



# 2023 MANNIX COLLEGE RESIDENT HANDBOOK



**Mannix College**

A Catholic residential college  
affiliated with Monash University



## *Welcome Wominjeka*

*As a reflection of our recognition of the deep history and culture of this land, Mannix College wishes to acknowledge the people of the Kulin Nations, on whose land our community lives, learns and leads.*

*If you think of any topics that you believe should be included in future issues of this handbook, please let us know.*



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Wellington Road, Monash University, Clayton, Victoria 3168



Mannix College

# Our values

## Excellence

We are ambitious to learn and achieve our best efforts with passion.

## Community

We are from different disciplines, backgrounds, cultures and beliefs yet we build friendships and networks, show care and support for one another.

## Resilience

We own and learn from our mistakes and overcome adversity by using courage, wisdom from others, personal strengths, and self-efficacy.

## Respect

We respect ourselves and each other which sustains a culture where everyone feels included, accountable and supported.

## Integrity

We actively contribute to an environment where compassion, moral courage and honesty are valued, recognised and modelled.

All members of our community live towards these values. When our values are challenged, we have the courage to stand-up and take action.





Mannix College

# EMERGENCY PROCEDURES

Duty Phone - 0419 122 406

## EMERGENCY



Step 1: Call **000**

Step 2: Call the **Duty Phone**  
on **0419 122 406**

## FIRE



- If safe to do so, close doors and isolate smoke/fire where possible
- Clear affected area of personnel
- Alert staff or call for help
- Evacuate if required

## EVACUATION



- Prepare to evacuate on hearing "beep beep" alert tone
- Evacuate to emergency assembly location on hearing "whoop whoop" alert tone
- Do not use lifts or re-enter the building until instructed

## PERSONAL INJURY



- Care for the patient or alert a First Aider to care for the patient

## INTRUDER



- Note description of intruder and report their presence to a staff member
- Where possible, avoid interacting with the intruder if they are aggressive
- If required, seek shelter or support away from the intruder

## OTHER



- The College has a range of emergency management protocols designed to support you should anything go wrong
- Engage staff if you ever have an incident, accident or want someone to speak to

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# THIS HANDBOOK AT A GLANCE

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## YOUR OBLIGATIONS

Mannix College ("The College", "College") assumes that every resident will have carefully and thoroughly read the College Handbook, Residency Agreement, the Conditions of Residency, and other College Policies, and that you (the "Resident") will meet the expectations and standards articulated in these documents. Failure to have read these documents does not absolve you of the responsibilities they require.

## RESPECT

Mannix College is committed to being a vibrant living and learning community. Respectful relationships underpin **our core values of excellence, respect, community, resilience and integrity**. Every member of the College should always feel comfortable, safe and able to fully participate in all the community has to offer.

The College does not tolerate any form of harassment, bullying, hazing, sexual misconduct or discrimination. If you experience or witness any of these please make a report to the College.

## PASTORAL CARE

Seek help early! Let the Dean of Students & Wellbeing know about anything that might affect your health or wellbeing. Don't be afraid to ask for help for yourself or a friend.

## ACADEMIC ASSISTANCE

Seek help early! Let the Dean of Studies & Careers know about anything that might affect your academic achievement, academic standing or full-time enrolment.

## SAFETY

Do not leave your door open when you are not in your room. After-hours access to the College premises is by your Secure Entry Fob only. Do not give anyone else your Fob. If you lose your Fob, report it immediately to Reception.

## IN AN EMERGENCY

## FOR OTHER ASSISTANCE

- Call **000**
- College Office: 8.30am–4.30pm, M-F, excl. public holidays: **03 9905 0990**
- Duty Phone: 4.30pm-8:30am, all days: **0419 122 406**

You must also inform the Duty Phone or the Office if an ambulance is called or if you go to hospital.

## GUESTS & ACCESS

Residents are responsible for the behaviour of their visitors/guests at all times. Visitors/guests can stay overnight for a maximum of two consecutive nights in a week on an irregular basis.

## MEALS

All meals are served in the Dining Hall and provided by an in-house catering team as the advertised schedule. Snacks, including fresh fruit, teas and coffees, are always available. On select Wednesday evenings, all residents are required to attend Formal Dinners. Every reasonable effort will be made to meet a resident's special dietary requirements (e.g. gluten free, nut free and peanut free) as advised by the resident via the Resident Portal.

## **EVACUATIONS & EMERGENCIES**

You must report incidents and emergencies to the College. In the event of a fire alarm, evacuate immediately. Remember to take your Fob and to put on your shoes.

## **NOISE**

If noise is reasonably deemed to be bothering one person (considering the time, place and type of noise), it is too loud. If noise can be clearly heard outside a Resident's room, it is too loud.

## **COMMUNITY**

You are an essential part of building a strong and supportive community, so if you think that something can be done better or there is a gap that needs filling, take responsibility and approach the staff and work together to improve things for everyone.

Commit to being actively involved in the College – this includes getting involved in events and programs, lending a helping hand and sharing your ideas. If you have an idea, speak up. If you get support for it, make it happen!

Formal Dinner is an integral part of life in College. Residents who are expected to attend or submit an apology 24 hours in advance.

## **COMMUNICATIONS**

Check your email and respond to any emails, texts or calls from the College promptly. To keep up to date on important news please:

- Join the College Facebook page
- Read the Gryphon Gazette (our weekly e-news, published once a week on Friday)
- Keep an eye on College notice boards

## **CATHOLIC IDENTITY**

Our College was established 50 years ago as a missionary endeavour of the Catholic Archdiocese of Melbourne. Whilst we welcome students from all faiths or none, our Catholic identity guides our community values. We engage in community service and offer chapel services weekly.

## **ALCOHOL**

The College respects the rights of Residents who are over the age of 18 years to consume alcohol as per the Alcohol Policy. The following items are not permitted at any time: kegs; alcoholic punch; any form or variation of drinking games; and any type of alcohol drinking apparatus which enables a person to consume large quantities of alcohol quickly.





# WELCOME

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**Thank you** for choosing Mannix College!

Mannix aspires to prepare you for your future in **a welcoming, safe and supportive environment**. In every sense, we are no ordinary college.

Our **educational atmosphere** supports a talented and curious community of scholars who are equipped with the character to lead.

We connect and support our community within a welcoming campus where passionate staff co-create spaces with our residents to **live, learn and lead together**.

Through our wide range of social, sporting, service and cultural activities, community life at Mannix also offers **fun, variety, excitement and enrichment**.

We seek to improve ourselves and our communities through **kindness and service**. Most importantly, we offer you **connection and belonging**.

We care about your wellbeing and so, at a practical level, offer you access to our trained pastoral care staff, serviced accommodation, nutritious meals, training and development, meditative spaces, onsite gym, and our in-house counsellor.

We value your time with us and are as invested in your potential as you are.

The Mannix experience is one we believe equips you with the requisite **skills and character to succeed at university and beyond**.

However, **you only get out of your Mannix experience what you put in**, and so I encourage you to be an active contributor to our College. I am here for you so please pop past my office for a chat anytime.

Welcome again to Mannix College. I wish you every happiness and success this year. **Make it your very best yet.**

Omnia Omnibus (All Things to All People)!

Andrew Swan, Principal



# ABOUT MANNIX COLLEGE

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Mannix College is established and supported by the Catholic Archdiocese of Melbourne to provide a living and learning environment for a community of scholars in which all residents must have a commitment to the common good.

The Mannix College vision is to foster in our community the desire and capacity to make a positive difference in the world.

We place importance on being a welcoming, diverse and inclusive community that:

- values the vision of our founders and **our Catholic foundations**;
- promotes intellectual enquiry and rigour, **a love of learning**;
- supports the **wellbeing of each student** to enjoy a **safe and rewarding College experience**;
- fosters **respectful relationships** and lifelong friendships;
- expects personal and professional conduct characterised by **fairness and integrity**;
- encourages a spirit of **service and gratitude**;
- cares about the **environment**; and
- values **decent and relevant traditions of the College** whilst also adopting an active, progressive and outward-looking approach to residential life.

# SUPPORT SERVICES

## WITHIN MANNIX

Mannix offers a range of services and supports to help you. No matter the issue, no matter the time of day, our team of friendly support staff is here for you.

For general, day-to-day concerns, you can speak to your Resident Advisors (RAs). RAs are trained in Mental Health First Aid, First Aid and are familiar with College policies and general support services.

From 4:30pm-8:30am every day and all day on weekends, the **Mannix Duty Phone** can be called on **0419 122 406**. You can call this number if you have an injury, incident or urgent concern.

When engaging with your RAs, please remember that they are student leaders who are available to support you but their role is not to solve your problems for you. They can provide general advice, connect you to other staff, assist you within the limits of their training and the boundaries of their role, and refer you to suitable persons or services as needed. Our College is fortunate to have a wonderful team of RAs but please be mindful that they serve our large community. As such, RAs have a duty to equitably support all residents and so their ability to commit significant time to individuals is limited.

For other, perhaps more significant, concerns you can contact the following:

Name	Details	Email	Mobile
Mannix Security	Mannix Security (9pm-4am daily)	N/A	0419 510 387
Monash Security	Monash Security (24/7)	N/A	03 9905 3333
Andrew Swan	Principal	andrew.swan@monash.edu	0480 133 037
Annie McGuire	Dean of Students & Wellbeing	annie.mcguire@monash.edu	0425 107 194
Anthony Stephens	Dean of Studies & Careers	anthony.stephens@monash.edu	0409 802 330
<b>Mannix Duty Phone</b>	<b>Mannix Duty Phone (24/7)</b>	<b>N/A</b>	<b>0419 122 406</b>
Lis Shugg	Counsellor	counsellor.mannix@monash.edu	N/A



Monash University offers all students a range of support services. Go to <https://www.monash.edu/students/support> for more information.

### Mental Health

- Monash University Counselling
  - Open from 9am to 5pm on weekdays.
  - Make an appointment Phone: 9905 3020 or <https://www.monash.edu/students/support/health/counselling>
  - Appointments are free
- Counselling Help Online (1300 788 336) is useful if you are:
  - not in a crisis, but want to get some information, support and resources about how to get help on a certain issue
  - feeling a bit nervous about seeing a counsellor
  - unable to get to campus to see a counsellor.

### Other services:

- Crisis Assessment and Treatment Team (24/7 service) 1300 369 012.
  - The Middle South CATT provides 24-hour, 365 days per year responsive, mobile, community-based psychiatric assessment and treatment for people in acute psychiatric crises.
- Lifeline:
  - Personal Crisis Support / Suicide Prevention: 13 11 14 (24/7 service)
  - Suicide Prevention: 1300 651 251 (24/7 service)
- National sexual assault, domestic and family violence counselling service 1800 737 732
- Turning Point - Drug and Alcohol 1800 888 236 (24/7 service)
  - Telephone counselling, information and referral for drugs and alcohol related issues
- Suicide Call Back Service (24/7) 1300 659 467
- Compassionate Friends- bereaved family (24/7) 03 9888 4944 or 1300 064 068
- Direct Line- drug & alcohol counselling info & referral 1800 888 236
- Domestic Violence Resource Centre Victoria 03 8346 5200
- Grief Line (12pm-3am, every day) 03 9935 7400 or 1300 845 745
- Men's Line (24/7) 1300 789 978
- Men's Referral Service for men who want to change violent behaviour 1300 766 491
- OCD and Anxiety Helpline (10am-4pm, Mon-Fri) 03 9830 0533 or 1300 269 438
- Safe Steps Family Violence Response Centre (24/7) 1800 015 188
- Sexual Assault Crisis Line (24/7) 800 806 292 Suicide Line (24/7) 1300 651 251
- Victims of Crime Helpline (8am-11pm, every day) 1800 819 817 or text 0427 767 891

### Health

#### Monash University Medical Appointments

- Monash medical clinics at Caulfield, Clayton and Peninsula campuses are open from 9am to 5pm weekdays.
- After-hours medical services
  - Tel: 132 660 - DoctorDoctor (home visit, bulk bills for Medicare cardholders)



- Tel: 137 425 - National Home Doctor Service (home visit, bulk bills for Medicare cardholders and Allianz members)
- Tel: 1300 60 60 24 NURSE-ON-CALL is a telephone helpline that provides expert, immediate health advice from a registered nurse, 24 hours a day, 7 days a week.

