







# 'KYINANDOO WILAM - CLEVER HUT'

COMMISSIONED BY THE 2023 MANNIX INDIGENOUS ADVISORY COMMITTEE



IN THE SPIRIT OF RECONCILIATION, MANNIX COLLEGE ACKNOWLEDGES THE TRADITIONAL CUSTODIANS OF THE COUNTRY ON WHICH OUR COMMUNITY LIVES AND LEARNS, THE WURRUNDJERI AND BOON WURRUNG PEOPLE AND THEIR CONNECTIONS TO LAND, SEA AND COMMUNITY.

WE ACKNOWLEDGE AND APPRECIATE THE CONTINUATION OF CULTURAL, SPIRITUAL AND EDUCATIONAL PRACTICES OF ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLES. WE PAY OUR RESPECTS TO THEIR ELDERS, PAST AND PRESENT AND EXTEND THAT RESPECT TO ALL ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLES TODAY.

## **TABLE OF CONTENTS**

<b>WELCOME.....</b>	<b>3</b>
<b>THIS HANDBOOK AT A GLANCE.....</b>	<b>4</b>
<b>ABOUT MANNIX COLLEGE.....</b>	<b>6</b>
<b>SUPPORT SERVICES.....</b>	<b>7</b>
WITHIN MANNIX.....	7
BEYOND MANNIX.....	7
<b>COMMUNITY STANDARDS.....</b>	<b>9</b>
<b>COLLEGE CULTURE.....</b>	<b>10</b>
PEER SUPPORT.....	10
PROGRAMS & EVENTS.....	10
MOTTO & COLLEGE SHIELD.....	11
RECOGNISING CONTRIBUTIONS & EXCELLENCE.....	11
RESIDENTIAL FLOORS.....	11
<b>WHAT TO BRING.....</b>	<b>12</b>
<b>WHAT NOT TO BRING.....</b>	<b>12</b>
<b>THE A-Z OF COLLEGE LIFE.....</b>	<b>14</b>
ABSENCE FROM RESIDENCE.....	14
ACADEMICS.....	14
ACADEMIC CENTRE.....	15
ACADEMIC GOWN.....	15
ACCESS TO ROOMS.....	15
ADMISSIONS.....	15
ALCOHOL.....	16
AUDIO VISUAL EQUIPMENT.....	16
BBQs.....	17
BICYCLES.....	17
BURSARIES.....	17
CALENDAR OF EVENTS.....	17
CHAPEL.....	17
CHAPLAINCY.....	17
CHILD SAFE.....	18
COMMON ROOMS.....	18
COMMUNITY LIFE.....	18
COMMUNICATION.....	18
COMPLAINTS.....	19
CONFERENCES & GUESTS.....	19
COUNSELLING.....	19
COURTYARDS.....	19
DRESS STANDARDS.....	19
ENROLMENT.....	19
EMERGENCY PROCEDURES.....	20
FEES.....	21
FELLOWS.....	21
FINES.....	21
FORMAL DINNERS.....	22
FOBS.....	23

GLASS.....	23
GUESTS.....	24
GYM.....	24
GOSSIP & RUMOURS.....	24
HOUSEKEEPING.....	25
ILLNESS OR INJURIES.....	25
INSURANCE.....	26
INTRUDERS.....	26
LAUNDRY.....	26
LOCK OUTS.....	27
LOST PROPERTY.....	27
LIBRARY.....	27
LINEN.....	28
MEALS.....	28
MAIL.....	29
MAINTENANCE.....	30
MOVING OUT.....	30
MUSIC ROOMS.....	31
NEIGHBOURING STREETS.....	31
NOISE.....	32
OFFICE HOURS.....	32
OLD COLLEGIANS ASSOCIATION (MOCA).....	32
PARKING.....	33
PETS.....	34
PHOTOS/VIDEOS.....	34
POSTERS / PUBLIC NOTICE BOARDS.....	34
PRIVACY.....	34
PRINTING.....	34
PUBLICATIONS.....	35
PUBLIC TRANSPORT.....	35
REPORTING AN INCIDENT OR MISCONDUCT.....	35
RESIDENTIAL ROOMS.....	37
RESIDENT KITCHEN.....	38
ROOM ALLOCATIONS.....	38
SCHOLARSHIPS & BURSARIES.....	38
SECURITY & ACCESS.....	39
SECURITY CAMERAS.....	39
SMOKING / VAPING.....	39
SPORTS COURT.....	39
INTERNET ACCESS.....	39
TUTORIAL ROOMS.....	41
VENDING MACHINES.....	41
WEEKLY STUDYFEST! & ACADEMIC GUIDES.....	41



# 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



# 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 & ACADEMIC ASSISTANCE

Seek help early for personal, health, or academic concerns. Contact your RA, Dean of Students & Wellbeing, or Residential Support Officers.

## 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

- Call 000

### FOR OTHER ASSISTANCE

- College Office: 8.30am–4:30pm, M-F, excl. holidays: 03 9905 0990
- Duty Phone: 24/7: 0419 122 406

You can speak to your Resident Advisors (RAs) for general, day-to-day concerns. From 7pm-4am, our lovely and well-trained RSO staff provide overnight support to our community and will respond to incidents, injuries and emergencies as required.

You must 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 as per the advertised schedule. **You must purchase meal vouchers from the College Office if you wish to dine with family or guests.** On select Wednesday evenings, all residents are required to attend Formal Dinners. Residents with specific dietary needs must submit the dietary form.

## EVACUATIONS & EMERGENCIES

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

## NOISE

**If noise is reasonably deemed to be bothering one person (taking into account 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. There is to be**



**complete quiet throughout the residential corridors from 11pm onwards. Residents wishing to socialise at the College beyond this time will be expected to move to the Junior Common Room.**

## **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 and all residents must attend. If you must miss a dinner, email [mannix@monash.edu](mailto:mannix@monash.edu) with a valid reason (e.g., sudden illness, family visit or a class you couldn't move) by **11:59pm on the Sunday** before the event. **Unapproved absences will result in a \$20 fine.**

## **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.

## **FORMS**

Current residents can use the forms below to connect with College supports and services:

- [Dietary Requirements Update](#)
- [Room Condition Report](#)
- [Absence from Residence Form](#)
- [Guest Sign In Form](#)
- [Maintenance Request Form](#)
- [Event Proposal Form](#)
- [Under 18 Agreement Form](#)
- [Late Dinner Request Form](#)

# 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.

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.

