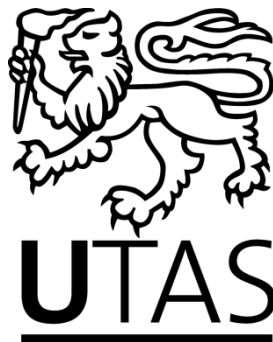




THE JANE HANDBOOK 2012

Contractual Obligations and Terms of Residence



Jane Franklin Hall
University of Tasmania
Hobart, Australia

Jane Franklin Hall

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CRICOS Provider Code 00586B

Every Residential Agreement comprises the Jane Franklin Hall Residential Agreement and all of the information contained in this Handbook. All residents are obliged to read it carefully and familiarise themselves with all the information it contains.

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Front Office (during Office hours) – Extension 100
Resident Fellow on duty (after hours) – Extension 200
Illness, Disability, Medical – see page 16
Emergency and Evacuation Procedures – see page 17
Police attendance – dial 0 then 131 444

KEY DATES

Semester I

February

Thurs	16	7.30pm	Council Meeting
Sat	18		Registration for new residents
			39 week (Academic Year) Residential Agreements begin
Sat	25	5:00 pm	Commencement ceremony
Sat	25	6.30 pm	Commencement dinner (Fellows' Night)
Mon	27		Semester I lectures begin (no formal dinner)

March

Thurs	1		Formal dinner
Mon	12		Eight Hour Day Holiday (no formal dinner)
Thurs	15		Formal dinner
Sat	17		Parents Luncheon & Annual Photo

April

Thurs	5		Easter break begins
Fri	6		Good Friday
Sun	8		Easter Sunday
Mon	9		Easter Monday + Anzac Day
Tues	10		Easter Tuesday
Thurs	12		Lectures resume
Thurs	26	7.30pm	Council Meeting

May

Thurs	31	6.00 pm	Mid-year Valedictory Dinner (Fellows' Night)
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June

Fri	1		Lectures end – swot-vac begins
Sat	9		Examinations begin
Mon	11		Queen's Birthday Holiday
Thurs	14	7.30pm	Council Meeting
Tues	26		End of Semester – Last examination today

Semester II

July

Mon 16

Semester II lectures begin (Fellows' Night)

August

Thurs 23 7.30pm

Council Meeting

September

Mon 3

Mid-semester break begins

Mon 10

Lectures resume

Mon 17 5.30 pm

Art Show

6.00 pm

Jane Founders' Day (Fellows' Night)

October

Thurs 11 7.30pm

Council Meeting

Thurs 18 6.00 pm

Valedictory Dinner (Fellows' Night)

Fri 19

Lectures end - swot-vac begins

Thurs 25

Hobart Show Day

Sat 22

Examinations begin

November

Tues 13

Last scheduled examinations

Sat 17

End of Academic Year Residential
Agreements

December

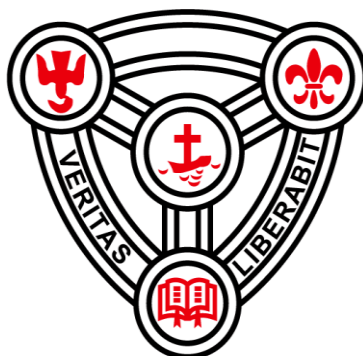
Thurs 13 7.30pm

Council Meeting

***The full calendar of events and complete dining roster will be published
in February 2012***

JANE FRANKLIN HALL (referred to as ‘the College’) was founded by the Tasmanian Council of Churches in 1950 as a non-denominational Christian college in which residents of all faiths and beliefs could feel welcome. College aims are spelt out on the crest: the pursuit of truth and the freedom that follows from it. As we trust that all residents will strive for excellence in everything they do, so we hope that each will live by the most basic rule of human conduct: be kind and open-hearted towards your neighbour whoever he or she might be.

The College crest is that of the Trinitarian shield, or *scutum fidei* (‘Shield of Faith’). In the original form of the shield, the circle in the centre bears the Latin word *Deus* (God), while the three other circles are designated in Latin for the Father, the Son, and the Holy Spirit. The descending dove in the top left-hand circle of the College version represents the Holy Spirit, the source of all understanding and wisdom. The *fleur-de-lis* in the right-hand circle is the symbol of the Godhead and also of the Virgin Mary. The lower circle contains the open Bible. The central circle contains a ship; this represents the Church, the ship in which individuals sail the sea of life. The motto of the College, *Veritas liberabit*, means ‘the truth will make (you) free’. The College colours are red, silver and black.