### **Disability Support Services**

Support for students with physical and/or psychological disabilities services include academic support, accessible accommodation on-campus, alternative exam arrangements, assistive technology, equipment, hearing augmentation and resting rooms. Phone: 9902 6000 or go to [www.monash.edu/students/support/disability](http://www.monash.edu/students/support/disability)

### **Safety**

#### **Emergencies on Monash campus**

- Call Monash Security on 990 53333 (or 333 from a Monash phone).
- Dial 000 for police, fire, ambulance for Emergencies on or off-campus

#### **General safety enquiries**

- Call Monash Security on 03 9902 7777

### **Safer Community Unit**

The SCU investigates incidences of behaviour on campus that may be illegal, concerning or unacceptable. They can also assist if you are going through a difficult situation and are not sure who to contact.

- Opening hours: Mon–Fri, 9am – 5pm
- Phone: 03 9905 1599
- Email: [safercommunity@monash.edu](mailto:safercommunity@monash.edu)

### **Other services:**

- Sexual Assault Crisis Line: 1800 806 292 or 9349 1766
- 1800 RESPECT 1800 737 732
- Centre Against Sexual Assault: 9635 3610
- MensLine: 1300 789 978



# COMMUNITY STANDARDS

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You have the right to a safe living environment. It is expected you and your guests will display reasonable and respectful behaviour to others at all times. **Abusive behaviour including physical, psychological, sexual and racial harassment, hazing, intimidation or bullying of any kind will not be tolerated.**

Residents agree to respect the basic philosophy of Mannix College and to comply with the standards, terms and conditions outlined in the **Conditions of Residency**, which includes:

- Residency Agreement
- Resident Obligations
- Academic Requirements
- Community Life
- Health & Welfare
- Safety & Security
- Environmental Sustainability
- Allocation of Accommodation
- Social Events & the Serving of Alcohol
- Costs & Fines
- Debts to Mannix College
- Visitors/Guests
- Prohibited Items
- General Duties of Mannix College
- Reporting & Notifying Allegations
- Managing Allegations
- Misconduct Categories
- Safety Measures
- Breach Procedure
- Appeal (of a decision following a finding of breach of Conditions of Residency)
- Other Important Matters

***Note: as a Monash University student, breaches of the Mannix Community Standards which are also contrary to the rules of the University, may be reported to relevant University authorities. In such circumstances, the University may pursue disciplinary action separate to that of the College. In serious situations, this could result in suspension or expulsion from the University as well as College penalties.***

***Additionally, Monash University applies its student general misconduct process to incidents occurring at activities or events carried out by the Mannix College Students Society (a Monash Student Association affiliated society).***

**The standard you walk past is the standard you accept.** The ideal College environment is one where all members of the community work to challenge the inappropriate behaviours of others in order to support them. Failure to change behaviours once challenged will be viewed as a conscious choice and treated with the utmost seriousness. Residential Advisors are employed to support residents in meeting the community standards.



# COLLEGE CULTURE

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## PEER SUPPORT

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Mannix students never have to go it alone. Peer support is an ingrained part of the College where students and student leaders assist and support each other to succeed academically and personally. Students can benefit greatly from peer support networks to help them settle into their studies and start enjoying all that university life and Mannix has to offer.

## PROGRAMS & EVENTS

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The College is proud to offer a number of unique programs and events that enhance our resident experience and are driven by staff and residents. They are tailor-made and appropriate for each resident and are offered as part of your residency at the College. The offerings include:

### **Your Ideas!**

Residents with ideas for events and activities that will benefit the College community are strongly encouraged to work with the College to make these ideas happen!

### **Welcome Week**

The difference between high school and university can be intimidating. To assist our residents who are in their first year of university to adapt to their new environment, we offer a comprehensive week of events that help you to make friends and orient you to different aspects of life at university. All new residents must attend Welcome Week.

### **Resident Check-Ins**

Every resident will meet with their RA at least once a semester for a chat about how they are going. New residents will meet with their Floor RA at least twice in their first semester.

### **Community Service**

Our residents are given frequent volunteering opportunities, organised by residents for residents, with excellent support from staff and alumni. Service learning is a big part of the College experience, giving you the opportunity to use the skills you are learning at university to make a positive difference in the wider community while you are still studying.

### **Academics & Careers**

The College fosters a thriving academic and intellectual culture, spearheaded by our comprehensive academic support program that complements your university studies. The program includes individual and small group tutorials, opportunities to meet faculty members and professionals in your field of study, skills development and mentoring.

### **Health & Wellbeing**

Life at Mannix is all about your wellbeing and our passionate team of support staff care about the whole, unique you. Occasional seminars, events and initiatives will be delivered to promote health and wellbeing throughout the year. Extensive counselling services are available to help students resolve any problems impacting their wellbeing or study. Any student experiencing personal or

academic problems can seek help from a wide variety of caring professionals including the Principal, Deans, and student leaders. The College Counsellor is also available to all students who need help resolving any problems.

Residents can use our onsite gym or access a Monash Sports membership at a 50% discounted rate that is subsidised by the College.

### **Arts & Music**

The College encourages our residents to exercise their creativity. Opportunities to showcase your talents are provided through College events, Formal Dinners, College Play, Choir and more! The College has sound-proof music practice rooms, a drum-kit and five pianos, including two grand pianos. We strongly encourage you to keep developing your skills and interests and share your talents with the College community.

### **Spiritual Engagement**

Mannix is affiliated with the Catholic Church, however students of all faiths or no faith are welcome at the College. Our College Chaplain conducts regular services in the College's own Chapel and is available to students. Students are encouraged to embrace their personal spiritual growth in whatever way is meaningful to them.

### **Sports**

The College offers a range of team sports that residents can participate in, accompanied by strong levels of support and encouragement from the rest of the College. Natural ability and experience are not necessarily required at college-level, and enthusiasm will often carry the day! As Monash students, residents can also access sports teams and clubs at the University.

### **Sustainability**

The College is committed to a sustainable future, so it seeks to adopt environmentally friendly practices in its day-to-day operation, encouraging awareness of green issues and practices among staff, residents, and the wider community. Our sustainability initiatives include a comprehensive recycling program and the installation of solar panels. Please get involved in reducing harmful human impact on our beautiful planet.

### **Leadership Opportunities**

The College offers residents a range of opportunities that will help them to contribute to College life and develop leadership skills. In addition to paid role of Resident Advisor and the voluntary roles on the MCSS Committee and Sub-Committee, residents are invited to serve on a staff-student committee, such as:

- **Food Committee:** the College's catering team values feedback on meal offerings and the Catering Manager is happy to discuss aspects of the arrangements for meals.
- **Mannix Environmental Protection Agency** (aka the Sustainability Committee): this is responsible for ongoing development of a Collegewide sustainability strategy, including such areas as resource recovery and waste management, energy efficiency, water conservation and reducing our carbon footprint.
- **Respect, Equality and Safety Committee:** aims to envision and develop a diverse, positive social environment at Mannix in which all students can feel safe and valued.



## MOTTO & COLLEGE SHIELD

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The shield of Mannix College combines elements of Archbishop Daniel Mannix, Sir John Monash and the Dominican Order. From the shield of Dr. Mannix, the Gryphon and Crescents are taken together with the motto:

*Omnia Omnibus – “All things to all people”*

The shield of Sir John Monash, used by the University named after him, shows the inverted chevron, the Southern Cross, the open book and sword in pale blue surrounded by a crown of laurel. The black and white border is drawn from the shield of the Dominican Order.

## RECOGNISING CONTRIBUTIONS & EXCELLENCE

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The College recognises and celebrates the efforts and successes of residents in a number of ways:

**Super Floor Competition** - Coordinated by the MCSS, this competition encourages active participation in all aspects of College life with points awarded for attendance, engagement and success.

**Cardinal Knox Scholarships** - The Cardinal Knox Scholarships are awarded in memory of Cardinal James Robert Knox, Archbishop of Melbourne between 1967 – 1974, and have been generously made available by the Catholic Archdiocese of Melbourne. Scholarships are awarded each semester on the basis of outstanding academic achievement. Recipients can receive \$750- \$900.

**Academic Excellence Awards** - Awarded to residents who achieve a High Distinction average in a semester.

**Principal's Award for the Academic Collegian of the Year** - This is the premier College award, made to the student who has best combined dedication to study and a commitment to personal, social, sporting and cultural values for which the College stands.

**Student Achievement Award** - Awarded to a resident who has made a significant contribution to the collegiate life of the College and lived in accordance to College values.

**Fresher Award** - Awarded to a first-year resident whose active presence and involvement throughout the College adds to its overall positive spirit and sense of community.

**Mannix Old Collegians Association (MOCA) Gold Collegian Award** - Delivered by MOCA and awarded to the resident who:

- best embodies and contributes to College values of integrity, respect, excellence, service and community.
- exudes passion for positive involvement in the Mannix community and its activities.
- has made a significant, active and ongoing contribution to the life of the College in personable, social, sporting, cultural and academic pursuits.

- is someone whose presence and involvement throughout the College add to its overall positive spirit and sense of community.
- has sound academic results and has shown demonstrable leadership in non-academic areas of College life.
- is a person of exemplary character and positivity.

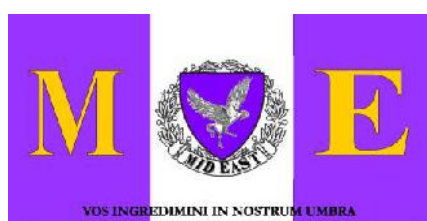
**Alan Zavod Award For Musical Performance** - Awarded to the resident whose regular and talented musical performances have enriched the cultural life of the College.

**Sportspersons of the Year** - Selected by the MCSS Sports Reps, these two awards celebrate Mannixians whose contributions to the sporting life of the College have been extraordinary.

## RESIDENTIAL FLOORS

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Your floor will be your family at Mannix. Together, you'll enjoy events, activities and relaxed socialising in your floor common room. All residents are expected to attend their floor's weekly meeting, which are coordinated by the student leaders of that floor. Each floor has its own flag, with residents often wearing their floor flag colours at College sport and other events.



## MERCHANDISE

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The MCSS designs and sells merchandise for Mannix residents to enjoy.



# WHAT TO BRING

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In your room you'll find a single bed, 1 set of sheets and 1 pillowcase (washed weekly by housekeeping), 1 pillow, a desk and desk chair, wardrobe, a mirror, a bookshelf, pin board, heater, and vanity with sink and storage.

You're welcome to bring your own sheets and pillowcase, however you will need to wash these yourself.

Any additional furniture (such as bedside tables) needs to be approved by the Business Manager before you move-in. An online form will be made available to you for submitting items for approval.

