



Mannix College

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Welcome Week & Orientation Policy

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1. About

- 1.1. Mannix College is a Catholic residential college established by the Catholic Archdiocese of Melbourne as a missionary endeavour of the Archdiocese. Affiliated with Monash University, the College provides a safe and vibrant residential living and learning community for its residents.
- 1.2. Successful living at Mannix College depends on all Residents feeling safe, connected and supported. The College recognises that successful transition to residential College life takes time, and that a sense of belonging, friendship and connection cannot be created through a single week of activities.
- 1.3. The College delivers a designated program titled 'Welcome Week' immediately before the commencement of academic classes. Welcome Week provides an intensive period of orientation, information, training, social connection and community-building for new Residents.
- 1.4. Welcome Week is the beginning, rather than the completion, of a Resident's transition into College life. In the weeks that follow, the College continues to support new and Returning Residents to come together, form friendships, establish positive relationships and develop a strong sense of belonging within the community.

- 1.5. This transition is a shared responsibility. College staff, Resident Advisors, the MCSS Committee, Welcome Team, Returning Residents and new Residents all contribute to creating an inclusive and welcoming community. The College will provide ongoing activities, opportunities and support following Welcome Week to encourage connection between new and Returning Residents at floor and whole-of-College levels.
- 1.6. Accordingly, orientation and transition should be understood as a staged process: a designated week of intensive orientation followed by sustained community-building and integration throughout the opening weeks of each semester.
- 1.7. Welcome Week is delivered by the College under the responsibility of the Dean of Students with active input from student leadership teams, key staff and relevant campus community stakeholders.
- 1.8. The program is designed to offer an age and culturally appropriate series of presentations and training, campus tours, social events, community-building activities and information that assists new Residents to settle into their new environment. The scale and content of Welcome Week will be proportionate to the number and needs of new Residents commencing each semester.
- 1.9. This policy governs the design and delivery of Welcome Week and the associated transition of new and Returning Residents into the residential community.

2. Jurisdiction

- 2.1. This policy applies to all Mannix College staff, student leaders, Residents, participants and contributors involved in Welcome Week and associated transition programming.
- 2.2. Every person covered by this policy is responsible for familiarising themselves with and adhering to this policy and the Residential Community Standards.

3. Definitions

“Dean” means either the Dean of Students & Wellbeing or the Dean of Studies & Careers, unless otherwise specified.

“Fresher” means a Resident commencing residency at Mannix College for the first time and participating in the new-Resident orientation component of Welcome Week.

“Resident” means a student who has entered into a Residency Agreement with Mannix College that has commenced and has not terminated.

“Returning Resident” means a Resident who has previously resided at Mannix College and is returning for a further period of residency.

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

“Residential Community Standards” means:

1. the requirements set out in the Conditions of Residency;
2. the requirements and content set out in the College Handbook;
3. Mannix rules, Resident Resources, policies and regulations published by the College; and
4. the Residency Agreement between the Resident and Mannix College.

“Mannix” means Mannix College.

“MCSS” means the Mannix College Student Society.

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

“Orientation” means the component of Welcome Week primarily designed for new Residents commencing residential life at Mannix College. It includes College and community activities, information and training, campus familiarisation, social activities, community-building opportunities and appropriate time for personal errands and relaxation.

“Transition” means the broader process through which new Residents become familiar with, connected to and active members of the Mannix community. Transition begins before arrival, includes Welcome Week, and continues through the opening weeks of the semester as new and Returning Residents come together and normal College life is established.

“Welcome Team” means the group of Residents engaged by the College to support the delivery of Welcome Week, orientation and transition activities.

“Welcome Week” means the designated period of intensive orientation and community-building activities conducted by the College immediately prior to the commencement of academic classes. Welcome Week primarily supports new Residents and progressively introduces Returning Residents as the College transitions into its full residential community.

4. Intended Outcomes

4.1. Welcome Week and the transition program aim to:

- a) Aid new Residents in transitioning from their previous environment to the College and University.
- b) Promote responsible behaviour within a safe, respectful and inclusive residential community.
- c) Acquaint and educate new Residents about the Residential Community Standards, including their rights and responsibilities within the College and University communities.
- d) Acquaint new Residents and their families with the mission, programs, personnel and services of the College and University.

- e) Inform new Residents about campus services and resources that can enhance their academic success, wellbeing and overall College experience.
- f) Emphasise the importance of Residents becoming involved in College life and taking responsibility and initiative for their own growth and development.
- g) Enhance new Residents' understanding of strategies for success and assist them to recognise their own potential, responsibilities and challenges.
- h) Provide new Residents and their families with opportunities to interact with other Residents, student leaders and College staff.
- i) Enable new Residents to feel connected to the College community and confident and excited about their decision to reside at Mannix College.
- j) Develop a strong sense of belonging by helping Residents get to know one another, build friendships and establish healthy and respectful relationships.
- k) Promote a strong sense of purpose by connecting Residents with the mission, values, traditions and aspirations of the College community.
- l) Enable student leaders to apply their skills and training in supporting new Residents and College staff in the delivery of Welcome Week and transition activities.
- m) Support a positive and deliberate transition from new-Resident orientation to the full residential community.
- n) Create meaningful opportunities for new and Returning Residents to meet, build friendships and develop connections at floor and whole-of-College levels.
- o) Recognise that belonging develops over time and provide complementary activities and support throughout the opening weeks of semester to assist Residents who may take longer to establish friendships or feel connected.
- p) Establish a culture in which both new and Returning Residents understand their role in welcoming others and contributing positively to an inclusive College community.