The College Council, Fellows and staff welcome you to the Jane community. We hope your time here will, like that of previous generations of students, be happy and that you will avail yourself of the many advantages of residence. The College, though, will be what we all make of it and as a resident you have a most important role to play. By accepting your application for residency we have already assessed that you will make a positive contribution to our community.

This Handbook sets out everything you need to know about Jane. It covers what we need to tell you about your obligations to Jane, and what we expect of you. Necessarily it also contains information about penalties for unacceptable behaviour and the like, but please be assured of our desire that none of this will apply to you.

Everyone in the Jane community is committed to your success. Please use all the resources we provide to make your experience everything we, and you, would wish it to be.

BEGINNING YOUR RESIDENCY

Arrival and Registration

Returning Residents:

Residents selected as Resident Assistants or elected to the Student Club Committee and O-Week Committee will be required to complete a 39 week Residential Agreement commencing 18 February 2011 and are eligible to register on that day. All other returning residents are expected on Saturday 25 February.

New Residents:

On Saturday 18 February 2011 new residents should proceed to registration in the Horton Common Room between 10 am and 2.30 pm. Please note that except for Registration Day, check-in time is 1 pm or later. If you wish to arrive before 18 February, you may collect your keys and occupy your room by prior arrangement with the College Secretary (03) 6210 0106 or email secretary@jane.utas.edu.au).

All Residents:

Accommodation outside of the dates of a Residential Agreement is \$60 per day including meals. For periods in excess of one week, your Residential Agreement fee applies. Early arrivals still need to participate in the formal registration for new residents on Saturday 18 February.

If you arrive at any other time, you should go to the Office (see the map at the back of this Handbook). After hours, press the button on the intercom for a full five seconds and wait ... you will be transferred to a resident staff member who will assist you.

You may not leave any possessions in your room until you take up occupancy, nor are guests permitted to reside in College before or during the Orientation period.

If arriving for the first time, please leave your vehicle in the Aldridge car park as you enter from Elboden Street and proceed to formal registration in the Horton Common Room situated in the middle of the College.

To complete your residency procedures, you must send, or bring with you, a copy of your 2012 Confirmation of Enrolment statement. This statement is available to new and continuing students after their enrolment is complete. You can print your Confirmation of Enrolment statement from your eStudentCentre>Current Details. The College needs the information on this form to:

- confirm your course of study and the units in which you are enrolled;
- place you with an appropriate Fellow of the College (where possible);
- access your academic results from the University;

- record your IT user name to validate your access to the College's IT network; you will be unable to access the IT network until this is received;

In the Horton Common Room, you will receive your keys and academic gown and an appointment to see the Principal (new residents only). You will be asked to make us aware of any medical issues and for details of any vehicle you have at College. All residents have a photograph taken and a final check is made of fee payment details, etc. You will need to pay for your gown, linen pack and other purchases made on the day.

The most important task for you on arrival is to read the Handbook. You received a copy with your letter of offer and you should have read it before signing your Residential Agreement; now you are at College, it will make more sense. The Handbook will answer most questions you have about the College. It is also available at www.jane.utas.edu.au/handbook.htm.

The second important task is to read the Emergency and Evacuation Procedures and Room Inventory printed on the back of your door. This contains important information and you have a responsibility to know it (see Emergency and Evacuation Procedure and Residents' Rooms).

OBLIGATIONS AND TERMS OF RESIDENCE

Residential Agreement

A Residential Agreement is a legally enforceable contract made solely between the College and you. In signing a Residential Agreement, you agree to abide by the Obligations and Terms of Residence contained in this Handbook and such other rules and regulations that are prescribed by the Principal of the College and those procedures laid down by the University of Tasmania. You consent to the release of your academic results and UTAS email address, by UTAS to the College upon request.

The College offers a range of Residential Agreements:

- academic year (new residents - 39 weeks between February and November);
- academic year (returning residents - 38 weeks between February and November);
- academic year + summer (for an agreed 50 week period);
- per semester (special circumstances only).

You will be liable for the payment of all fees under that Agreement (see the Fees Schedule), subject to the terms of any guarantee or indemnity entered into by a Guarantor with the College. **Regardless of whether you remain in residence, leave early, or take a holiday, you remain responsible for the full amount of your Accommodation Fees for the duration of your Residential Agreement.** Think carefully before choosing your Residential Agreement: once signed, a \$300 transfer fee applies for a change to a different type of Residential Agreement.

All correspondence and accounts relating to your residency will be directed to you, usually via your University email account.