## **We Suggest You Bring**

### Bedroom

- Doona and/or blankets (it gets chilly)
- Lots of coat hangers and baskets to organise clothes
- A pedestal fan (bedrooms are not air-conditioned)
- Photos and posters (plus Blu tack, pins and removable hooks)
- A desk lamp
- Network cable
- A mug and plastic cup (we have a 'no glass' rule in common spaces)

### Bathroom

- All of your lotions and potions, including soap
- A basket to carry your lotions and potions to and from the bathroom
- Towels

### Laundry

- A washing basket
- Washing powder (front-loader)
- Indoor drying rack (an outside clothes line is available)
- \$1 coins (each cycle is \$1)
- Pegs

## WHAT NOT TO BRING

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For reasons of health, safety and/or environmental consideration, the following items are forbidden within Mannix College. Possession or use of such items will result in disciplinary action.

- 1) Glass containers (bottles, cups etc...). Glass containers are permitted only in Resident's Accommodation or when provided by the College at an event (eg. in the Dining Hall).
- 2) Inflatable pools, slippery dips or any other item that attracts a risk to health or welfare.
- 3) Any item (whether real or fake) that is capable of being used aggressively or for violent purposes or for the purpose of intimidating. This includes but is not limited to missiles, fireworks, firearms, stun guns, swords, daggers, knives with a fixed blade used for any purpose other than cooking, martial arts equipment, any device resembling a firearm, slingshots, spear guns, bows and arrows, explosives, laser pointing devices and Taser guns.
- 4) Candles, open flames, incense, cigarette lighters, fires or any liquid fuel lighting devices.
- 5) Double adaptors and non-Australian power plugs for any electrical device (if an electrical device has been purchased outside Australia, an adaptor must be purchased and used for all non-Australian power plugs).
- 6) Personal heaters of any kind, e.g. bar radiators, fan heaters, diffusers, oil heaters, etc.
- 7) Portable air-conditioners and evaporative coolers.
- 8) Pets or animals.
- 9) 'Hoverboards', self-balancing electric scooters and similar products are not to be used, stored or charged within Mannix.
- 10) 3-D printers, associated equipment and materials such as Acrylonitrile Butadiene Styrene (ABS), Polyethylene Terephthalate (PETT), nylon and Thermoplastic Elastomers (TPE).
- 11) Chemicals and chemical agents including (without limitation) mace, pepper spray, aerosols and any chemicals that are being used or are likely to be used for dangerous purposes or for purposes other than ordinary personal or domestic use.
- 12) hazardous chemicals that are being used or are likely to be used for dangerous purposes or purposes other than ordinary personal or domestic use, are not permitted to be stored within residential premises. Hazardous chemicals include:
  - a) flammable or combustible liquids (such as paint, paint thinner, ethanol, acetone, kerosene, motor oil, propane fuelled camping equipment)
  - b) corrosive liquids - Acids and bases
  - c) toxic chemicals - poisons
  - d) oxidising chemicals - such as hydrogen peroxide
  - e) compressed gas cylinders (LPG or other gases)
  - f) explosives
  - g) dry ice



# THE A-Z OF COLLEGE LIFE

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## ABSENCE FROM RESIDENCE

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For the purposes of community management and residential support, residents must submit an absence from residence form if they will not be residing in their accommodation for a **period of longer than four consecutive nights** (e.g. for reasons of academic placement; holidays/travel; extended stay with family/friends). Residents under the age of 18 are expected to have obtained permission from their parent/guardian before completing the form.

## ACADEMICS

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Mannix College is devoted to the pursuit of intellectual development and academic excellence. Residents must:

1. Undertake a minimum study load of **24 credit points per semester** at Monash University.
  - a. Residents must speak to the Dean of Studies & Careers to gain approval to enrol in less than 24 credit points per semester for an agreed period of time.
2. Maintain satisfactory academic progress.
  - a. Unsatisfactory academic progress is when a resident **fails two or more** subjects in a semester. In this case:
    - i. The resident must contact the Dean of Studies & Careers to discuss their results, any support that the College might offer, and/or, depending on the circumstances, future residency at the College.
    - ii. A written appeal to the Principal, outlining how their circumstance affected their results, may also be necessary, to secure a place at College in the following semester.
    - iii. Should the resident be invited to return, they will be placed on Academic Probation. This will involve working more closely with the Dean of Studies & Careers, and, where necessary, the Dean of Students & Wellbeing to develop an individualised support plan. This may include a set of expectations around attendance at all relevant college tutorials, attendance at additional academic support programs, demonstration of clear academic progress in the following semester, or other mutually agreed upon actions or outcomes.
    - iv. A student on Academic Probation is generally expected to pass all subjects enrolled to be offered a place in College in the following semesters. Individual circumstances will be considered.
3. Seek written approval from the Principal to extend their stay at Mannix College if at any time they do not satisfy the Admissions Policy Principles which includes:
  - a. If a student discontinues their enrolment at Monash University or changes from full-time to part-time study, or transfers to distance education, or completes their studies prior to the end of the academic year, they may be required to vacate their room.
  - b. If a student is excluded from Monash University - for any reason - they will be required to vacate their room.

## ACADEMIC CENTRE

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The Academic Centre is open 24/ 7 and contains the library, tutorial rooms, Mannix Boardroom, gathering commons and toilets. Access is via the use of your fob key. No food or drink is permitted in the Study Centre or tutorial rooms. Food or drink must be consumed in the gathering commons. Noise should be kept to a minimum at all times.

## ACADEMIC GOWN

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Residents receive an academic gown on the day they enter College. Academic Gowns must always be worn to Formal Dinners unless otherwise stated by the College.

## ACADEMIC SUPPORT

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Offering expert practical assistance to all Mannix students as they strive to excel in their studies at Monash University. Academic Support:

- aims to assist each Collegian to be the best student at Monash he or she can be, thus maximising academic potential and career prospects while at the same time enabling Mannix students to make the most of the rich and rewarding social, cultural, sporting and spiritual life at College.
- facilities and services are provided at no extra charge exclusively to those Monash students who are current residents of Mannix.
- is closely linked with pastoral care in the belief that a happy student will be a student who is enjoying and performing strongly in his/her University course.

Residents must undertake a minimum study load of 24 credit points per semester at Monash University. Residents may speak to the Dean of Studies & Careers or their nominee for approval to enrol in less than 24 credit points per semester for an agreed period of time.

Residents must also maintain a Weighted Average Mark (WAM) of at least 50. If a Resident fails multiple courses in a semester, or fails at least one course in multiple semesters, they may be required to meet with the Dean of Studies & Careers to discuss their academic progress and they may also have to engage with support and advice services prescribed by the College.

## ACCESS TO ROOMS

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The Principal, Deans or anyone delegated by them, shall have the right to enter any room or area of the College at all reasonable times for emergencies, cleaning or maintenance and, at such other times as they deem necessary, for inspection of College property.

Residents must close and lock their accommodation door when the room is unattended. The automatic closing arm on accommodation doors must not be interfered with at any time.

Residents must not enter another Resident's accommodation without their express permission. An unlocked or open door does not constitute permission.

## ADMISSIONS

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Residency agreements are provided at Mannix College between February and November (with some exceptions). Contracts are normally a full academic year. At the end of each year, a residents' contract will become void and reviewed.

Readmission to the College in the following year is dependent on a number of conditions; these may include good academic progress, involvement and contribution to college life, good behaviour/discipline and a good financial record. Residents are not guaranteed accommodation in the following year if they do not meet the criteria above.

Residents should familiarise themselves with the Admissions Policy.

## ALCOHOL

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The consumption of alcohol must comply with the Alcohol Policy and the Mannix College Conditions of Residency, and includes:

- Residents and their guests who are 18+ years old and who have chosen to consume alcohol are encouraged to drink at lower and safer risk levels. This means up to two standard drinks per day to decrease lifetime risk of harm and up to four standard drinks on one occasion to decrease acute risk of harm on any drinking occasion.
- Residents and/or their guests must not engage in binge drinking and must refrain from promoting and/or participating in and/or encouraging drinking games or any activity that accelerates the consumption of alcohol.
- The following items are not permitted at any time within Mannix College: kegs; alcoholic punch; any form or variation of drinking games; and any type of alcohol drinking apparatus which enables a person to consume large quantities of alcohol quickly.
- Normal community and legal standards relating to behaviour are applicable in College as they are everywhere else and Residents will face consequences in line with the Conditions of Residency if their conduct is not aligned with the College's and community expectations.
- Residents have the right to make choices free from peer pressure
- Drunkenness or other intoxication is not a defence for unacceptable behaviour. Those who choose to consume alcohol must take full responsibility for their behaviour and those who serve or provide alcohol to Residents must recognise they have some responsibility for the behaviour of those they serve.
- Competitive drinking games which include alcohol and the encouragement or expectation to drink alcohol fast, to excess, or in any other dangerous manner, are not acceptable behaviour and will result in disciplinary action.

### Dry Zones

The Principal and Deans are authorised to determine where, when and if alcohol may be consumed by any person [including Residents and their guests] at Mannix College.

The Dining Hall, Library, Tutorial Rooms, Gym, Chapel, Senior Common Room, Laundry, Residential Corridors and Walkways, and the Student Kitchen are dry zones and alcohol is not permitted to be consumed in these areas unless otherwise approved by the Principal or Deans.

Additional Dry Zones may temporarily be appointed by the Principal and Deans at any time.

## ALFRESCO DINING AREA

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The alfresco dining area is located adjacent to the main dining room. Access to the alfresco dining area is from the door located left of the high table. This area can be used during meal times or when a function or event is held. Noise should be kept to a minimum while using this area, it should be left tidy and clean at all times. You will find outdoor seating and BBQs located here.

## AUDIO VISUAL EQUIPMENT

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Audio-visual equipment (projectors and screens) is installed in the Private Dining Room (Fitzgerald Room), Dining Room, JCR, MCR, SCR, Tutorial Rooms, Boardroom and Chapel Auditorium. Audio-visual equipment is for the use of conference guests, MCSS, RAs, staff and tutors only. If residents require the use of audio-visual equipment please contact the Office for instructions.

## AWARDS & PRIZES

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### **Cardinal Knox Scholarships**

The Cardinal Knox Scholarships are awarded in memory of Cardinal James Robert Knox, Archbishop of Melbourne between 1967 – 1974, and have been generously made available by the Catholic Archdiocese of Melbourne. Scholarships are awarded each semester on the basis of outstanding academic achievement, and range from \$750 to \$900 per recipient.

### **Academic Collegian of the Year**

The Principal's Award is awarded annually to the student who, in the Principal's view, has best combined dedication to study and a commitment to personal, social, sporting and cultural values for which the College stands. The recipient is awarded the title Academic Collegian of the Year, and awarded \$800.

### **Student Achievement Award**

The Student Achievement Award is awarded to a second year (or above) resident who, in the Principal's view, has made a significant contribution to the collegiate life of the College. The recipient of this award receives \$400.

### **Community Spirit Award**

The Community Spirit Award is awarded to a first-year resident who, in the Principal's view, has made a significant contribution to the collegiate life of the College. The recipient of this award receives \$400.

## BBQs

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A free BBQ facility for student use is available located adjacent to the sports court. It is expected that residents leave this area clean and tidy during and after use.



## BICYCLES

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Bicycles must not be kept within the College.

Access to the bike shed is via your fob key and is only provided to residents with a bike registered by the College. All residents who have a bike must register this with the College office. All residents should ensure that their bikes are secured with a heavy-duty chain or D-lock while stored in the bike shed. The College takes no responsibility for bikes left in storage.

All bicycles are to be removed at the end of the academic year unless prior arrangement is made with the Business Manager. Bicycles left without prior arrangement may be sold and the proceeds donated to charity.

## BURSARIES

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Mannix is able to provide some financial assistance to students with demonstrated financial need, who have not received a College Scholarship. Applicants must complete an application form to demonstrate their level of financial need.

## CALENDAR OF EVENTS

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The College calendar is varied and full of functions and events that aim to appeal to a large cross section of the College. You will need to balance your commitments so that you do as well as you can in your studies, participate and excel in the extracurricular activities of your choice, develop strong friendships and enjoy yourself.