## Our Motto

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

## Our Vision

To foster in our residents a desire and capacity to make a difference in the world.

## Our Reputation

The premier residential accommodation offering at Monash University, and among Australia’s leading university residential colleges.

## 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 and show care and support for one another.
- **Respect** - We respect ourselves and each other, which sustains a culture where everyone feels included, accountable and supported.
- **Resilience** - We own and learn from our mistakes and overcome adversity by using courage, wisdom from others, personal strengths, and self-efficacy.
- **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.



# SUPPORT SERVICES

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## WITHIN MANNIX

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Mannix offers a range of services and support to help you. No matter the issue or the time of day, our friendly team of student leaders and staff are here for you.

### 24/7 College Duty Phone

Call **0419 122 406** if you have an injury, incident or urgent concern at any time during your residency. This phone is answered by Mannix staff.

#### Resident Advisors (RA)

You can speak to your Resident Advisors (RAs) for general, day-to-day concerns. When engaging with your RAs, please remember that they are student leaders 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 and are students themselves.

#### Resident Support Officers (RSO)

From 7pm-4am, our lovely and well-trained RSO staff provide overnight support to our community and will respond to incidents, injuries and emergencies as required.

#### Support Staff

Name	Title	Email	Mobile
Andrew Swan*	Principal	<a href="mailto:andrew.swan@monash.edu">andrew.swan@monash.edu</a>	0480 133 037
Annie McGuire*	Dean of Students & Wellbeing	<a href="mailto:annie.mcguire@monash.edu">annie.mcguire@monash.edu</a>	0425 107 194
India Wright*	Director of Academics & Employability	<a href="mailto:india.wright@monash.edu">india.wright@monash.edu</a>	0400 995 566
Lis Shugg	Counsellor	<a href="mailto:counsellor.mannix@monash.edu">counsellor.mannix@monash.edu</a>	N/A

\* Lives on site

## BEYOND MANNIX

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#### Monash University

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

#### Safety

##### Emergencies on campus

- Call Monash Security on 9905 3333 (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)

## **Health**

### **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)

### **Medical**

- Monash medical clinics at Caulfield, Clayton and Peninsula campuses are open from 9am to 5pm weekdays.
- Medical emergencies
  - Ambulance - Tel: 000
  - Campus security - Tel: 333 (9905 3333)

### **Disability Support Services**

Support for students with physical and/or psychological disabilities services. Phone: 9902 6000 or go to [www.monash.edu/students/support/disability](http://www.monash.edu/students/support/disability)

### **Other Services**

- Sexual Assault Crisis Line: 1800 806 292 or 9349 1766
- Centre Against Sexual Assault: 9635 3610
- 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)
- Suicide Call Back Service (24/7) 1300 659 467
- Compassionate Friends- bereaved family (24/7) 03 9888 4944 or 1300 064 068
- 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 Help Line (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

### **Hospitals and medical clinics**

- [Victorian hospital list](#)
- [OSHC Worldcare medical clinics \(for international students\)](#)



## 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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Mannix College offers a range of unique programs and events designed to enhance your experience. These activities are driven by both staff and residents and are included as part of your residency, and include:

- **Your Ideas:** Have a great idea for an event or activity? Work with the College to make it happen!
- **Welcome Week:** A week of events to help first-year residents adjust to university life, make friends, and settle in. Attendance is mandatory for new residents.
- **Resident Check-Ins:** Each resident meets with their RA for support and connection.
- **Community Service:** Join volunteer opportunities organised by residents and supported by staff. Use your skills to make a positive impact in the wider community.
- **Academics & Careers**
  - Weekly StudyFest! with Academic Guides
  - Networking opportunities with faculty and professionals
  - Skills workshops and mentoring programs
- **Health & Wellbeing**
  - Participate in events promoting health and wellbeing.
  - Access support from staff, including the Principal, Deans, RAs, and the College Counsellor.
  - Use the onsite gym or get a 50% discount on Monash Sport memberships.
- **Arts & Music**
  - Express your creativity through:
  - Formal Dinners, College Play, Choir, and other events
  - Music practice rooms with five pianos (two grand), a drum kit, and more
- **Spiritual Engagement:** All faiths (or none) are welcome. Regular Chapel services are offered, and students are encouraged to explore their spiritual growth.
- **Sports:** Participate in team sports with College support and enthusiasm. Monash University sports teams and clubs are also available.
- **Sustainability:** The College prioritises sustainability with programs like recycling and solar panels. Get involved and help reduce our environmental impact.
- **Leadership Opportunities:** Develop leadership skills through:
  - Resident Advisor (scholarship)
  - MCSS Committee and Sub-Committees (voluntary)
  - Staff-student committees:
    - Food Advisory
    - Sustainability Advisory

- Respect at Mannix Advisory
- Indigenous Advisory

## 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 celebrates residents' efforts and achievements through various awards:

- **Super Floor Competition:** Run by MCSS, this competition rewards participation in College activities with points for attendance, engagement, and success.
- **Cardinal Knox Scholarships:** Awarded for outstanding academic achievement, these scholarships (\$750–\$900) honour Cardinal James Knox, funded by the Catholic Archdiocese of Melbourne.
- **Academic Excellence Awards:** Given to residents with a High Distinction average in a semester.
- **Principal's Award for Academic Collegian of the Year:** The top award for a student who excels academically and embodies the College's personal, social, sporting, and cultural values.
- **Student Achievement Award:** Recognises significant contributions to College life in line with its values.
- **Community Spirit Award:** Presented to a first-year resident who enhances the College's spirit and sense of community through active involvement.
- **MOCA Gold Collegian Award:** Celebrates a resident who exemplifies College values, contributes across various areas of College life, demonstrates leadership, and maintains strong academic results.
- **Alan Zavod Award for Musical Performance:** Recognises a resident whose musical talent enriches the cultural life of the College.
- **Sportspersons of the Year:** Selected by MCSS Sports Reps, this award honours residents who make exceptional contributions to the College's sporting life.