The Residential Agreement may be revoked by the College under the following conditions:

- (a) upon a determination of the Disciplinary Panel that the resident should be expelled (see Behaviour). In such circumstances the resident will be charged six (6) weeks' fees and the balance of any fees already paid to the College will be refunded to the resident from the actual day of departure.
- (b) by the giving of four weeks' notice, in writing, by the College to the resident. In such cases all fees for the period remaining will be credited to the resident from the actual day of departure.
- (c) at the Principal's discretion, should the resident cease to be a full-time student. In such cases entitlement to credit will be decided by the Principal according to the foregoing determinations (a) or (b) of this clause.

The College is under no obligation whatsoever to offer a further Residential Agreement and the opportunity to re-apply is not to be taken as consent or acceptance either by the College or the resident.

Room Allocation

An offer of residency is for a place in the College, not for a specific room.

The allocation of your room is at the absolute and unfettered discretion of the Principal. Room allocations are carried out in early February after Acceptance Fees and all associated paperwork to complete the Residential Agreement have been received by the College. You are then allocated a room for the duration of your Residential Agreement. Changes to room allocations during the term of the Residential Agreement will not be considered except under exceptional circumstances. An application for such a change should be made in writing to the Principal whose decision is final.

In the event of the College being unable to offer a single study bedroom, shared accommodation will be offered at a reduced fee.

Towards the end of your current Residential Agreement, if applying to continue your residency, you are given the opportunity to request building preferences on the Application for Re-admission form which is made available on the College's website. After prior academic achievement, the Principal employs the following criteria (in no particular order) in allocating rooms:

- the length of time the resident has lived at the College;
- election to a position on the Student Club Committee;
- incumbency i.e. residents who choose the room they occupied the year before;
- prior records of behaviour;
- active contribution to the College community;
- particular concerns regarding health or disability;
- preference for a particular building;
- a desirable balance of genders, ages, ethnicities, and regional or scholastic backgrounds for each floor or building.

In re-applying for residency, you should be aware that the furniture and configuration of any room may change e.g. beds and furniture are moved during the summer to accommodate conference requirements and refurbishments may alter the fixtures. Incumbency is not an absolute guarantee that you will retain that room in the following year.

Offers of residency are not processed until all outstanding debts have been paid. An offer cannot be confirmed until the College is in receipt of:

- **a signed Residential Agreement (see Residential Agreement);**
- **an Acceptance Deposit (see Fees Schedule);**
- **a copy of your University Statement of Enrolment form (see Arrival and Registration).**

Residents' Rooms

You should keep your room locked. Except with the express permission of the relevant resident, no resident may enter another resident's room. Unauthorised entry constitutes trespass, and is grounds for disciplinary action.

You are not permitted to sub-let any part of the College, including your room. This means that no one is permitted to stay in your room without you and that no payment in goods or kind can be exchanged for any guest you may invite (see Guests).

You are solely responsible for the condition of your room and its contents. Apart from fair wear and tear, the cost of any material damage done to the walls, door, carpet, paintwork, fittings or furniture will be your responsibility.

Most residents bring their own pillows, pillowslips, sheets and blankets to College. Linen packs are available for purchase from the Office (The cost of the linen pack is not refundable). You should be mindful that the vast majority of rooms are designed for single occupancy and there is no capacity to store oversized personal recreation, fitness or musical items.

Standard single beds are provided by the College and no room automatically comes with a double or longer bed. The College has a limited number of longer beds. When returning their signed Residential Agreement and Acceptance Fees, taller residents may place a written request with the College Secretary for a long bed but provision of one cannot be guaranteed. Because of specific room layouts, no long beds are available in Asten or Vines buildings. **Except with the express permission of the Operations Manager, you are not permitted to remove furniture from your room (see Room Inventory).**

Posters are permitted but you will be charged for any damage above wear and tear done to the walls. It is recommended that you use UHT yellow tac only.

If your room contains a bathroom, or if you have exclusive access to a private bathroom, you are required to supply your own cleaning products and be responsible for cleaning and hygiene.

After two years' continuous residence in the same room on successive Residential Agreements, you must vacate your room over summer to allow for maintenance procedures.

Out of Bounds

You are not permitted on roofs, in ceilings, in the maintenance department, in the grounds of the Principal's residence or in the main kitchen. You are also not permitted to enter another resident's room without their express permission and an unlocked door does not constitute permission. Accessing unauthorised areas of the College is grounds for disciplinary action.

Room Inventory

A standard room contains the items listed below. On arrival please check to see that all of these items are in your room and that they are in a sound condition. If anything listed is not in your room, you must submit a maintenance form within 48 hours of arrival. This form can be found in the Forms Directory on the College's website.

