be charged to the member. Stickers and sticky tape should not be placed on walls, ceilings or doors, in order to avoid damaging paintwork. All blu-tac must be removed from walls etc. when members vacate their rooms. Graffiti on walls will be removed at the resident's expense.

Phone System

The College Office number is (02) 6773 5300. After hours, this phone is directed to the Resident Fellow on duty. In the case of emergencies this number may be used after hours. The duty phone should not be called for issues that should be resolved during office hours.

Telephones are installed in all student rooms and may be used for free calls within campus to other extensions or for receiving external calls (Your number is 6773 followed by the four digit extension).

Guests

College members may have a guest stay in their room **for up to three consecutive nights**. The only exception to this rule is that guests are not permitted to stay during O-Week and curfew periods. It is a legal requirement that the relevant Resident Fellow and the College Office be notified of guests. Residents accept responsibility for the actions of their guests while in College.

Insurance

Contents of your room are not covered by College insurance. You should check your parents' insurance policy, or arrange for a contents policy.

Noise

Reasonable levels of noise will be tolerated in College except during curfew. If you are being negatively affected by noise, call the Duty number, x5300 from your room phone. If you feel that your needs are not being met, please contact the College Office. First and foremost, the College is a place to study and management would like to be made aware if you do not feel that you can do so.

In order to provide an appropriate study and living environment excess noise is not tolerated after 11pm. Exceptions may occur after major College events. During exam curfew periods identified on the College Calendar, all noise is totally unacceptable. A fine may be imposed on residents breaking noise agreements.

Members are reminded that excessive noise can interfere with the sleep patterns, mental health and academic welfare of others. Respect for others should be a consideration in all that you do in College.

Parking and Bicycle Storage

The parking of vehicles and motorcycles is permitted only in the designated car parks. Parking permits (stickers) need to be purchased from Security.

Bicycles may be stored in the Bike Shed but should be registered with the Office and tagged accordingly. They should not be left at College over the summer break unless a written request is provided to the Office. Abandoned bicycles left in the Bike Shed or on College grounds will become the property of Earle Page College and be disposed of over the summer vacation.

Bicycles placed in the Bike Shed should be secured by the means of a chain or other locking device.

The Bike Shed must be kept locked at all times.

Earle Page College does not accept responsibility for any loss of, or damage to, members' motor vehicles, motorcycles or bicycles.

Mail

The postal address for residents is:

Your Name
Earle Page College
University of New England
Armidale, NSW, 2351

Residents must ensure that the College Office has their current home address at all times and a forwarding address when they leave College. Mail will not be forwarded for residents who have departed more than 6 months prior to its receipt.

Valediction

In order to valedict, a member of College should: 1. expect to graduate at the end of their course);
OR 2. have a maximum of 2 units to complete within the following trimester. In addition, they should have been a resident of the College for at least 5 trimesters.

In the case of combined degrees, a resident may valedict if he/she has completed (or has a maximum of 2 units to complete within the following trimester) the number of units, irrespective of the area of study, required for a full base degree.

The Head of College may consider requests to valedict from resident members who may not meet these requirements.

Security

Security issues must be reported to the RF on duty or the College Office as soon as possible.

College residents are to ensure that entry doors into residential blocks are closed at all times. Compromising the security of buildings compromises the safety of the residents.

The Safety and Security Office can also be contacted on ext. 2099.

The **University's non-life threatening Emergency number is '81'**. By dialling '81' you can reach University Security. This number should only be used for genuine emergencies.

In the case of **life threatening emergencies, dial '82'**. This number should only be used for genuine emergencies.