## 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.

# WHAT TO BRING

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## What You'll Find in Your Room

### Residential Wings

- Single bed with one set of sheets, pillow and pillowcase (housekeeping washes these weekly)
- Desk, chair, pin board and shelving
- Heater, vanity with sink and storage

### Gryphon House

- Queen bed with one set of sheets, pillow and pillowcase (housekeeping washes these weekly)
- Flat-screen television, mini fridge and split cycle air conditioning
- Desk, chair, pin board and shelving
- En-suite bathroom
- Wardrobe and drawers
- Iron and ironing board
- Lounge chair and coffee table

## We Suggest You Bring

### Student Life Essentials

- Formal Attire: For our signature Formal Dinners
- Towels and Toiletries: Don't forget your personal hygiene items
- Water Bottle: Stay hydrated
- Study Supplies: Notebooks, pens, laptop, etc.
- Costume Options: For themed events (tip: check out nearby op-shops after moving in!)
- Sports Gear: Stay active and join in on sports activities

### Bedroom Comforts

- Personal Comfort: Feel free to bring your own sheets and pillowcase, but remember, you'll be responsible for washing them.
- Doona/Blankets: For extra warmth
- Organisation: Plenty of coat hangers and baskets for clothes
- Pedestal Fan: As Residential Wing bedrooms are not air-conditioned
- Personal Touches: Photos, posters (use Blu tack, pins, removable hooks for decoration)
- Desk Lamp: For late-night studying
- Mug and Plastic Cup: Adhering to our 'no glass' rule in common areas

### Bathroom Necessities

- Your Lotion and Potions: Including soap
- Bathroom bag: For easy transport of your bathroom items
- Towels: For personal use

### Laundry Supplies

- Washing Basket: To organize your laundry
- Washing Powder: Suitable for a front-loader machine
- Indoor Drying Rack: An outdoor clothesline is also available
- \$1 Coins: Each laundry cycle costs \$1
- Pegs: For hanging clothes



## 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 benefit of our community and to support effective residential management, it is essential that all residents submit an **Absence from Residence Form** if they will be away from their accommodation overnight during the residential period.

This applies to absences for reasons such as:

- Academic placements
- Holidays or travel
- Extended stays with family or friends

By submitting this form, you help us:

- Avoid unnecessary food waste
- Ensure our support systems are accessible to everyone who needs it
- Maintain a safe and well-informed community

**Note for Residents Under 18:** If you are under the age of 18, it is expected that you obtain permission from your parent or 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 College 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 will be contacted by the Director of Academics & Employability to discuss their results.
    - ii. The resident must then submit a written Show Cause letter to the Principal, Dean of Students & Wellbeing and Director of Academics & Employability outlining how their circumstance affected their results and any actions taken to ensure satisfactory academic progress in the future.
    - iii. Should the resident be invited to continue their residency, they will be required to commit to an **Academic Improvement Plan**. This will involve; regular meetings with the Director of Academics & Employability, and, where necessary, the Dean of Students & Wellbeing, attendance at weekly College StudyFest events and engagement with College Academic Guides, demonstration of clear academic

- progress, engagement with the College's and/or Monash University's counselling services as required and/or other mutually agreed upon actions or outcomes.
- iv. A resident who has signed an Academic Improvement Plan is expected to meet all of the agreed requirements and to obtain a minimum of a Pass grade for all enrolled subjects for that given semester.
  - v. If a resident who has signed an Academic Improvement Plan does not meet the conditions outlined above, they will not be offered a place in College in the following semester. Individual circumstances will be taken into account.
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.

## ACCESS TO ROOMS

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The Principal, Dean, Director 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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Residents should familiarise themselves with the Admissions Policy.

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.

## ALCOHOL

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Residents and guests aged 18+ may consume alcohol at Mannix College, following the **Alcohol Policy and Conditions of Residency**:

### Key Guidelines

- Drink responsibly:
  - Up to **2 standard drinks per day** to reduce long-term risks.
  - Up to **4 standard drinks per occasion** to reduce immediate harm.
- **Binge drinking, drinking games, and rapid alcohol consumption** are prohibited.
- Items not allowed:
  - Kegs, alcoholic punch, drinking games, or any apparatus for fast alcohol consumption.
- Behaviour while intoxicated must align with community and legal standards. Drunkenness is not a defence for unacceptable actions.
- Respect others' right to choose not to drink.
- Those serving alcohol must take some responsibility for the behaviour of those they serve.

### Dry Zones

Alcohol is not allowed in the following areas unless approved by the Principal or Dean:

- Residential Corridors and Walkways
- Dining Hall and Alfresco Dining Area
- Library and Study Spaces
- Carparks
- Music Rooms
- Gym and Surrounds
- Chapel and Reflective Courtyard
- Laundry and Student Kitchen

The Principal and Deans may designate additional temporary Dry Zones as needed.

**Note:** Competitive or dangerous drinking behaviour will result in disciplinary action. Drink responsibly and respect College rules.

## 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 Academic Guides only. If residents require the use of audio-visual equipment please contact the Office for instructions.



## 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 cannot be kept inside the College.
- Access to the bike shed is granted through your fob key after registering your bike with the College office.
- Secure your bike with a heavy-duty chain or D-lock in the bike shed. The College is not responsible for bikes in storage.
- All bikes must be removed at the end of the academic year unless you make prior arrangements with the Business Manager. Unclaimed bikes may be sold, and 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 offers a wide range of events and activities to suit everyone. Balance your time to succeed in your studies, join extracurricular activities, build friendships, and have fun.