Your room will be checked as soon as possible after your departure. Any missing or damaged items, including the walls and fixtures, will be charged against your Room Deposit. If your room is left in an unsatisfactory state, you will be charged a MINIMUM cleaning fee of \$50. Any keys in your possession must be left at the Office on departure.

It is your responsibility to return to your room any furniture items, including furniture left in storage. Furniture left in corridors will be removed. Any furniture not in your room will be considered missing. You will be charged for items missing from your room in accordance with the estimated fees below, unless you are in a non-standard room in which case charges for some materials may be greater.

If you are in any doubt whatsoever about your room, its contents and their condition, it is your responsibility to notify the Operations Manager before your departure.

Telephone	\$130	Mattress	\$350
Carpet	\$500	Mattress protector	\$50
Desk	\$350	Bookcase	\$150
Desk Chair	\$250	Evacuation/Inventory notice	\$10
Curtains/rail	\$300	Rubbish bin	\$20
Mirror	\$80	Bed base	\$320
Set of drawers	\$400	Keys (each)	\$200
Wardrobe	\$250	Light fittings	\$240
Heater	\$280	Door	\$400
Notice Board	\$140	Window	\$300

Food and Meals

The College undertakes to provide twenty-one (21) meals a week during the term of your Residential Agreement **except when the kitchen closes over the Christmas break**. Non-provision of meals during that time has already been factored into Accommodation Fees and no further rebate will be given. Meals that are not consumed cannot be accumulated as a credit or for taking on another occasion.

Please refrain from being wasteful and taking more than you can eat. Seconds are usually available. **Self-catering is not an option at Jane Franklin Hall and cooking in your room is forbidden.**

Except with the permission of the Principal, you may remove from the Dining Hall only fresh fruit and cut lunches for your own consumption. If you need to remove food from the Dining Hall for some specific reason (e.g. dietary needs, work or study commitments) you may apply in writing to the Principal. Permission will be granted only for genuine cases of need and in any case, you must use your personal utensils (For dining at the lawn tables see Dining Hall).

It is forbidden to remove the College's plates, mugs, glasses, cutlery etc. from the Dining Hall. When a late meal has been arranged, it is to be eaten in the Dining Hall. For your own use, you may wish to bring to College your own mugs, drinking glasses, cutlery, plates and bowls (see Dining Hall).

Smoke-free Campus

Jane Franklin Hall is a smoke-free campus. No smoking is permitted in any building or within any part of the College grounds.

Heaters and Electrical Appliances

Electricity in Australia is supplied at 240 volts and electrical appliances and power boards brought from overseas must conform to official Australian standards. Adaptors are available in Australia for most kinds of overseas plugs.

The College takes no responsibility for damage incurred to any electrical item which is connected to the College's electrical supply. It is your responsibility to ensure the safety of any electrical appliance brought into the College. Before being plugged in to the College's electrical supply all electrical appliances should be assessed by the College's maintenance staff.

Because of the age of the buildings there are restrictions on the amount of electricity which is available and the number of electrical items used simultaneously should be limited. The College reserves the right to impose further restrictions on the number and type of appliances if necessary.

In the interests of efficiency, it is essential that when the heater provided in your room remains on for an extended period of time, it remains on a low setting. Nothing should be draped over the heaters as this is a fire hazard.

As self catering is not an option (see Food and Meals), kettles, microwaves, sandwich makers, toasters, rice cookers and similar cooking appliances **are prohibited** in your room. After inspection and with the permission of the Operations Manager, some appliances may be used in the kitchenettes (see Kitchenettes). Personal heaters or any unauthorised electrical appliances found on the premises will be confiscated immediately. Such appliances will only be available at the termination of your Residential Agreement.

You are liable for the cost of a visit by the Fire Brigade if a fire alarm is deemed by the Brigade to have been activated from your room and not the result of equipment failure - (see Emergency and Evacuation Procedures).

Pets

You may not keep pets of any kind or feed stray animals on College property.

Cleaning and Rubbish Removal

You are responsible for cleaning your own room (including private bathrooms). This must be done conscientiously or damage to rooms will ensue. Vacuum cleaners may be borrowed from Resident Assistants and you are encouraged to use them regularly.

Residents are responsible for their personal rubbish and recyclable materials. On site recycling and refuse bins are available. Please help the College to reduce its environmental footprint by recycling rubbish.

Illness and Disability

If you need a doctor you should make an appointment with the University Doctors Surgery + Travel Clinic on 6226 2102 or at www.unidoctors.com.au. The Royal Hobart Hospital, offering 24 hour emergency service, is a ten minute drive from the College.