A printed copy of the College Calendar is available in the Dining Hall foyer and provided to all members of the College at the start of each semester with events reminders being shared in the Gryphon Gazette and on our Facebook pages. Some functions or events require residents to register their attendance or buy tickets.

## CHAPEL

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St Dominic's Chapel is located in the Hart Spiritual and Academic Centre. The chapel is divided into a small dedicated chapel (54 seats) and a larger chapel (additional 94 chairs). The larger chapel (auditorium) area has a multipurpose use for meetings, seminars and conferences. There is a meeting room, sacristy, reconciliation room and also a reflective courtyard located in the spiritual centre.

## CHAPLAINCY

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Chaplaincy is provided as a free, non-judgmental and confidential service for any and all members of community, and they're always here to help, regardless of your personal belief or faith

Fr Robert Krishna O.P. is the College Chaplain. Fr Robert can be contacted on [robert.krishna@op.org.au](mailto:robert.krishna@op.org.au) or 0424 309 834. He is available for consultation by appointment.

## CHILD SAFE

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Mannix is committed to the safety and protection of all children and young persons involved in Mannix activities. It is important that children feel, and are, safe, and that their voices are heard on decisions which affect them. All individuals representing Mannix have a responsibility to understand the role they play to ensure the safety, protection and empowerment of children. This includes our commitment to protect children from abuse, including physical violence, sexual abuse, serious emotional or psychological abuse and serious neglect. Our promotion and management of child safety is done in accordance with our Child Safe Policy and other relevant policies.

## COMMENCEMENT DINNER

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The annual Commencement Dinner occurs at the beginning of residency. It consists of a smoking ceremony, Welcome to Country, Chapel Service and Formal Dinner. All residents must attend.

## COMMON ROOMS

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### **Floor Common Rooms**

Each floor has its own common room, considered a gathering place for residents in the corridor. The common rooms contain an Xbox games room (Xbox provided), kitchenette, dining area, TV room (Foxtel and DVD provided) and lounge area. Noise should be kept to a minimum and the common rooms should be left in a clean and tidy state after use. The College reserves the right to close common rooms if they are left in a mess. Furniture and resources from the common rooms are not to be taken from the common rooms under any circumstances.

### **Senior Common Room (SCR)**

The Senior Common Room for the by bookings only. From time to time the venue may be used for presentations, seminars and meetings. The room is equipped with lounge chairs, coffee tables, audio-visual equipment, College memorabilia, bar and access to the outdoor café area.

### **Middle Common Room (MCR)**

The Middle Common Room has been set up as a space for students to come together for study or to socialise in a relaxed and comfortable environment. Please ensure you keep this area clean and tidy at all times and that noise is kept to a minimum.

### **Junior Common Room (JCR)**

The JCR is for the use of all residents and is located upstairs in the main administration building. The JCR is split up into two rooms, the small JCR and the JCR Hall. The small JCR has a TV, bar, sound system, pool table, foosball table, ping pong table, couches and access to the outdoor café area. The JCR hall has a theatre style set-up and Foxtel.

## COMMUNITY LIFE

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The aim of College staff (including Resident Advisors) is to assist and support residents. When performing their duties, they are to be permitted reasonable access to the areas for which they are responsible and their requests of residents to take certain action are to be heeded. Conduct by a

resident which interferes unreasonably with the work of staff or causes harm or embarrassment to them is viewed seriously and shall amount to a breach of the conditions of residence.

## COMMUNICATION

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If the College emails or calls you, it is important and you are expected to respond promptly.

The College may officially communicate with you, via its delegated representatives, directly in person, or using the phone number, email address or postal address reflected in your resident profile on the College Portal, or by any other appropriate means of communication.

The College is not responsible, for example, if you missed a deadline to respond because you did not check your emails or messages, or because you failed to notify the College of a change of email address or phone number via the Portal.

It is a requirement that you keep your contact details current. Your contact details can be updated anytime via the College Portal.

The College also relays important notices to its residents through the Gryphon Gazette, our weekly e-newsletter which is sent out to residents every Sunday to the email address reflected in your resident profile on the College Portal. Please ensure that you read them each week. They keep you up to date with what's going on around College.

The College officially maintains a number of accounts across various social media platforms. These accounts allow the College community to participate in social media effectively, whilst maintaining the good reputation of the College online. Resident conduct on social media must adhere to the Conditions of Residency and Social Media Policy.

## COMPLAINTS

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If you have a complaint, there are a number of opportunities available to resolve them:

- you can talk to a Resident Advisor
- you can talk to a Dean
- you can go straight to the Principal and give the Principal the opportunity to resolve the matter

The College's aim is to provide fair and consistent policies and procedures for resolution of complaints by residents.

## CONFERENCES & GUESTS

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On occasion, the facilities of the College are made available to outside groups for meetings and conferences. Conference guests may be resident in the College at times throughout the year. Members of the College should understand that conference groups and academic visitors are accommodated as a means of subsidising fees, which would be appreciably higher without them.

Guests should always be treated with courtesy and respect. Many of these academic guests are accomplished in their own sphere of academic pursuits. Students are encouraged to engage in

conversation with these professional guests if the occasion presents itself. If there are any issues with guests, please notify the College office.

## COUNSELLING

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To make an appointment with the Mannix Counsellor, email [counsellor.mannix@monash.edu](mailto:counsellor.mannix@monash.edu). To make an appointment at any of Monash's campuses, call 9905 3020. After hours you can access Counselling Help Online at 1300 788 336

## COURTYARDS

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The West and East Wing Courtyards are located between the student common rooms and West Wing. Outdoor seating and a grassed area are located here for student use. Please ensure that you keep noise to a minimum as resident rooms are located adjacent to the courtyards.

## DRESS STANDARDS

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Residents must dress appropriately in all communal spaces. This includes when walking to or from the showers. Although Mannix does not have a particular dress code, except for at select events or in the Dining Hall, Residents must always be mindful of other Residents and cultural differences. Residents must make every effort to not cause offence or discomfort to others.

## ENROLMENT

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If a student discontinues their enrolment at Monash University or changes from full-time to part-time study, or transfers to distance education, or completes their studies prior to the end of the academic year, they may be required to vacate their room. If a student is excluded from Monash University - for any reason - they will be required to vacate their room.

## EMERGENCY PROCEDURES

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Fire Safety and Evacuation Notices are located behind each residential room door. Please acquaint yourself with this information in case of an emergency.

Each Resident Advisor is assigned as a Floor Warden. The Floor Warden is responsible for the correct evacuation of their corridor and must be obeyed.

### **Residents responsibilities during an evacuation:**

- If a fire is detected, raise the alarm if it has not already been raised.
- Close your window and door (leaving the door unlocked) and proceed to your evacuation point. Make sure your Floor Warden sights you, as this person is responsible for ensuring the floor is clear and all residents are accounted for.
- Regardless of circumstances, whenever the appropriate alarm is raised all students and staff must evacuate the floor immediately.
- Residents are to congregate in the back-car park (primary evacuation area) unless advised to move elsewhere. Residents in the administration area evacuate to the front car park of the college (secondary evacuation area).

- Residents in the Junior Common Room or Dining Room evacuate via the fire exit doors on Parker Street if they cannot evacuate through the front administration foyer area.
- Note: Do not stand under the walkways, even if weather is inclement. You must move away from the buildings and stand in the appropriate area designated for your floor in the car park.
- Nobody is to re-enter the building until the official “All clear” has been given by the Chief Fire Warden or the Metropolitan Fire Brigade officer.

### **False Alarm**

Fire alarms, if activated, immediately result in fire brigade attendance at substantial cost to the College (minimum \$2,500). **If it is found that a resident has set off the alarm system via negligence or deliberate intent, the offender will be charged with this call out fee.** If the offender is not discovered or comes forward, the cost of the fire brigade attendance may be borne by the MCSS and therefore by all residents through increased subscription fees. If an alarm is set off by smoke through an honest mistake then owning up as the responsible party is helpful and may well avoid the offender being charged or fined. Tampering with fire equipment is prohibited.

### **Fire Regulations**

Fire regulations prohibit cooking (including microwave ovens), electric bar radiators or burning candles or incense in rooms. Doors facing Parker and Cobain Streets must not be left open nor propped open. Hose reels must not be tampered with under any circumstance. Residents should not use these fire doors to enter or exit the building unless for fire evacuation purposes.

### **Fire detectors and door closers**

Smoke detectors, heat detectors and fire sprinklers are fitted in every residential room as well as corridors and common areas. Detectors may be activated by heat or if the glass bulb at the centre of the sprinkler is broken. If activated, a fire siren will immediately sound and the Fire Brigade summoned. The subsequent minimum callout charge for the brigade may be charged to the resident of the offending room if it is a false alarm.

Tampering with these detectors in any way, including covering of the alarm, or tampering with the fire service equipment endangers the lives of fellow residents and is cause for disciplinary action and may result in immediate dismissal from College.

Faulty smoke detectors should be advised to the front office as soon as you are aware of a fault.

Each student room has been equipped with a smoke detector, which is hardwired back to a central fire panel. At no times should you cover these fire detectors, if you do so, you may have your residency contract terminated. Hairspray or steam can set these fire detectors off.

In accordance with Monash City Council regulations, each student door has been fitted with a self-closing fire door device. Students unfortunately are not able to leave their doors ajar due to fire regulations and requirements.

## **FEES**

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Residential fees for College are paid via the Resident Portal. We accept EFTPOS, credit cards (Visa and MasterCard – a 1% credit card fee applies), cheques or cash for upfront payments. Instalment



payments can only be made by direct debit to your nominated account. Please phone the Office to pay up front or by semester by credit card. If there are any issues with fees please consult the Office.

## FELLOWS

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The Mannix College Council, following the recommendation of the Principal, appoints a number of distinguished persons who are known as Fellows of the College. The Fellows wherever possible shall support and advise the Principal in the pursuit of the following College interests and objectives:

- Academic excellence among student residents and the fostering of the intellectual life of the College
- Philanthropy that is of direct benefit to the College
- Development of College facilities and services
- Reputation of the College as a Catholic residential college affiliated with Monash University

Each year the Fellows group conducts a series of lectures/debates with high profile guests offering interesting topics for our residents. Fellows also assist the students when required and engage with the College community.

## FINES

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Mannix College values a culture of accountability and respect for our shared facilities and Resident accommodation.

The College reserves the right to fine residents collectively or individually for any behaviour, action or damage which occurs at the College or at any event with which the College or the MCSS is associated.

A fine may be given in addition to any costs for repairs or replacement incurred as a result of resident's behaviour.

Fines incurred in response to poor behaviour (e.g. smoking) will be donated to charity.

Fines must be paid within the stipulated time unless otherwise negotiated with the College.

Below are some indicative minimum replacement costs for room and furnishings damage\* and/or other fines:

Item	Amount
Bed base	\$360
Bookcase	\$150
Car (parking without required permit on display)	\$50

Carpet	\$600
Chair	\$400
Curtains/rail/blinds	\$350
Cleaning	\$100
Desk	\$500
Door	\$500
Door closer	\$420
Dining Hall items	\$10 per item (if you are found in possession of items taken from the Dining Hall)
Heater	\$600
Refusal to Evacuate (during fire alarm/drill)	\$100
Fire Brigade Attendance**	approximately \$2,500
Fob replacement	\$50
Light fittings	\$240
Lockout (after third lockout)	\$50
Mattress	\$350
Meal (for friends with no meal ticket)	\$50
Mirror	\$80
Notice board	\$140
Parking permit replacement	\$50
Window	\$380

\*Minimum replacement cost (depending on damage, costs to the College and market price)

\*\* Attendance of the Metropolitan Fire Brigade where Mannix, acting reasonably, forms the view that the Resident or their visitor/guest activated the fire alarm by their inappropriate act or omission (whether wilful or negligent).