- A printed College Calendar is available in the Dining Hall foyer and provided at the start of each semester.
- Event reminders are shared in the Gryphon Gazette and on our Facebook pages.
- Some events require registration or ticket purchase.

Make the most of what's on offer!

## 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.

## 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.

## COMMON ROOMS

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- **Floor Common Rooms:** Each floor has a common room with a games area, kitchenette, dining space, TV, and lounge. Keep noise low, leave it clean, and do not remove furniture or resources.
- **Senior Common Room (SCR):** A games room occasionally used for presentations, seminars, or meetings.
- **Middle Common Room (MCR):** A space for study and socialising. Keep it clean and quiet.
- **Junior Common Room (JCR):** Open to all residents, located upstairs in the main administration building, with two sections: the small JCR and the JCR Hall.
- **Shared spaces are for everyone**—Common rooms may be closed if they are not being respected or kept clean.

## COMMUNITY LIFE

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The aim of College staff (including Resident Advisors and RSOs) 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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- **Respond Promptly:** If the College emails or calls you, it's important, and you are expected to reply quickly.
- **Official Communication:** The College may contact you in person or via the phone number, email, or postal address listed in your resident profile on the College Portal.
- **Update Contact Details:** Keep your contact details current on the College Portal to ensure you don't miss important messages.
- **Gryphon Gazette:** Read the College's weekly e-newsletter sent every Friday to your email. It contains important updates and information.
- **Social Media:** The College uses official social media accounts for communication. Resident conduct on these platforms must follow the Conditions of Residency.

## 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 the Dean or Director
- 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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The College occasionally hosts external groups for meetings and conferences, including guests who may stay onsite. These events help subsidise fees, keeping costs lower for residents.

Guests should be treated with courtesy and respect. Many are accomplished professionals or academics, and students are encouraged to engage with them when opportunities arise.

If you experience 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 is 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

- Fire Safety and Evacuation Notices are behind each room door. Familiarise yourself with this information.
- Each Resident Advisor (RA) acts as a Floor Warden and must be obeyed during evacuations.

### What to Do in an Evacuation

1. If you detect a fire, raise the alarm.
2. Close your window and door. Proceed to your designated evacuation point.
3. Ensure your Floor Warden sees you, as they are responsible for accounting for all residents.
4. Evacuate immediately when the alarm sounds, regardless of circumstances.
5. Congregate:
  - **Primary Area:** Back car park.
  - **Secondary Area:** Front car park (for administration area).
  - **Junior Common Room/Dining Room:** Exit via Parker Street fire doors if the front foyer is inaccessible.
6. Do not stand under walkways, even in bad weather. Stay in the designated area.
7. Re-enter the building only after the “All clear” from the Chief Fire Warden or Fire Brigade.

### False Alarms

- Fire alarms trigger immediate fire brigade attendance, costing the College a minimum of \$2,500. **Residents causing false alarms through negligence or intent will be charged this fee.**
- If the responsible party is not identified, the cost may be passed to all residents through increased fees.
- Honest mistakes should be reported, which may prevent penalties.

### Prohibited Activities

- No cooking (including microwaves), bar radiators, candles, or incense in rooms.
- Doors facing Parker and Cobain Streets must not be left or propped open.
- Do not tamper with fire hoses, sprinklers, or fire doors.

### Fire Detectors and Door Closers

- Smoke detectors and sprinklers are in all rooms and common areas. Heat, smoke, or breaking the sprinkler glass can trigger alarms.
- Covering or tampering with detectors is strictly prohibited and may result in dismissal from the College.
- Faulty detectors should be reported to the front office immediately.
- Steam, hairspray, or improper use can accidentally activate alarms.

### Fire Door Rules



- Your bedroom door has a self-closing fire device and must not be left open when you're not in the room, as per fire regulations.

## FEES

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Residential fee statements are issued via the Resident Portal. 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 who will be at college on occasion to help with community life.

## 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 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 per hour
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)
Formal Dinner Non Attendance	\$20 per dinner not attended without pre-apology
Heater	\$600
Refusal to Evacuate (during fire alarm/drill)	\$100
Fire Brigade Attendance**	approximately \$2,500
Fob replacement	\$50
Light and power fittings	\$240

Item	Amount
Lockout (after third lockout)	\$50
Mattress	\$350
Meal (for friends with no meal ticket)	\$50
Mirror	\$180
Notice board	\$140
Mannix 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).

## FORMAL DINNERS

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Formal Dinners are a special tradition of Mannix College, held every second Wednesday during the semester. **Attendance is required for all residents**, with allocated seating provided.

### Key Information

- **Place Cards:** Your place card will indicate dietary needs.
- **Absence:** If you must miss a dinner, email [mannix@monash.edu](mailto:mannix@monash.edu) with a valid reason (e.g., sudden illness, family visit or a class you couldn't move) by 11:59pm on the Sunday before the event.  
**Unapproved absences will result in a \$20 fine.**

### 2025 Formal Dinner Dates

- **Wednesday, 26 February:** 5:30 pm – 8:00 pm
- **Wednesday, 5 March:** 5:30 pm – 8:30 pm
- **Wednesday, 19 March:** 5:00 pm – 8:30 pm
- **Wednesday, 2 April:** 5:30 pm – 8:00 pm
- **Wednesday, 16 April:** 5:30 pm – 8:00 pm
- **Wednesday, 7 May:** 5:30 pm – 8:00 pm
- **Wednesday, 21 May:** 5:30 pm – 8:00 pm
- **Wednesday, 30 July:** 5:30 pm – 8:00 pm
- **Wednesday, 13 August:** 5:30 pm – 8:00 pm
- **Wednesday, 27 August:** 5:30 pm – 8:00 pm
- **Wednesday, 10 September:** 5:30 pm – 8:00 pm
- **Wednesday, 24 September:** 5:30 pm – 8:00 pm
- **Wednesday, 15 October:** 5:30 pm – 11:00 pm

### Arrival and Dress Code

- Be seated by **5:55 pm** before the High Table arrives.
- Academic gowns are required (suit/tie, cocktail/evening dress, or culturally appropriate equivalent). If you are not dressed appropriately, you will not be admitted to the event.