4.2. The intended outcomes for participants are that:

- a) Residents know the relevant policies and procedures, especially the Conditions of Residency and Residential Community Standards.

- b) Residents understand what is expected of them academically and socially as members of the Mannix and University communities.
- c) Residents know where to access critical services and support that will help them succeed at College and University.
- d) Residents are familiar with the College's people, history, positive traditions, buildings, values and aspirations.
- e) Residents understand the value of engaging in College life and have positive opportunities to participate.
- f) New Residents develop connections with other new Residents, Returning Residents, student leaders and staff.
- g) Returning Residents understand that they have an important role in welcoming new Residents and establishing an inclusive and connected community.
- h) Residents who do not immediately establish friendships or a sense of belonging during Welcome Week continue to have structured and informal opportunities to connect during the weeks that follow.

5. Participation

- 5.1. Participation in the new-Resident orientation component of Welcome Week is compulsory for Residents commencing residency at the College for the first time.
- 5.2. Returning Residents are eligible, and may be required or invited by the College, to participate in designated Welcome Week and transition activities. Their participation is an important part of the transition from new-Resident orientation to the full residential community.
- 5.3. All new Residents will be allocated a move-in date. Residents must advise the College if they intend to arrive before or after this date.
- 5.4. Before arrival, the College may require new Residents to complete prescribed tasks, including reading the College Handbook and relevant policies, completing mandatory online training, and providing required information to the College.
- 5.5. New Residents cannot participate in Welcome Week until all prescribed pre-arrival requirements have been completed, unless otherwise approved by the College.
- 5.6. Welcome Week will include mandatory events, information sessions and training. Attendance at mandatory activities may be recorded.

- 5.7. Residents with mandatory University orientation or academic activities should attend those activities where they conflict with Welcome Week activities and should advise the College where appropriate.
- 5.8. The College will designate appropriate opportunities during Welcome Week for new and Returning Residents to come together. These activities should support friendship, connection, belonging and the successful transition into normal College life.
- 5.9. The conclusion of Welcome Week does not mark the conclusion of transition. The College will continue to facilitate opportunities for connection and community-building during the opening weeks of semester.
- 5.10. All Residents are expected to contribute positively to the transition process by welcoming others, participating respectfully in College life and helping to create an inclusive community in which new and Returning Residents can develop a sense of belonging.

6. Planning & Delivery

- 6.1. The Welcome Week schedule and associated transition program are the responsibility of the Dean of Students & Wellbeing, who approves all content, events, resources and personnel involved.
- 6.2. Resident Advisors, the MCSS Committee and Welcome Team are expected to participate appropriately in the design and delivery of Welcome Week and transition activities.
- 6.3. Planning should recognise that orientation and transition extend beyond Welcome Week. Appropriate activities, support and opportunities for connection should therefore continue through the opening weeks of semester.
- 6.4. Transition activities should provide opportunities for new and Returning Residents to interact at both floor and whole-of-College levels, while recognising that friendships and belonging develop differently for different Residents.
- 6.5. College staff and student leaders should pay particular attention to Residents who may be finding the transition difficult, have not established social connections, or appear to be experiencing barriers to participation. Appropriate support and opportunities for connection should be offered.
- 6.6. No materials, whether physical or electronic, or merchandise are to be provided to Welcome Week participants without the approval of the Dean of Students & Wellbeing.
- 6.7. The College should proactively communicate with Welcome Week participants before the program begins. This includes distributing and explaining the Welcome Week schedule, expectations and relevant requirements.

- 6.8. Student leaders participating in the design and delivery of Welcome Week or transition activities must complete all training prescribed by the College and demonstrate an understanding of, and ability to implement, College policies and expectations.
- 6.9. Student leaders who breach College policy or fail to meet the standards expected of their role may be removed from Welcome Week or transition activities and may be subject to other consequences in accordance with College policy.
- 6.10. Welcome Week and transition activities must be inclusive, respectful, age and culturally appropriate, and consistent with the Residential Community Standards. Activities must not involve coercion, humiliation, intimidation, exclusion, unreasonable pressure to participate, or conduct that compromises the dignity, safety or wellbeing of any Resident.
- 6.11. Emphasis should be maintained on minimising disturbance experienced by the wider community:
- Activities that cause unreasonable disturbance in the local or wider Melbourne community are contrary to good community relations and may damage the reputation of the College and its Residents.
 - Where groups are moving through the local area, particularly at night, reasonable steps must be taken to minimise disturbance. Loud shouting, whistling, screaming or other unreasonable noise is unacceptable.
 - Activities must be planned and conducted so participants do not cause unnecessary disruption to members of the public or local businesses, threaten the safety of any person, trespass, steal, or damage private or public property.
- 6.12. The College will administer appropriate evaluation of Welcome Week and transition activities. Feedback and observations will inform future iterations of the program and the College's broader approach to resident transition, connection and belonging.

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.

Mannix is committed to being a safe and vibrant living and learning community with core values of excellence, respect, community, resilience and integrity. Please go to <https://mannix.monash.edu/handbook-policies/> to view our other policies.

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