## FORMS

The College uses a range of forms to help you to share information with us from time to time. Some examples include:

- Absence from residence form (if you will be out of College for a period of longer than four consecutive nights - <https://forms.gle/8RKAMJghHLPwbNUR6>)
- Maintenance Request (if you identify something that needs fixing) - <https://forms.gle/hdTd9gUaBgVmfM9a9>

## FORMAL DINNERS

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All residents attend Formal Dinners which are held most Wednesday evenings during semester and are a unique and special feature of the College.

Students must be seated in the dining room prior to the arrival of the members of the Senior Common Room at 6pm. Academic gowns must be worn at all Formal Dinner occasions, unless the Principal directs otherwise.

### Invitations to High Table

Before Formal Dinners, residents will be invited as guests of the Principal to attend pre-dinner drinks in the Senior Common Room, and to dine at the High Table. Residents will receive email invitation notifications, so keep an eye out for one!

As with most invitations, you are expected to RSVP before the due date by letting the College know at the front office, even if you have to decline the invitation. Being invited to sit at High Table allows you to meet various members of the wider Mannix community, as well as the University.

Please note, when seated at High Table, cell phones are expressly prohibited, and cannot be placed on the table.

**All attendees must adhere to Formal Dinner etiquette**, which includes:

- Residents must remain in the Dining Hall and seated for the duration of the event unless going to the bathroom or otherwise instructed.
  - Approval to leave the Dining Hall during Formal Dinner should be sought from the Resident Advisor on Duty or a Dean.
- Poor behaviour at dinner will not be tolerated and those Residents exhibiting poor behaviour will be asked to leave and may receive disciplinary action.
- No alcohol is to be brought into the Dining Hall, except with the permission of the licensee.
- No alcohol is to be removed from the Dining Hall.
- 'Pre-loading' prior to the dinner is unacceptable as is bringing in personal supplies of alcohol or exiting the dinner to consume alcohol prior to returning.
- Residents demonstrating an intoxicated state will be asked to leave and may receive disciplinary action.
- Residents should wear an academic gown and appropriate attire to a formal dinner. Formal dress is expected and examples include;
  - Suit, shirt, tie, long pants and appropriate footwear
  - Cocktail or evening dress, or an ensemble equivalent that is comfortable and suitable for the occasion

- iii) Academic gowns must be worn for the duration of the dinner, and only removed if the host gives such direction
- iv) Residents will be informed of any changes to this dress code for particular functions
- v) Failure to dress appropriately may delay your entry to the event, with potential formal follow up from the Deans.
- vi) Please speak with the Deans for any formal dress related queries
- h) Residents are asked to stand until the host, the Principal, and guests enter and take their seat at the High Table.
- i) Residents should not eat/drink until grace is said.
- j) Residents are asked to keep quiet when there is a speaker/performance.
- k) Residents are asked to chat in a civilised manner with the people at their table
- l) No yelling or screaming during dinner (including after a performance)
- m) When final grace is said, Residents should stand and remain standing until the host and guests leave the venue. They can then leave the venue.
- n) Seats may be allocated for dinner. When seats are not allocated, Residents are asked to sit with different Residents each time so that they can get to know the rest of the College community.
- o) No alcohol can be brought to dinner.
- p) Two bottles of wine will be served per table. Residents cannot swap with other tables.
- q) Tables can get more water/juice but not more wine.
- r) Residents should place mobile devices in the white table baskets during the dinner.
- s) Residents may only use devices for recording performances or taking photos.
- t) Approval to leave the Dining Hall during Formal Dinner should be sought from the Resident Advisor on Duty or a Dean.

## FOBS

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Each resident is provided with a fob key to access the College, your student room, the Study Centre and student laundry. If you want access to the secured residential car park, gymnasium, bike shed or music rooms, this must be obtained from the College Office.

Fobs remain the property of Mannix College. All fobs must be returned to the College at the conclusion of your Residency Agreement or a \$50 per day fee will be charged.

For the safety of the community, lost fobs must be immediately reported to the College Office. Lost fobs will incur a \$50 replacement fee.

## GUESTS

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The College observes a guest policy to ensure that the College maintains a safe and secure environment conducive to study and that its facilities remain for the exclusive use of fee-paying residents.

All Mannix accommodation is offered as single occupancy. Residents are permitted visitors and guests – under the expectation that any guests will not negatively impact on the wider residential community.

Residents are responsible for the behaviour of their visitors/guests at all times.

Visitors/guests can stay overnight for a maximum of **two consecutive nights** in a week on an irregular basis.

Visitors/guests may not attend College events, including Formal Dinners unless approved by the Principal or Deans

At the beginning of their residency, Residents are provided with **six free meal vouchers** for the purpose of dining with their guests in the Dining Hall. Immediate family members do not require vouchers. Additional meal vouchers can be purchased from the College office during normal office hours.

To preserve the security of the College and safety of all residents, please do not let anyone that is not your guest or that you do not know into the College after hours.

Residents must not give their Secure Entry Card to their guests under any circumstances. Guests who are unaccompanied will be approached by staff or RAs and asked to produce identification and the name of the resident who invited them into the College.

## GRYPHON HOUSE

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25 apartments are available for recommended academic guests of the University, Monash Medical Centre, CSIRO and the Australian Synchrotron, conference guests, recommendations from Council members and the Fellows of the College, and family or friends of staff and residents.

## GYM

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The Mannix Gym is available 24 hours a day for residents. Limited access is available for staff and guests. There are treadmills, bikes, cross trainers, recumbent bikes, rower, free weights and weight machines. Terms & Conditions of use are displayed in the Gym.

## GOSSIP & RUMOURS

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in a large community, such as at Mannix, with so many people living and working in such close proximity, gossip and rumour has the potential to cause great individual personal hurt and considerable damage to the community as a whole.

As with physical bullying, there are no innocent bystanders with hurtful rumours. Simply hearing and reacting to the rumour, and letting it continue, makes a person almost as responsible for its damage as the person who started it. When confronted with a rumour, question the source of the information if you doubt its validity. If you are not getting clear answers back, do not pass the information on. Furthermore, let others know you will not take part in listening to information that is hurtful to others, and that you will not pass it on.



However, if what you are told does seem to be valid, you still should not contribute to the dissemination of information that is potentially hurtful and most likely no business of yours, or indeed of most other people in our community. Discuss the matter with a friend and contact an RA or Dean to ensure that the effect of the information on the lives of others is minimised.

## HOUSEKEEPING

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The College Cleaners work from Monday to Friday 8:00 am to 4:00 pm. Bathrooms, common rooms and passages are cleaned. Student rooms are vacuumed once a week. Rooms should be left in a tidy state to facilitate cleaning. Rooms must be made available for cleaning at least once a fortnight (this is an occupational health and safety requirement by the College).

If your room cannot be practically cleaned because of its condition, the cleaner will photograph the room for the purpose of reporting this to the cleaning supervisor. If a student room is found to be consistently below an acceptable state of cleanliness, a report will be made back to the Dean of Students & Wellbeing and which may result in disciplinary action.

If you are feeling overwhelmed by the state of your room or have complicating health factors which inhibit your ability to keep your room clean, reach out to the Dean of Students & Wellbeing who will assist you to get support and help you to develop coping strategies.

## ILLNESS OR INJURIES

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The Deans, Principal, RAs, Security Officers and MCSS Committee members are First Aid trained.

RAs are not permitted to dispense medications including common treatments e.g. paracetamol or antihistamines. It is the responsibility of residents to provide their own medication. Any student with severe allergies must have their own EpiPen at College at all times.

It is important that your Resident Advisor be informed immediately if a student contracts an illness or suffers an injury of a serious nature. The RA will notify the Chief Warden (either the Principal or a Dean who is rostered on) in emergency situations.

If a resident suffers an injury considered to require more than basic first aid assistance, then an ambulance is routinely called. Ambulances charge the patient for this service. In addition to normal personal health insurance coverage, all residents are strongly advised to take out 'Victorian Ambulance Service Subscription' to avoid the possibility of hefty charges from the Ambulance Service. The College does not cover ambulance charges or medical bills.

The College reserves the right to contact your 'Emergency Contact' Person if it deems it necessary.

## INSURANCE

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Mannix provides limited content insurance for student possessions. This covers damage caused by fire, flooding, or theft as a result of a break and enter. In all cases there is a general excess of \$1000 per claim. If rooms are unlocked, there cannot be a break and enter claim.

The College strongly recommends that each resident takes out their own insurance for personal effects including cars.

## INTRUDERS

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As in any community, there is always a risk of unwelcome intruders to the College who may steal, vandalise or threaten the personal security of residents with their unwanted attention. In this matter, we are all custodians of each other's welfare. Please be alert to the presence of uninvited people. **Only let people into the College who you know.** Ask outsiders if you can be of help. If you are in any doubt about an outsider's intentions, report it to the Office or the Duty Phone immediately. Do not put yourself at personal risk. In the case of intruders, it is important to act promptly. Be alert to anyone who looks out of place and back your judgement - better a little embarrassment than a stolen wallet, laptop computer or TV.

## LAUNDRY

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The student laundry is located adjacent to the gym and contains washing machines, dryers, ironing boards and a change machine. Each load (washing or drying) is \$1.

Laundry tips:

- Do NOT use the top loading detergent in the new washing machines. Only front-loading washing detergent can be used.
- One cup of concentrated soap is sufficient for a load of clothes. Excessive soap causes over sudsing, and can cause machines to shut down before completion of cycle.
- Avoid overloading the machine. If you have to forcefully push clothes into the machine that would be considered overloading.
- Please remove your laundry promptly after each wash and dry cycle, so that others may use the machines.
- Double check your pockets. Items like ink pens and tissues do not do well in laundry equipment. Small items may clog the drain.
- Clean out the lint screen filter in the dryer before using it every time. It is located next to the door of the dryer.

The dryers will run for approximately 45 minutes which should be sufficient time to dry most items of clothing. Residents should keep this area tidy. Washing machines and dryers must not be overloaded or be interrupted mid-cycle.

Residents are not to hang washing outside their windows, there is a clothes line provided in Hoevers Lane for this purpose. The College takes no responsibility for clothing left in the laundry or on the clothesline.

## LOCK OUTS

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If you have locked yourself out of your room:

1. During office hours on working days, go to the Front Office. Staff will provide you with a spare fob. Open your door and immediately return the spare fob to the office. Do not approach the Resident Advisors during these hours.
2. Outside office hours you contact the Duty Phone.

The College can issue a temporary fob to residents who misplace their fob for a short time, allowing residents the time to locate their original fob. Temporary fobs expire automatically after 48 hours. If after 48 hours the original fob has not been found, the resident will incur a lost fob fine.

## LIBRARY

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The Sir Michael Chamberlin Library is located within the Hart Academic and Spiritual Centre. It is open 24/7 to residents and authorised guests only for quiet study. Tutorial rooms attached to the Study Centre can be used for quiet discussions and work groups when not being used for College Tutorials. The Library contains study desks and chairs, Monash 'follow me' printer, Monash configured student PCs, stand-alone USB scanner, and WIFI.

Please do not leave laptops, iPad, mobile phones or any valuables unattended.

## LINEN

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Room linen is the property of Mannix College. Students may provide their own linen if preferred, however the student will be responsible for its washing. College linen is washed once per week. Please leave soiled linen outside your door on the allocated day. Replacement sheets will be provided. Deliberate damage to linen will result in disciplinary action.