- Mobile phone use is prohibited during the dinner.

### High Table Invitations

- Residents may be invited to High Table as guests of the Principal, including pre-dinner drinks in the Senior Common Room.
- Invitations will be sent via email—RSVP promptly at the front office.

### Etiquette for Formal Dinners

- Stay seated unless using the bathroom or instructed otherwise.
- No external alcohol is allowed. Alcohol consumption must align with College guidelines.
- Respect the speakers, performers, and dining etiquette.
- Intoxicated behaviour or misconduct will result in disciplinary action.

By adhering to these guidelines, you contribute to maintaining the respect, tradition, and community spirit of Mannix College.

## 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, 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.**

## GLASS

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Glass containers (e.g., bottles, cups) are only allowed in the following situations:

- Inside a resident's accommodation (bedroom or en-suite).
- When provided by the College at official events, such as in the Dining Hall.

### Usage Restrictions:

- Glass containers, including bottles and cups, may not be used in any common areas, courtyards, or other shared spaces of the College. This includes hallways, stairwells, lounges, and outdoor areas.
- Drinking from glass containers is only permitted inside a resident's private accommodation.

### Transporting Glass Items:

- Glass items must be sealed and carried in a bag while being transported within the College.

## GUESTS

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To maintain a safe, secure, and supportive environment, Mannix College has the following guest policy:

- **Single Occupancy:** All rooms are for single occupancy only.
- **Visitors/Guests:**
  - Guests are welcome but must not disrupt the residential community.
  - Residents are fully responsible for their guests' behaviour at all times.
  - Guests can stay overnight for up to **two consecutive nights per week** on an irregular basis.
  - Guests are not allowed to attend College events, including Formal Dinners, unless approved by the Principal or Deans.
- **Dining with Guests:** Meal vouchers must be purchased from the College Office if dining with guests or family.
- **Security Guidelines:**
  - Do not allow unknown individuals or non-guests into the College after hours.
  - Never give your Fob to a guest.
  - Unaccompanied guests may be approached by staff or Resident Advisors (RAs) and asked to provide identification and the name of the resident who invited them.

## 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.

Residents can use our onsite gym or access a Monash Sport membership at a 50% discounted rate that is subsidised by the College. You must sign up for this via Monash Sport.

## GOSSIP & RUMOURS

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In a large community like Mannix, gossip and rumours can cause significant harm to individuals and the community.

- **No Innocent Bystanders:**

Hearing and reacting to hurtful rumours, without stopping them, makes you partly responsible.
- **What to Do When You Hear a Rumour:**
  - **Question the source.** If the information seems unclear or invalid, don't pass it on.
  - **Set boundaries.** Let others know you won't engage in or spread hurtful gossip.
- **Even If It's True:**

If the information seems valid, don't share it. Discuss concerns with a trusted friend or notify an RA or Dean to minimise harm.

Choose kindness and respect to foster a supportive community.



## HOUSEKEEPING

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The College Cleaners work Monday to Friday, 8:00 am to 4:00 pm, to maintain the cleanliness of bathrooms, common rooms, and corridors. Student rooms are vacuumed weekly according to a cleaning schedule displayed at the end of each corridor.

### Guidelines for Room Cleaning:

- **Tidy Rooms:** Rooms should be kept tidy to facilitate cleaning.
- **Access Requirements:** Rooms must be made available for cleaning at least once every fortnight as per the College's health and safety requirements.
- **Unclean Rooms:** If a room is too untidy to be cleaned, cleaners will document the condition with a photograph for reporting purposes. Consistently poor cleanliness will be reported to the Dean of Students & Wellbeing and may lead to disciplinary action.

### Support for Residents:

If you feel overwhelmed by the state of your room or face health challenges that make it difficult to maintain cleanliness, please reach out to the **Dean of Students & Wellbeing**. They can provide support and help you develop strategies to manage these challenges.

### Feedback:

If the cleanliness of the College does not meet your expectations, please inform the College so that we can address the issue promptly.

By working together, we can ensure a clean and comfortable environment for all residents.

## ILLNESS OR INJURIES

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### First Aid Support:

- The Dean, Director, Principal, RAs, Residential Support Officer, and MCSS Committee members are First Aid trained.
- RAs cannot provide medication (e.g., paracetamol or antihistamines). Residents must supply their own.
- Students with severe allergies must always have their own EpiPen at College.

### Reporting Illness or Injury:

- Inform your **Resident Advisor (RA)** immediately if you or another resident experiences a serious illness or injury.
- In emergencies, the RA will notify the Chief Warden (Principal, Dean, or Director).

### Ambulance and Medical Costs:

- For injuries requiring more than basic first aid, an ambulance will be called.
- Ambulance services charge the patient directly.

- Residents are strongly encouraged to have **Victorian Ambulance Service Subscription** to avoid high fees.
- The College does not cover ambulance or medical expenses.

#### Emergency Contact:

- The College may contact your emergency contact if deemed 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 computers and vehicles.

## INTRUDERS

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Unwelcome intruders can pose risks such as theft, vandalism, or personal security threats. We all play a role in keeping the College safe.

- **Only allow entry to people you know.**
- If you see someone unfamiliar, offer assistance and assess their intentions.
- If unsure about someone, report it immediately to the Office or Duty Phone.
- Do not put yourself at risk.
- Stay alert to anyone who seems out of place and trust your instincts—it's better to be cautious than risk theft or harm.

Prompt action helps protect everyone.

## LAUNDRY

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The student laundry is next to the gym and includes washing machines, dryers, ironing boards, and a change machine. Each wash or dry cycle costs \$1.

