



Mannix College

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Welcome Week & Orientation Policy

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1.About

Successful living at Mannix College is dependent upon all residents feeling safe, connected and supported. The College delivers a program titled 'Welcome Week' to support new members of the College to feel safe, connected and supported.

Welcome Week is delivered by the College, under the responsibility of the Dean of Students & Wellbeing and with active input from the student leadership teams, key staff and campus community stakeholders.

The program is designed to offer an age and culturally appropriate series of presentations and trainings, campus tours, social events and information that helps new student settle into the new environment. It is delivered in the week preceding the first official week of academic classes at Monash University in each semester. The scale of Welcome Week is proportionate to the number of new students commencing.

This policy and procedure governs the design and delivery of Welcome Week.

2. Jurisdiction

This policy applies to all Mannix College staff, participants and contributors to Welcome Week programming. Every person covered by this policy is responsible for familiarising themselves with and adhering to this policy.

3. Definitions

“**Dean**” can mean either the Dean of Students & Wellbeing or the Dean of Studies & Careers (unless otherwise specified)

“**Fresher**” means a student who is commencing residency of Mannix College for the first time.

“**Resident**” means a student who has signed a Residency Agreement that has commenced but not terminated.

“**Resident Advisor**” means a student who is employed by the College to perform the duties of a Resident Advisor.

“**Residential Community Standards**” means:

- (a) the requirements set out in the Conditions of Residency;
- (b) The requirements and content set out in the College Handbook;
- (c) Mannix rules, Resident Resources, and policies and regulations published on the Mannix College website;
- (d) the Residency Agreement between the Resident and Mannix.

“**Mannix**” means Mannix College, an operating division of the Catholic Archdiocese of Melbourne.

“**MCSS**” means the Mannix College Student Society.

“**MCSS Committee**” means the Committee of the Mannix College Student Society

“**Orientation**” means a the College sanctioned events and activities that are offered to new students (Freshers) commencing their studies at Monash University and their residential life at Mannix College. The program consists of social and College community events, campus tours, and ample time for personal errands and relaxation. The final day of the program welcomes returning students and creates activities and an event to bring the two groups of residents together - floor level and whole college level.

4. Intended Outcomes

4.1. Welcome Week aims to deliver the following outcomes:

- a) Aid new residents in making the transition from their previous environment to the College and the University.
- b) Promote responsible behaviour in a safe community setting.

- c) Acquaint and educate new residents about the Residential Community Standards, which includes their rights and responsibilities within the College and University community.
- d) Acquaint new residents and their families with the mission, programs, personnel and services of the College and the University.
- e) Inform new residents of campus services and resources that will enhance their academic success and overall College experience.
- f) Emphasize the importance of new residents being involved on campus and taking responsibility and initiative for their own growth and development.
- g) Enhance new residents' understandings of strategies for success and begin to understand their own potential and challenges.
- h) Provide new residents and their families the opportunity to interact with other students, faculty, and staff.
- i) Enable new residents to begin to feel connected to the campus community and feel confident and excited about their choice to reside at Mannix College.
- j) Instill a strong sense of belonging. New residents get to know each other and build feelings of connectedness, and healthy relationships with each other.
- k) Promote a strong sense of purpose. New residents feel connected to each other and the larger meaning of the group, developing a sense of pride and purpose for their accomplishments.
- l) Enable student leaders to apply their skills and training for the benefit of supporting new residents and College staff in the delivery of the program.

4.2. The intended outcomes for Welcome Week participants are:

- a) Students are aware of all relevant policies and procedures, especially the Conditions of Residency.
- b) Students are aware of what is expected of them academically and socially as a member of the Mannix and University community.
- c) Students are knowledgeable about where to go for critical services that will help them to stay and succeed at College and at the University.
- d) Students are familiar with the College's people, history, positive traditions, buildings, and aspirational future of the community.

- e) Students have an understanding of the value of engaging in College life, and have had a positive experience of doing so during the program.

5.Participation

- 5.1. Welcome Week is compulsory for new students commencing their residency at the College.
 - a) All new residents will be allocated a 'move-in' date. Students must advise the College if they intend to arrive any time before or after this date.
 - b) Prior to arrival, the College will require new residents to have completed select tasks such as: reading the College Handbook and policies, completing mandatory online training courses, and providing the College with key information.
 - c) **New students will not be able to participate in Welcome Week until all prescribed pre-arrival tasks are completed.**
 - d) Welcome Week will include some mandatory events and trainings. Attendance at these events will be recorded.
 - e) Students with mandatory orientation activities prescribed by the University should attend these instead of Welcome Week activities.

6.Planning & Delivery

- 6.1. The Welcome Week schedule of events is the responsibility of the Dean of Students & Wellbeing who approves all content, events, resources and personnel to be involved.
 - a) Members of the MCSS Committee are encouraged to participate in the design and delivery of Welcome Week.
 - b) Resident Advisors are expected to participate in the design and delivery of Welcome Week, as are College staff/contractors whose roles assist with student support and engagement
- 6.2. No materials (physical or electronic) or merchandise are to be provided to Welcome Week participants without the approval of the Dean of Students & Wellbeing.
- 6.3. The Welcome Week schedule should be distributed by the College to all incoming students who will participate in the program as far in advance of their arrival as is possible.
- 6.4. Student leaders participating in the design and delivery must complete all trainings prescribed by the College, and have demonstrated their

understanding of and ability to implement College policies including the Conditions of Residency, Mannix College Discrimination, Harassment, Hazing, Bullying and Intimidation Policy, and Alcohol Policy. Student leaders who breach College policy will be removed from Welcome Week and may receive other consequences as per College policy.

- 6.5. Emphasis should be maintained on minimising any disturbance experienced by the wider community:
 - a) Activities that cause disturbance in the local and wider Melbourne area, including the are contrary to the building of good community relations, and damage the reputation of the colleges and their students
 - b) Where large groups are moving through the local area, especially at night, every effort should be made to minimise disturbance to the local community, with acknowledgement by all students that loud shouting, whistling, and screaming is unacceptable behaviour
 - c) Residents should carefully plan events so that participants are not causing unnecessary disruption to the general public or local businesses or causing any threat to the safety of any other person, including theft of, or causing public damage to, private or public property
- 6.6. The College will administer a survey to Welcome Week participants with results informing the delivery of future iterations of the program and other activities.

7. General

- 7.1. Mannix College reserves the right to change this Policy at any time by publishing such changes or revised documents on the Mannix website. All changes take effect immediately, or such later date specified by Mannix College.

Last updated: 4 November 2022.