## MEALS

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All meals are served in the Dining Hall and provided by an in-house catering team as the advertised schedule. Snacks, including fresh fruit, teas and coffees, are always available.

### Mealtimes (may occasionally change)

	Monday – Friday	Saturday	Sunday
Breakfast	7am – 9:00am	8am - 9.30am	8am - 9.30am
Brunch	Not provided	10am – 12:45pm	10am – 12.45pm
Lunch	12pm – 1:45pm		Not provided
Afternoon Tea	3pm-3:30pm*	Not provided	Not provided
Dinner	6pm – 8pm	Not provided	6pm – 8pm

\*excluding Formal Dinners on Wednesdays

Food service will end 15 minutes prior to the closing times indicated above.

Occasional suppers can be organised by the College during the semester and exam period. These will be advertised in advance.

On Wednesday evenings, all residents are required to attend Formal Dinners.

### Dietary Requirements

All residents should provide their requirements to the College upon enrolment. If your requirements change, please contact the Office.

Every reasonable effort will be made to meet a resident's special dietary requirements (e.g. gluten free, nut free and peanut free) as advised by the resident. Please note that very specific dietary requirements may not be catered for at Mannix, please discuss with the Office.

Vegan/Vegetarian meals may be limited at times to ensure registered vegan/vegetarians get a meal.

**Dining Hall etiquette** includes:

- a) Demonstrating respect for the catering team, including the use of manners upon collection of meals and tidying up of tables and plates.
- b) Do not remove College plates, glasses, jugs, etc. from the Dining Hall. Fines will be incurred for College property found in residents' rooms.
- c) No food fights
- d) Wear suitable attire for a public space
  - i) Shoes must be worn at all times in the Dining Hall
  - ii) Pyjamas aren't permitted in the Dining Hall
- e) Residents are required to provide/hand-over a meal voucher or pay for their guests (e.g. friends or partner) to catering staff prior to the meal being eaten (exemptions are made for immediate family). Failure to provide a meal ticket for your guest or notifying the kitchen that a family member is eating may result in a \$50 fine being imposed. **Residents are provided with 6 free meal vouchers per academic year.** Students must write the name of the person using the meal voucher on the voucher itself. Additional meal vouchers can be purchased from the College office during normal office hours.

### **Packed Lunch**

Residents who can't make it back to Mannix for lunch due to University commitments can make a sandwich, salad or wrap during breakfast to takeaway.

### **Late Dinner**

Residents who can't make it back to Mannix for dinner due to University commitments can request a late dinner. Requests must be made by 5pm, and meals collected no later than 7:45pm.

Late dinners are not available on those Wednesdays when there are a Formal Dinner.

### **Meal Tickets**

Residents are provided 6 complimentary meal tickets at check-in, to be used for guests and/or partners. Meal tickets must be handed to Dining Room attendants prior to guests consuming a

meal. Failure to provide a meal ticket will result in an on the spot fine of \$50, payable to St Vincent de Paul or Caritas.

All guests must be accompanied by a resident while at the College.

Additional meal tickets can be purchased from Reception –

- Breakfast – \$5
- Lunch – \$10
- Brunch – \$10
- Dinner – \$15

Parents, guardians, grandparents and siblings are not charged for meals, unless they are staying at the College.

## MAIL

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Mail slots are located outside the Dining Hall and are grouped by the first letter of your surname. Letters will be placed here, as well as notification slips for parcels, which can be collected from the office during office hours. We ask you to bring the notification slip with you as it may need to be signed when receiving your parcel.

Whilst in College your mailing address is:

*Your Name*  
*Mannix College*  
*22A Wellington Road*  
*Monash University Vic 3800*

When you are preparing to leave the College permanently, you will need to advise your correspondents of your new address. Mail will only be forwarded to an Australian address for 2 weeks. After that time mail will be returned to sender or destroyed.

## MAINTENANCE

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Please report any damage or malfunction as soon as practicable via an online form.

You may be held responsible for property damages at the end of year room inspection, which may have come about through general wear and tear, if you fail to report it in a timely manner. If any malfunction or damage presents an immediate risk, you need to report it to the Office during office hours or to the Duty RA after hours.

You can log maintenance requests for your own room as well as for shared spaces, such as common rooms and shared bathrooms. A logged maintenance job may take a few days to be addressed.

Maintenance Request Form - <https://forms.gle/hdTd9gUaBgVmfM9a9>



## MOVING OUT

Upon vacating a room, a resident must return the room to the original condition it was in before checking in. A resident will be charged for any additional cleaning, moving of furniture, missing or damaged items and for any damage to the room not reported to the College Office.

As per the Conditions of Residency, all residents are required to vacate their accommodation by the end of the Residency Agreement or within 24 hours of their final exam or assessment, at the end of semester 2 (whichever comes first). Please note: on the day of departure you must complete all departure tasks and return your keys by 3pm. The office will contact you after 3pm if you have not checked-out by this time.

If you require additional time in residence after your final exam or assessment, you can submit a request as part of the form. For example, you might have work, placement, research or other commitments that would be helped if you could remain at College. The Dean of Students & Wellbeing will consider these requests. Having been granted an extension, residents will recognise the importance of supporting their peers who are still dealing with exams.

Having received your departure date information, the College will email you to confirm your departure date and other departure details.

### Rubbish and Recycling

To support our Maintenance and Housekeeping teams, please ensure any rubbish is placed in the bins in the hallways when you move out. We have a supply of garbage bags at reception if you need them. Please avoid placing rubbish in the recycling bins as this causes contamination and means items can no longer be recycled. Clothing bins will be available on each floor and you are welcome to drop-off any unwanted clothing items into them. Our Sustainability Reps will organise for them to be donated to charity.

### Storing Items

The College hosts hundreds of guests during the summer break. These conferences provide essential income that funds many of the wonderful services and facilities that our student residents enjoy during the academic year. Because of our need to host summer guests and events, the College and all resident rooms must be completely empty and we can store only a limited number of resident items for **returning students**.

<i>Item</i>	<i>Can be stored over summer</i>	<i>Notes</i>
<i>Personal Items (e.g. small fridge, suitcase, fan, bedside table)</i>	<i>Yes - for interstate and international students only</i>	<i>If you wish to store items, please speak to the Business Manager during business hours. Our limited storage rooms will be filled on a first-in, first-served basis and we ask that you store only what you absolutely cannot take with you.</i>
<i>Small fridges</i>	<i>No - unless you are an interstate/international student,</i>	<i>If you wish to store items, please speak to the Business Manager during business hours. Our</i>

	<i>OR wish to donate the fridge for charitable resale to a future resident</i>	<i>limited storage rooms will be filled on a first-in, first-served basis and we ask that you store only what you absolutely cannot take with you.</i>  <i>If you wish to donate your fridge so that a future resident can purchase it, we will store it for you and the Mannix Environmental Protection Agency (MEPA) will coordinate the sale with proceeds going to MEPA initiatives. Fridges must be clean and functional.</i>
<i>Couches</i>	<i>No</i>	<i>Abandoned couches will incur a disposal fee that will be charged to you. Returning residents will need to seek approval for couches in 2023 from the Business Manager.</i>
<i>All other personal items</i>	<i>No</i>	<i>Abandoned items will incur a disposal fee that will be charged to you.</i>

All stored items must be clearly labelled with your full name. The College takes no responsibility for items left in storage.

To help move your belongings we have a supply of trolleys at reception you are welcome to use.

If you are looking for other short-term storage options, consider:

- [TaxiBox](#)
- [Storage King Clayton](#)
- [Clayton Self Storage](#)

### Departure checklist

On the day of departure, you must complete all departure tasks below by 3pm:

1. Ensure your room is cleaned thoroughly and cleared of all rubbish and personal belongings, including furniture, fridge etc... ensuring you dispose of any unwanted items sustainably (see the communal rubbish and recycling bins available throughout the College)
2. Ensure that all standard items are present in the room. You are encouraged to use the departure checklist below to help you to ensure you return your room to the expected standard.
3. Once you're ready to leave, clock and lock your bedroom door.
4. Check your mailbox, clear any mail. If you won't be returning to the College, remember to update your mailing address for persons or organisations who send you mail.
5. Clear your bike from the bike storage area (if applicable).
6. Return your keys and academic gown to the Administration Office during business hours, Monday-Friday:
  - a. If departures occur on the weekend, return your keys to the FOB drop box and your gown to the office during business hours, Monday-Friday.

### Staying Longer

After checking out, residents may not stay with a friend in residence unless they have received permission from the Dean of Students & Wellbeing.

### **Bonds**

Bonds are paid at the beginning of your stay at Mannix College. Bonds are refunded to the person(s) on our database who are acknowledged to be paying your accounts. Any monies owed to the College will be taken off your bond.

### **Damage / Mess**

Any damage to your room or its contents that you have not previously reported to us will result in monies being taken off your bond. Items with fair wear and tear will not result in monies being taken off your bond.

## **MUSIC ROOMS**

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The music rooms are located adjacent to the Junior Common Room Hall. Access to the rooms is via your fob key and permission must be obtained in advance from the College office. No food or drink is permitted in the music rooms. The music rooms are available for use most days from 7:00 am to 10:00 pm. Students may not be able to use the music rooms while conferences, speeches or seminars are conducted in the JCR Hall.

## **NEIGHBOURING STREETS**

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The College forms a part of the local civic community and members of the College are required at all times to respect the rights of the neighbouring households to courtesy, privacy, quiet and protection of their property. Residents should be mindful of the noise emanating from their rooms, sports court or common spaces, in particular heavy bass or loud music. Please keep noise to a minimum when walking to Dooley's or the Nott. Misconduct in neighbouring areas will be dealt with as per the Conditions of Residency.

## **NOISE**

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The most common complaint in a communal residential setting is noise. As such, Residents are expected to keep noise to a minimum and to demonstrate courtesy and consideration for others.

Noise that is disruptive to others is prohibited both inside and outside of the College, including the courtyard and surrounding areas. **If noise is reasonably deemed to be bothering one person (considering the time, place and type of noise) it is too loud.** If noise can be clearly heard outside a Resident's room, it is too loud. Residents are expected to respond courteously to requests to reduce noise and to act courteously to any request for a noise reduction.

There is to be complete quiet throughout the residential corridors from 11.00pm onwards. Residents wishing to socialise at the College beyond this time will be expected to move to the Junior Common Room.

Please avoid running and shouting in corridors, slamming doors or loud conversation in the courtyards or stairwells.

When the study curfew is in place prior to exams, the conditions are to be respected. Where a student fails to comply with the regulations an on the spot sanction may be applied without warning.

There is a period each semester during SWOTVAC (Study WithOut Teaching Vacation) and examinations known as 'Quiet Time'. It is expected that during this time that all Residents are quiet during prescribed hours. Social gatherings during this period are to occur off campus.

**Fines or other disciplinary measure will be imposed for repeat excessive noise.**

## OFFICE HOURS

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The Front Office is open from 8:30 am to 4:30 pm weekdays unless otherwise advised. The office staff can assist you with fee payment, forms and general information. The office is closed on public holidays.

## OLD COLLEGIANS ASSOCIATION (MOCA)

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All students who have resided at the College for at least one semester automatically become life members of the MOCA once leaving the College. MOCA's primary purpose is to promote networking and fellowship between Old Collegians, primarily through social events and reunions, and to strengthen the connection between Old Collegians and the College.

## PARKING

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The front car park is for use by temporary visitors, guests and staff only. It is strictly monitored by the City of Monash and a fine is imposed on any cars parked without a permit. Visitors must report to the front office for temporary permits, even for short periods of time.