#### Laundry Tips:

- Use **front-loading detergent only**. Top-loading detergent damages machines.
- Use **one cup of concentrated soap** per load. Too much soap causes over-sudsing and machine shutdowns.
- **Don't overload** the machines. If you're forcing clothes in, it's too full.
- Remove laundry **promptly** after each cycle to free up machines.
- Check pockets for items like pens or tissues to avoid damage or clogs.
- **Clean the lint filter** in dryers before each use. It's next to the dryer door.
- Dryers run for about **45 minutes**—enough to dry most clothes.
- Keep the laundry area **tidy** and avoid interrupting machines mid-cycle.

- Use the clothesline in **Hoovers Lane** for drying laundry; do not hang items outside windows.

The College is not responsible for items left in the laundry or on the clothesline.

## LOCK OUTS

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If you lock yourself out of your room:

- **During Office Hours:**  
Visit the Front Office to borrow a spare fob. Open your door and return the fob immediately. Do not contact Resident Advisors during these hours.
- **Outside Office Hours:**  
Call the Duty Phone for assistance.

**Fines:**

- After three lockouts in one semester, a \$50 fine applies.
- Temporary fobs are available if you misplace your fob. These expire after 48 hours.
- If your original fob is not found within 48 hours, you will be fined for a lost fob.

## LOST PROPERTY

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- **Your Responsibility:** Residents are responsible for their personal belongings. Mannix College is not liable for lost or stolen items.
- **Lost and Found:**
  - Common items (e.g., clothing, books) left in shared spaces will be placed in the **Lost Property Box** in the Enclosed Walkway.
  - If you find an item, try to locate the owner first. If unclaimed, place it in the box.
  - If you've lost something, check the box.
- **High-Value Items:**
  - Items like laptops, phones, or jewellery should be handed to the Admin team.
  - Missing something valuable? Check with Admin.
- **Disposal Policy:**
  - Lost property is cleared monthly. Items are donated or responsibly disposed of.
  - High-value items are kept for 3 months, subject to storage space, before disposal.

## LIBRARY

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The Sir Michael Chamberlin Library, located in the Hart Academic and Spiritual Centre, is open 24/7 for residents and authorised guests for quiet study.

**Facilities:**

- Study desks and chairs
- Monash 'follow me' printer

- Monash-configured PCs and monitors (connect your own device)
- Stand-alone USB scanner
- WIFI access

#### Usage Rules:

- Tutorial rooms can be used for quiet discussions or group work when not booked for College Tutorials.
- Do not leave valuables like laptops, iPads, or phones unattended.
- Library equipment must remain in place and be treated with care.

## 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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#### General Rules

- Take the next available chair; do not move chairs between tables.
- Fresh fruit and a coffee/tea station are available during meals.
- Outside meal times, use the 24/7 tea/coffee area in the Academic Commons.
- Plates, cutlery, and cups must stay in the Dining Hall (fines apply).
- Food cannot be removed, except takeaway sandwiches made at breakfast for lunch.

#### Mealtimes

Day	Breakfast	Brunch	Lunch	Afternoon Tea	Dinner
Mon-Fri	7am–9am	Not provided	12pm–1:45pm	3pm–3:30pm*	6pm–8pm
Saturday	8am–9:30am	10am–12:45pm	Not provided	Not provided	Not provided
Sunday	8am–9:30am	10am–12:45pm	Not provided	Not provided	6pm–8pm

\*Excludes Formal Dinner Wednesdays

#### Formal Dinners

Held on Wednesday evenings. Attendance is mandatory.

#### Dietary Requirements

Inform the Office of dietary needs at enrolment or for updates. The College accommodates standard diets but may not meet specific requirements.

#### Serving Guidelines

- **Lunch:** One main choice + Salad & Sandwich Bar.
- **Dinner:** One main choice + Salad & Pasta Bar.
- **Buffet Meals:** Select freely from available dishes.
- **Seconds:** Available in the last 30 minutes of dinner service or at the discretion of the Dining Hall Supervisor.

### Etiquette

- Show respect to staff, use manners, and tidy your table.
- Wear appropriate attire (shoes required; no pyjamas or swimwear).
- Guests require meal tickets or payment before eating.

### Special Arrangements

- **Packed Lunch:** Make a sandwich, salad, or wrap at breakfast for takeaway if busy at lunch.
- **Late Dinner:** Request via the Late Meal Form by 3pm (not available on Formal Dinner Wednesdays). Collect by 7:45pm. **If you do not collect your Late Meal, you may be prohibited from using this service in future.**

### Meal Tickets

- You can host guests in the Dining Hall by purchasing meal vouchers from the College Office and providing these to the service staff upon arrival:
  - **Breakfast:** \$10
  - **Brunch/Lunch/Dinner:** \$15
- Guests must be accompanied by a resident. **Failure to provide a meal ticket for any guest will result in a \$50 fine.**

## 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.

To collect mail items, you may be asked to provide photo ID. This will ensure the right package goes to the right person.

Whilst in College your mailing address is:

*Your Name*  
*Mannix College*  
*22A Wellington Road*  
*Clayton, VIC 3168*

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

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### Room Condition:

- Return your room to its original state upon check-out.
- Charges apply for extra cleaning, missing or damaged items, or unreported damage.

### Check-Out Deadline:

- Residents must vacate by the end of their Residency Agreement or the Sunday after their last exam/assessment, whichever is earlier.
- Departure tasks and key return must be completed by **11 am** on your final day. The Office will follow up if not completed.

### Extension Requests:

- If you need to stay longer (e.g., for work, placement, or research), submit a request to the Dean of Students & Wellbeing.
- Extensions are granted with consideration for supporting peers during exams.

### Departure Confirmation:

- The College will email you with your confirmed departure date and instructions.

### Rubbish and Recycling:

- Place rubbish in hallway bins; garbage bags are available at Reception.
- Avoid contaminating recycling bins.
- Unwanted clothing can be placed in donation bins on each floor for charity.

### Storage Guidelines:



- Storage is limited and available for **returning interstate and international students only**.
- Speak to the Business Manager to arrange storage (first-come, first-served).
- Only small personal items (e.g., small fridges, suitcases) can be stored; all items must be labelled with your full name.

#### Storage Rules:

- Victorian-based students cannot store items at the college.
- International and interstate students can store items as follows:

Item	Storage Allowed	Notes
Personal items	Yes (interstate/international students)	Store only essential items.
Small fridges	Yes (conditions apply)	Must be clean and functional. Donation option available.
Couches	No	Disposal fees apply for abandoned couches.
Other items	No	Abandoned items incur disposal fees.

#### Staying Longer:

- Residents cannot stay with friends in residence post-check-out

#### Bond Refunds:

- Bonds are refunded to the payer on file after deducting any outstanding charges.
- Fair wear and tear is not charged, but unreported damage or mess will result in deductions.

## 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 (taking into account 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.

#### **Quiet Hours:**

- Complete silence is required in residential corridors from **11:00 pm** onwards. Socialising after this time must move to the Junior Common Room.
- Avoid running, shouting, slamming doors, or loud conversations in corridors, courtyards, and stairwells.

#### **Exam Period Quiet Time:**

- During SWOTVAC and exams, stricter quiet hours apply, and social gatherings must occur off-campus.
- Study curfew rules are enforced, and non-compliance may result in immediate sanctions.

#### **Disciplinary Actions:**

- Repeat noise disturbances may result in fines or other disciplinary measures.
- By respecting these guidelines, you help maintain a comfortable and productive environment for all residents.

## **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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#### **Front Car Park**

- Reserved for **temporary visitors, guests, and staff only.**

- Strictly monitored by the City of Monash; fines apply for vehicles without permits.
- Visitors must report to the Front Office for temporary permits, even for short visits.

### Resident Parking

- **Limited Spaces:** Parking for residents is available within the College and along its perimeter but is highly restricted.
- **Permits Required:** Residents must have a valid parking permit for designated areas (Car Parks A to D). **Misuse or parking without a permit incurs a \$50 fine.**
- **Application Process:**
  - Permit applications are emailed at the start of the academic year.
  - Spaces are allocated at Administration's discretion; no guarantees are made.
  - Residents without permits can join a waitlist.
- **Do Not Bring Cars:** Students are strongly advised **not to bring cars** unless a parking space has been pre-arranged.

### Permit Rules

- Permits and fobs must be returned at the end of the academic year. **Bonds will be forfeited** if not returned.
- Permits and fobs are **non-transferable**. Fines apply for breaches.
- Interfering with gates, reckless driving, or other misuse results in:
  - Immediate forfeiture of the permit and bond.
  - Potential disciplinary action.
- Park only in designated spaces. Non-compliance may result in permit revocation or further penalties.

### Motorcycle Parking

- Two bays are available in the secured back car park.
- A parking permit, including a refundable bond for fob return, is required.

### Important Notes

- Residents without a Mannix parking permit must **not** use College parking bays.
- All cars are parked at the **owner's risk**. The College is not liable for damage or theft.

## PETS

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Residents cannot keep pets in their rooms for health reasons.

The College has friendly resident animals, like Joe in the Administration Office, that you can spend time with or take for walks. Please respect their space, and if unsure, ask a staff member for help.

If you have a pet allergy or concern, let the College know so we can assist 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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Residents must get approval from a staff member before putting up any signs or notices on notice boards, walls, doors (including residential doors), dining tables, or any other location around the College.

Unauthorised materials will be removed.

### Posting Guidelines:

- Do not post notices on windows or glass surfaces.
- Avoid using sticky tape, as it leaves residue and makes cleaning difficult.

These rules help maintain a clean and organised environment for everyone.

## PRIVACY

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Residents have the right to personal privacy. Entering another resident's room without their permission is a violation of this right and breaches the residency agreement.

Residents must authorise the College to access academic results to monitor progress, offer support, and assess eligibility for re-entry.

Personal information (e.g., room numbers, phone numbers, or addresses) will not be shared outside the College without written consent, except for legal or academic reasons.

## 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 Dean. 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 Dean 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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Mannix College encourages a safe and supportive environment where all residents feel empowered to seek help or report issues. If you experience or witness behaviour that is unlawful, breaches College policies, or is unacceptable within our community, you have options to disclose or report the incident.

### Disclosing vs Reporting

- **Disclosure:** Sharing information with a College staff member or Resident Advisor (RA) without starting an investigation. Disclosure allows you to access support services and explore your options.
- **Reporting:** Sharing information with a College staff member or RA to formally initiate an investigation under College policies.

### Why Disclose or Report?

You may wish to disclose or report an incident to:

- Access support for yourself or someone affected by bullying, harassment, or misconduct.
- Address ongoing disruptive or harmful behaviour.
- Prevent further harm or ensure appropriate action is taken.
- Navigate situations where regular contact with the person involved cannot be avoided.

The College does not require you to report an incident. It is your choice whether to disclose, report to the College, the Police, Monash University, or none of these. Mannix will respect your decision and provide support where needed.

### **How to Disclose or Report**

#### **Within the College:**

- 1. Speak with Staff or RAs:**
  - Your Floor RA is often the first point of contact.
  - The Principal or Dean of Students & Wellbeing can also address concerns sensitively and explain your options.
  - Staff are trained to handle disclosures and reports with care and discretion.
- 2. Make a Formal Complaint:**
  - Contact the Dean of Students & Wellbeing to lodge a formal complaint.
  - They will guide you through the process and ensure your concerns are addressed.

#### **Monash University Safer Community Unit:**

- The Safer Community Unit investigates behaviour on campus that is illegal, harmful, or unacceptable. They also provide support if you're unsure who to contact.
  - **Hours:** Mon–Fri, 9am–5pm
  - **Phone:** 03 9905 1599
  - **Email:** safercommunity@monash.edu
  - **Web:** [Monash Safer Community](#)

#### **Police Report:**

- The College and Safer Community Unit can assist if you choose to report an incident to the Police. Mannix will support your decision.