Mannix College has limited car-parking facilities for residents available within its boundaries and along its perimeter. Space is limited and access restricted. There is a charge for parking permits (Car Parks A to D). **There is a \$50 fine for misuse of parking spaces and/or parking without the appropriate permit.**

- Residents may apply for car park permits on the perimeter of the College but there is no guarantee of available spaces. All residents will be emailed the application link near the beginning of the academic year. **If available permits are allocated, those who miss out can be placed on a waitlist.** Students are advised not to bring cars to the College unless they have previously organised a car park. These places are allocated at Administration's discretion.
- All permits and fobs must be returned to the office at the end of each academic year. Bonds will be forfeited by departing residents if these are not returned.

- Any interference with the automatic gate or other abuse of the car park, such as reckless driving, will lead to immediate forfeiture of the permit and the bond, as well as further disciplinary action.
- Cars are to be parked within designated car spaces. Failure to comply may result in your parking permit being revoked and possible disciplinary action.
- Car parking permits and electronic fobs are not transferable. Fines will be imposed for breaches of this regulation.
- Residents that do not have a valid Mannix Car Parking permit, should not park in designated Mannix College parking bays.

The College is not responsible for the safekeeping of any car left in the College compound or on its perimeter. All cars are parked at the owner's own risk.

**Motor cycles:** There are two parking bays for motorbikes in the back secured car park. There is a charge (including a refundable bond providing the fob is returned) for this parking permit.

## PETS

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Residents are not permitted to have pets of any kind live with them in their rooms for health reasons. There are a number of resident animals that you can take for walks or spend time with, including Alma and Joe who you'll often find in the Administration Office. All the animals in College are friendly but please respect their personal space, and if you are not familiar with animals please ask a staff member to introduce you.

## PHOTOS/VIDEOS

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Residents and guests agree and understand that photos and video taken of them during their stay at Mannix College by College photographers/videographers may be used by administration for marketing, website and publication purposes for the College.

## POSTERS / PUBLIC NOTICE BOARDS

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You must have approval from a staff member to post signs on notice boards, walls, doors, dining tables and anywhere else around the College. Any material which has not been approved will be removed. Residents are asked not to post notices on windows, glass or use sticky tape as this leaves residue which makes cleaning difficult.

## PRIVACY

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Each resident has the right to personal privacy. To enter another resident's room uninvited or to invade personal space is a breach of this right. These matters come under the College's residency agreement.

The College subscribes to the Monash policy concerning the confidentiality of personal information held by the University and the College. For this reason, all residents are required to



provide the College with the necessary authority to obtain from the University academic results, at mid-year, end-of-year or at other times when official results are published, in order to be able to monitor progress, offer such assistance as may be warranted, continue to reassess and appraise the College Academic Assistance system and to assess eligibility for re-entry into College.

The College will not disclose personal information (including room and telephone numbers and home addresses) to people outside the College, other than in accordance with any legal or academic obligation unless explicit permission is given in writing.

No resident may enter another resident's room without permission from the occupier of the room.

## PRIVATE DINING ROOM

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The private dining room (Fitzgerald Room) is located between the Dining Room and Offices. This facility is used for private dining events, conference functions, meetings and overflow for College formal dinner events. A small kitchenette and audio-visual equipment are provided in the room. Bookings for the room must be made with the College Office.

## PRINTING

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A Monash printer is located in the Library, within the Academic centre and is available for residents to use at any time.

To print from a windows laptop or computer, you'll need to

1. Download and run the [Windows Mobility Print Printer Setup](#),
2. Select **Language > Ok**
3. On the Licence Agreement screen, choose *I accept the agreement* and click **Next**
4. Select **MonashMobilityPrint** printer, then click **Next**
5. Enter your Monash username and password, then click **Next**
6. Click **Finish** and print your document.

For instructions on how to print from Apple macOS, a mobile device or by using Web Print [click here](#).

## PUBLICATIONS

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No publication can use the name of Mannix College or the College logo without the permission of the Principal, or in his absence the Deans. Any material which is defamatory or otherwise offensive or illegal must not be published. Breaches of this requirement may result in legal action being taken by either the College or by individuals.

Publications in College will avoid obscene language, photographs, caricatures and other artwork, captions etc. that discriminate with respect to: race, colour, national or ethnic origin, nationality, religion, sexuality, gender, marital status, occupation, intellectual or physical impairment and disability, and other criteria as may be specified in current legislation.

If alcoholic events are advertised, the advertising and provision of non-alcoholic beverages must clearly be highlighted on any poster, promotional communication or advertising material.

The publications will heed the guidelines of Monash with respect to gender-inclusive language and language use for minority groups. The publication should be submitted to the Principal or Deans prior to publication or displaying.

## PUBLIC TRANSPORT

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A security bus allows safe movement at night around the Clayton campus. The campus bus to Caulfield/Peninsula Campus operates at regular times from the Bus Loop opposite Mannix College.

Information regarding Public Transport is available in the PTV App, Monash Diary, and at the Monash University Campus Centre Information Desk. Bus services run to shops and local train stations.

MYKI public transport cards must be carried at all times on public transport. These can be topped up at the bus loop and purchased from train stations, newsagents, university etc. Make sure you swipe on and off as fines for fare evasion are hefty.

## REPORTING AN INCIDENT OR MISCONDUCT

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If something has happened, either to you or to someone else, which you think might be unlawful or in breach of College rules or policies, or which is behaviour which should not occur at the College or University, you will want to consider telling someone about it.

There are many reasons for disclosing or reporting an incident, and a number of different avenues available for you to choose from.

Incidents where reporting needs to be considered could range from the very serious, such as sexual misconduct, harassment or deliberate property damage, through to lower level but persistent behaviour such as causing disruption to other people's living and study conditions.

Reasons why it may be helpful (or essential) to disclose or report could include:

- making sure that someone who has experienced sexual assault or sexual harassment, or some other violation such as bullying or hazing, is able to access support to help them recover from the incident;
- dealing with a situation where a person would have to come into regular contact with someone who has assaulted or harassed them;
- helping to ensure that unacceptable behaviour is not repeated;
- helping to ensure that appropriate consequences follow for a person who has harmed someone else by their unacceptable conduct.

Mannix College does not require you to report an assault if you do not wish to, and will help you access services as needed. It is your choice if you wish to report an assault to the College, the Police and/or the University, or none of these.

### **Disclosing, reporting**

As used here, "disclosing" simply means telling someone. It could be a friend, a parent, a sibling, an RA, a health professional, or someone in authority. "Reporting" implies disclosure in a context

where some action is expected, which could be monitoring a situation, informal talking to someone responsible for an incident, or a more formal process. Disclosing or reporting an incident requires a safe reporting environment. This is an environment which takes account of the need for confidentiality; the impact which reporting may have on a group of which the person disclosing is a member; and a fear of being ostracised, or not being taken seriously, which a person disclosing or reporting may have.

### **How can I disclose or report at Mannix?**

#### **Talk to the Principal, Dean of Students & Wellbeing, Dean of Studies & Careers or RA**

Your Floor RA is usually a good first contact. The Principal and Deans are available to speak with anyone in the College about concerns. These people have received training to enable them to respond sensitively and effectively to students' concerns on a wide range of issues. They will be able to explain the options, including attempting to resolve the problem informally or making a complaint.

#### **Make a formal complaint**

You can make a formal complaint by contacting the Dean of Students & Wellbeing. They will be able to give advice about how to make a complaint and the procedure which will be followed.

#### **Report to the Monash University**

The University has a number of reporting options. If you are thinking of reporting to the University, the College will support your decision and can assist you upon request.

The Monash University Safer Community Unit investigates incidences of behaviour on campus that may be illegal, concerning or unacceptable. They can also assist if you are going through a difficult situation and are not sure who to contact.

- Opening hours: Mon–Fri, 9am – 5pm
- Phone: 03 9905 1599
- Email: [safercommunity@monash.edu](mailto:safercommunity@monash.edu)
- Web: <https://www.monash.edu/students/support/safety-and-security/safer-community-unit>

Other services:

- Sexual Assault Crisis Line: 1800 806 292 or 9349 1766
- 1800 RESPECT 1800 737 732
- Centre Against Sexual Assault: 9635 3610
- MensLine: 1300 789 978

#### **Report to the Police**

If you are thinking of reporting to the Police, the College will support your decision and can assist you upon request, as can the Safer Community Unit. Contact details are

#### **Confidentiality**

If you disclose information on a confidential basis to an RA, the RA will not disclose or use that information without your permission.

This is an obligation which is taken extremely seriously and emphasised in training. It would be a serious breach of duty, for example, for an RA to disclose confidential information to another student.

The only exception is if someone's health or safety (your own or someone else's) requires the information to be used in a particular way. This could require an RA, for example, to disclose information to the Dean of Students & Wellbeing. In such a circumstance the information would be held by the Dean of Students & Wellbeing on the same confidential basis and used only to protect the relevant person's health or safety

### **Use of information on a "no names" basis**

It sometimes happens that a student wishes information to be used, but only on the basis that disclosure cannot be traced back to the particular individual. It could happen, for example, that another student's behaviour is causing significant disruption to people's living or study conditions; the request might be made that action be taken in relation to the situation but the person disclosing does not want to be identified as the source of information.

This kind of situation can almost always be dealt with as requested. RAs and the College authorities will always respect a confidence of this sort, and often the situation can be sorted out without difficulty.

If you ask for no, or limited, action to be taken It may be that you wish to disclose information on the basis that no action will be taken, or no action taken at this stage pending your further consideration. The College will always respect your wishes in this regard. Likewise, if you ask for particular limited steps only to be taken.

The principle is that information you disclose on a confidential basis will only be used with your permission. Again, this is subject to an exception where a person's health or safety requires some use to be made of the information, in which case the information will be used only in the most limited way required by that need.

## **RESIDENTIAL ROOMS**

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1. College furniture and fittings are not to be removed or exchanged without prior permission from the Business Manager.
2. In accordance with Monash City Council regulations, each door has been fitted with a self-closing fire door device. Students unfortunately are not able to leave their doors ajar when they are not in their room due to fire regulations and requirements.
3. Notices, signs or name plates shall not be attached to the doors.
4. Electric jugs/kettles must have an automatic switch-off feature. They should be used in common rooms and not in residential rooms as steam may set off the room detector.
5. No cooking is allowed in the rooms (including microwaves, toasters etc.), please use the student kitchen.
6. Fire evacuation orders are not to be removed from the backs of doors.

7. Steam from showers may set off your room detectors. If your room has an en-suite please close the door leading to the bathroom.
8. All electronic items should be tested and tagged. A service (small cost) is available through the College.
9. Only Blu-Tak may be used to fix posters or notices to walls. It may not be used on ceilings. It is the resident's responsibility to remove all traces of it before they vacate the room. Failure to remove Blu-Tack may result in a fine. Adhesive tape or nails must not be used on any surface. Drawing pins may be used on the noticeboard.
10. Burning of incense or candles may trigger the fire alarm and is forbidden at all times. Electric radiators are not allowed.
11. No furniture or fixtures are to be brought into the College without express permission in writing from the Business Manager. If items are approved, these must be removed at the end of the year or a fine may apply.
12. Each room is furnished with a desk, bed, study chair and bookshelf. It is the resident's responsibility to keep these and all surfaces clean and in good condition. Any damage to rooms other than general wear and tear will be repaired at the resident's expense.
13. Upon arrival, each resident must check that his or her room and contents are in good order and return the Room Inventory Form to the Office within 48 hours of arrival. If this is not done residents will be liable for losses and damages assessed on departure. Any damage to rooms other than normal wear and tear will be repaired at the resident's expense.
14. Each room has been supplied with a flywire screen. Damage or removal of the screen will result in a replacement charge to the resident of that room. Residents may request removal of the flyscreen in the Maintenance Register. The screen will then be removed for the remainder of the year by the Maintenance staff.