### **Confidentiality**

- **Your Privacy Matters:** Information shared with an RA or staff member is confidential unless someone's health or safety is at risk.
- **No Names Disclosure:** You can request action without revealing your identity, such as addressing disruptive behaviour anonymously.
- **No Immediate Action:** You can disclose information while asking for no action to be taken until you're ready. The College will respect your wishes.
- **Exceptions:** If safety is a concern, information may be shared with limited staff to ensure protection, but only as necessary.



## Support Services

If you need additional assistance, the following services are available:

- **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

## Why It's Important to Speak Up

By disclosing or reporting, you can:

- Ensure those affected by misconduct receive the support they need.
- Help stop unacceptable behaviour from continuing.
- Protect others in the community by addressing harmful actions.

Mannix College is committed to supporting you in whatever way you choose, ensuring your comfort, safety, and privacy at every step.

## **RESIDENTIAL ROOMS**

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- **Personalisation:** You can decorate your door and walls with photos or items, but they must be appropriate and cause no damage. Inappropriate content must be removed if requested by the College.
- **Trip Hazards:** Do not leave items like sports boots or mats outside your room.
- **Furniture:** College furniture must stay in the room unless the Business Manager approves changes.
- **Fire Doors:** Doors have self-closing fire devices and cannot be left ajar when you're not in the room.
- **Notices:** Do not attach signs, notices, or nameplates to doors.
- **Cooking and Appliances:**
  - Electric kettles must have an automatic shut-off and be used only in common rooms.
  - Cooking appliances (e.g., microwaves, toasters) are not allowed in rooms—use the student kitchen.
  - Incense, candles, and electric radiators are forbidden as they may trigger alarms.
- **Steam:** Close en-suite bathroom doors to avoid steam setting off detectors.
- **Wall Fixings:** Only use Blu-Tack for posters (not on ceilings). Remove all traces before vacating or face a fine. Use drawing pins only on noticeboards. Adhesive tape, nails, and other fixings are prohibited.
- **Furniture from Outside:**
  - Any additional furniture must be clean, in good condition, and must not block fire exits.
  - Hard rubbish items are strictly prohibited due to the risk of bed bugs.
  - Bringing in unclean furniture that introduces bed bugs or other issues may result in fines to cover damages and treatment costs.
- **Room Maintenance:**
  - Each room is furnished with a bed, desk, chair, and bookshelf. Residents must keep these and all surfaces clean and in good condition.

- Damage beyond normal wear and tear will be repaired at the resident's expense.
- **Room Inventory:** Complete the Room Inventory Form within 48 hours of arrival to avoid liability for pre-existing issues.
- **Fly Screens:** Rooms include fly screens. Damage or removal will result in a replacement charge. Screens can be removed for the year upon request through the Maintenance Register.

## RESIDENT KITCHEN

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A kitchen is available for residents' use, except on Wednesday evening. 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 and submit it to the Business Manager.

### 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 Residential Support 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 Residential Support 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.

## 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 Victoria 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 can bring personal computers and connect to the Monash University network via:

- **WIFI:** Requires Monash authentication.
- **Ethernet:** Connect your device to the blue network port in your room for faster speeds.

### Key Information:

- Excessive internet use may result in disconnection, as the College is charged for downloads.
- Keep your device protected with antivirus software. The University will disconnect devices spreading viruses, even unintentionally.

### Ethernet Setup Guide

### Windows:

1. Press **Windows + R**, type **CMD**, and press Enter.
2. In the command window, type **ipconfig /all** and press Enter.
3. Write down the **Physical Address** under "Ethernet Adapter."
4. Go to [Monash Ethernet Registration](#).
5. Log in with your Monash ID and password.
6. Enter the Physical Address (format: XX:XX:XX:XX:XX:XX) and your Monash email under the description.
7. Click **Register**. Restart your computer after 30 minutes if needed.

#### **Mac:**

1. Open **System Preferences** and select **Network**.
2. Click **Ethernet**, then **Advanced**, and go to the **Hardware** tab.
3. Write down the **MAC Address** (format: XX:XX:XX:XX:XX:XX).
4. Go to [Monash Ethernet Registration](#).
5. Log in with your Monash ID and password.
6. Enter the MAC Address and your Monash email under the description.
7. Click **Register**. Restart your computer after 30 minutes if needed.

#### **FAQs**

- **No Ethernet connection?** Double-check registration, wait 30 minutes, or try a different port.
- **No Ethernet port?** Use WIFI or purchase a USB-to-Ethernet adapter.
- **Multiple devices?** Register each device following the same steps.
- **Forgot eduroam password?** Forget the network on your device and reconnect with updated credentials.
- **Internet speed?** Mannix offers speeds up to 1 Gbps, much faster than NBN.
- **Blocked content?** Torrenting and similar services are prohibited.
- **Wireless routers?** Not allowed on the Monash network.
- **Wireless printers?** Won't work on the network; use cabled connection instead.
- **Under 18?** Contact Monash IT and sign an agreement for network access.

## **TUTORIAL ROOMS**

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There are dedicated tutorial rooms located throughout the College. These are for the use of residents and Academic Guides. Priority is always given to the formal College events. The rooms can otherwise be used for small discussion groups and work groups. Residents must keep these rooms neat and tidy, and not leave personal items in them. **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

## WEEKLY STUDYFEST! & ACADEMIC GUIDES

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Every **Tuesday from 7:30-9:30 PM**, the **weekly StudyFest!** will be a formal space for residents to discuss study and career skills, engage in peer-to-peer learning and ask roving **Academic Guides** for help with specific questions related to content or assignments. Our team of dedicated Academic Guides are hired based on their subject expertise and many have strong, enduring connections with Monash University.

Each weekly StudyFest! will consist of:

- A **workshop** focused on a particular skill or piece of informational relevant to academics and/or careers,
- Two focused study sessions with roving **Academic Guides**, and
- A **snack break**.

In addition to this, some cohorts may qualify for small group sessions depending on the requirements of their course and the size of the cohort. This will be organised on a case-by-case basis.





# 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