## RESIDENT KITCHEN

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A kitchen is available for residents' use, except on Wednesday evening. Residents must undertake an induction before use. Access to the kitchen can be added to resident's fobs at Reception. If the kitchen is left messy or used improperly, it will be closed.

## ROOM ALLOCATIONS

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Resident room allocations are made at the College's absolute discretion. Select students, such as those under 18 or with special needs, may be allocated a particular style and location of accommodation. The College employs the following criteria (in no particular order) in allocating rooms:

- Appointed as a Resident Advisor
- Elected to the MCSS Committee
- Academic achievement
- The length of time you have lived at the College

- Incumbency i.e. Residents who choose the room they occupied the year before (incumbency is not an absolute guarantee that you will retain that room in the following years)
- Prior records of behaviour
- Active contribution to the College community
- Particular concerns regarding health or disability
- Preference for a particular building
- An overall balance of genders, ages, ethnic and regional or scholastic backgrounds for each floor or building

## SCHOLARSHIPS & BURSARIES

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Mannix College believes that every student should have the opportunity to live at our College, regardless of financial circumstance. You may be eligible for financial assistance through a scholarship or bursary, which are paid to recipients in the form of a fee reduction.

### **Bursaries**

Mannix is able to provide some financial assistance to a limited number of current residents with demonstrated financial need, who have not received a College Scholarship. Applicants must complete an application form.

### **Scholarships**

Thanks to the generosity of donors and the leadership of the College Foundation, the College offers scholarships to residents with financial need. For more information, go to <https://mannix.monash.edu/fees-scholarships/>.

## SECURITY & ACCESS

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All entrances to the College require authorised fob access. During the evening, a Security Officer patrols the College.

You can do much to look after your own security by:

- Always locking your bedroom door when you are not there.
- Report any intruder or anyone who appears to be acting oddly to the Front Office, the Duty Phone or Security Officer.
- Ensuring you do not allow strangers to enter the College when you open the sliding doors or security doors.
- Ensure all entry doors, fire doors and wing doors are closed after you enter or exit them.

Resident Advisors have a limited access Master fob for College rooms on their floor.

## SECURITY CAMERAS

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Please note that Mannix College grounds, student common rooms, car parks and buildings are covered by 24/7 security cameras. Footage can be provided to Monash University or Police as needed.



## SMOKING / VAPING

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There is only one spot where smoking or vaping is allowed, located in the back south west corner of the rear car park. Keep this area clean and keep noise to a minimum. No smoking or vaping is permitted in any other part of the College campus. No smoking or vaping is permitted in any building, including balconies.

## SPORTS COURT

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The sports court (Back Astro aka. Bastro) is for the use of residents only from 8:00am to 10:00pm. Shoes must be worn. The lights can be turned on by obtaining a key from the Duty RA. Please notify the College Office if anyone is injured while using the sports court.

## INTERNET ACCESS

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Residents are welcome to bring their own personal computer. Network ports are available in every bedroom and WIFI is also available around the College. The College is on the Monash University network. The WIFI requires password access with Monash authcate.

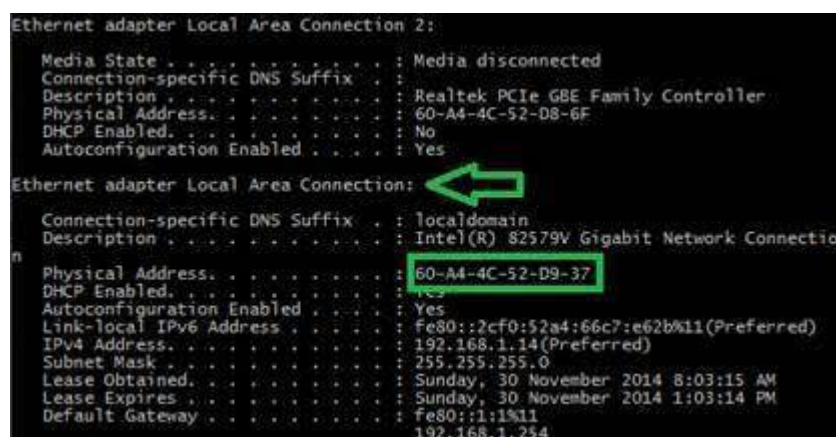
While in your room, we recommend connecting your laptop or desktop to the blue network port that is provided. Monash University charges the College for downloading on the Internet. You have paid a \$75 deposit at the beginning of the year to cover internet charges incurred. Students may be cut off from the internet if excessive internet usage takes place.


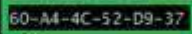
Residents are responsible for their own virus protection when using their own computers. Residents should be aware that as part of a University network they are vulnerable to viruses. The University will disconnect any resident who is found to be spreading viruses, even if this occurs unknowingly.

### RESIDENT ETHERNET CONNECTION SET-UP GUIDE

#### Windows

1. Press the Windows key and R at the same time, this will open a dialog box.
2. Enter "CMD" and press enter.
3. Type "ipconfig /all", press enter.

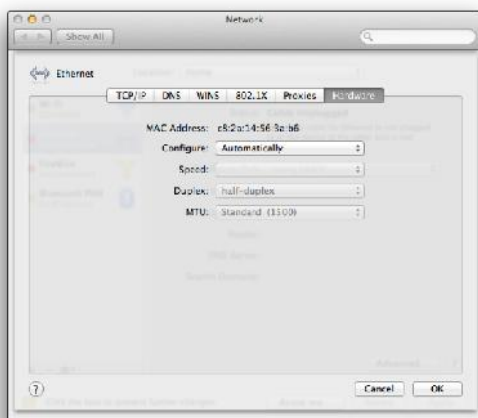


```
Ethernet adapter Local Area Connection 2:  
Media State . . . . . : Media disconnected  
Connection-specific DNS Suffix . :  
Description . . . . . : Realtek PCIe GBE Family Controller  
Physical Address. . . . . : 60-A4-4C-52-D8-6F  
DHCP Enabled. . . . . : No  
Autoconfiguration Enabled . . . . : Yes  
  
Ethernet adapter Local Area Connection:   
Connection-specific DNS Suffix . : localdomain  
Description . . . . . : Intel(R) 82579V Gigabit Network Connection  
Physical Address. . . . . :  60-A4-4C-52-D9-37  
DHCP Enabled. . . . . : Yes  
Autoconfiguration Enabled . . . . : Yes  
Link-local IPv6 Address . . . . . : fe80::2cf0:52a4:66c7:e62b%11(Preferred)  
IPv4 Address. . . . . : 192.168.1.14(Preferred)  
Subnet Mask . . . . . : 255.255.255.0  
Lease Obtained. . . . . : Sunday, 30 November 2014 8:03:15 AM  
Lease Expires . . . . . : Sunday, 30 November 2014 1:03:14 PM  
Default Gateway . . . . . : fe80::1:1%11  
192.168.1.254
```

4. Write down the 12 character "Physical address" found under "Ethernet Adapter".
5. Using a computer that is either already connected to the Ethernet or is connected to the college Wi-Fi go to: <https://webnet.its.monash.edu.au/cgi-bin/addhost/register>.
6. Authenticate using your Monash ID and password.
7. Enter the physical address under "ethernet address"(each two characters separated by a colon e.g. '60:A4:4C:52:D9:37')
8. Enter your Monash email under description (e.g. ' [sgfos2@student.monash.edu](mailto:sgfos2@student.monash.edu)')
9. Click Register. Note: It may take up to 30 minutes and may require you to restart your computer.

### Mac:

1. Click on the apple icon in the top left corner of the screen, select System preferences.
2. Click on "Network"
3. Scroll until you find "Ethernet" on the right hand side, select it and then click "Advanced..."
4. Select the Hardware Tab and write down the "MAC Address" in the format  
XX:XX:XX:XX:XX:XX



5. Using a computer that is either already connected to the Ethernet or is connected to the college WIFI go to: <https://webnet.its.monash.edu.au/cgi-bin/addhost/register>.
6. Authenticate using your Monash ID and password.
7. Enter the physical address under "ethernet address"(each two characters separated by a colon e.g. '60:A4:4C:52:D9:37')
8. Enter your Monash email under description (e.g. ' [sgfos2@student.monash.edu](mailto:sgfos2@student.monash.edu)')
9. Click Register. Note: It may take up to 30 minutes and may require you to restart your computer.

### IT FAQ

**I have followed the Ethernet Instructions but, I still don't have internet?** Check the following: Have you entered the Address correctly in the registration process. Wait 30 minutes (registration is not instant and can take 30 minutes or longer). Try using a different Ethernet port (Different room), yours may be faulty.

**My Computer doesn't have an Ethernet port, what do I do?** Wireless should be fast enough for most students but you can buy a "USB to Ethernet" adapter.

**Do I need to register my Ethernet for different ports?** No, once registered your computer will work on all ports.

**Can I Register more than one device?** Yes, repeat the same steps as the first time.

**What is the difference between Ethernet and Wireless?** Ethernet is faster, Wireless is fast enough for most people. Some Monash services are only available when using Ethernet such as TV streaming.

**I used to be able to connect to eduroam, but now I don't get any internet access?** Sometimes, especially after changing your Monash authcate password, you will need to re-input your Monash authcate username and password by 'forgetting' the network on your device and then reconnecting.

**How fast is the internet at Mannix?** 1 gigabit per second, approximately 10 to 20 times the NBN.

**Is there any content that is blocked on the Monash network?** Yes, all forms of torrenting and similar services are blocked.

**Should I get a wireless router?** NO, there is no need for one at Mannix and the university does not like the use of routers on their network.

**Should I get a Wireless Printer?** NO, wireless printers will not work on the Monash network. You have to use a cabled (USB) printer or use the Study Centre printer. If you already have a wireless printer you may use it but only as an usb printer.

**Is there a file sharing network at Mannix?** No, such a network is against University policy, you may attempt to create one but this is 100% your risk and you may lose your network access both at Mannix and on campus.

**I am getting a message saying that I can't access the Monash Network since I am under 18, what do I do?** You will have to contact Monash IT directly and sign an agreement.

## TUTORIALS

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The Tutors, both residential and non-resident, support the academic progress of our students and assist in the intellectual and cultural development of College life. The Dean of Studies & Careers coordinates the tutorial programme which entails:

- A dedicated team of approximately 30 Monash University-approved specialist tutors, many of whom are Old Colls, are employed by the College to assist students in major subject areas and any other areas of need.
- Tutors are normally available to students for consultation onsite on a weekly basis during semester time and the exam period and are contactable by email and social media.
- Residents are emailed early in each semester with an invitation to request tutorial support.
- The variety and frequency of tutorials will be dependent on the number of students enrolled in a particular course:

- Where there are 3 or more students enrolled in a unit, a weekly 1 x hour tutorial may run;
- Where there are 2 students enrolled in a unit, a fortnightly 1 x hour tutorial may run;
- Where there is 1 student enrolled in a unit, a fortnightly half-hour tutorial may run;

In addition to Course and discipline specific tutorials, there are many opportunities to engage in employability development workshops, industry mentoring, performance development and more.

## TUTORIAL ROOMS

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There are dedicated tutorial rooms located throughout the College. These are for the use of residents and tutors. Priority is always given to the formal College tutorial program. The rooms can otherwise be used for small discussion groups and work groups. Residents must keep these rooms neat and tidy. **Food and drink are not permitted in tutorial rooms.**

## VENDING MACHINES

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There are two vending machines provided for the use of students, staff and guests and are located in the dining room foyer area. Credit cards, cash or notes can be used with the machines.





# THANK YOU

for playing your part in creating and  
maintaining a welcoming and  
respectful community.

Enjoy your year at Mannix!



## Mannix College

A Catholic residential college  
affiliated with Monash University