You must inform the Principal of any illness or disability or infectious disease that might seriously threaten your health or your capacity to live in College, including any issue which may affect the health of others. **Any illness or distress requiring attention should be notified immediately to the appropriate Resident Fellow (Duty RF on extension 200 after 6 pm) or the Principal.** Please be attentive in this: sometimes a sick resident may not be in a position to take the initiative. Likewise, someone else's unexplained absence ought to be reported at once.

Failure to disclose any pre-existing medical condition will jeopardise any special consideration that a resident may request later.

If illness affects your attendance at an examination or your completion of an assignment, the University requires you to complete particular forms. These may be found on the University's website in the Forms Directory under Current Students.

If you are the captain of a sporting team, you must recommend to any resident who sustains a head injury during training or a game of inter-College sport that he/she has a medical examination. You must not allow a resident who, to your knowledge, has not had such an examination, to attend or compete in any further training or sporting event until such a medical examination has taken place.

You should also be aware of the many kinds of assistance available from the University for short term illnesses and disabilities (e.g. wheelchairs, note-taking facilities etc.). The disability information service is located on the top floor of the TUU building (level access from French Street) and at www.support-equity.utas.edu.au/disability.

First Aid

Resident Fellows are qualified to administer first aid to residents and have first aid kits in their rooms. First aid is also available from the Office during business hours and from the Student Club's sports representatives when participating in sporting events for the College.

Emergency and Evacuation Procedure

Please read carefully the emergency and evacuation procedures displayed in your room. Take them seriously and learn what you should do in the event of a genuine emergency.

If you hear the alarm ring, **evacuate the building immediately**, using the fire escapes. If you discover a fire, evacuate the building and ring the Fire Brigade on (0) 000 on the nearest telephone.

In the event of a fire, or the sounding of the fire alarm in your area:

1. Keep calm;
2. Put on warm clothing (blanket or academic gown), if time allows;
3. Turn off electrical appliances, including light, if safe to do so;
4. Shut doors and windows if time allows. **Leave your door unlocked for easy access by the Fire Brigade.** If your door has to be forced, you may be held responsible for costs;
5. Exit the building by the nearest fire exit in orderly fashion. Do not run. **Do not prop open Exit Doors;**
6. If the corridor is filled with smoke and fumes, **crawl** as close to the floor as possible. Toxic fumes kill;
7. Assemble immediately on the grass outside the building. Keep away from entrances;
8. Do not leave the assembly area until told to do so.

You are required to follow all guidelines relating to the College's fire safety equipment. No fire safety equipment is to be used except in the case of an emergency; such activity is a breach of State Government regulations.

You must not interfere with any fire detection equipment or evacuation notices. If the fire alarm sounds, **evacuation is mandatory.**

If you do not follow the safety regulations – including setting off fire alarms through irresponsible behaviour – you will be liable for any costs associated with the alarm. Additionally, irresponsible behaviour which sets off the fire alarms or endangers the community will face disciplinary action (see Behaviour) and/or penalties under the Tasmanian Fire Code.

Dangerous Goods

You may not bring into the College any explosives or combustible materials, firearms, fireworks, spearguns, ammunition or other weapons. These will be confiscated and a fee will be charged for their storage. Candles, open flames, cigarette lighters, fires or any liquid fuel lighting devices are strictly prohibited.

Guests

You are responsible for your guests, and it is expected that your guests adhere to the required behaviour and regulations of the College (see Behavior). Guests must be accompanied by their host (see Residents' Rooms). Guests are not permitted to reside before or during any designated period for orientation.

Room-sharing on anything other than a strictly temporary basis is not permitted. As a guide, having a guest stay more than four nights in a month is unacceptable, and the College reserves the right to charge extra Accommodation Fees for guests. Mattresses are available from the Office only, between 9 am and 4:30 pm for a maximum of four nights. A \$100 deposit will be debited to your account, and credited back when you return the mattress to the Office. Any mattress left in the corridor or otherwise discarded will result in the forfeiture of that deposit. Residential staff are not obliged to issue mattresses when the office is closed.

Guests who attend the Dining Hall during meal times are considered to be dining and, therefore, must have paid in advance for their meal. Any guest who does not wish to eat must remain outside the Dining Hall during meal times. All meals taken by guests during term time cost \$12.00 and must be paid for in cash at the servery before the meal is taken. Receipts should be kept as proof of payment. A resident whose guest is found not to have paid for a meal will face disciplinary action. There are different costs for meals during holiday periods.

Cultural Activities

In addition to entertainment generated inside the College, there are frequent visits of cultural and general interest from outside: guest speakers and musicians, for example. The College is particularly interested in promoting events of this kind.

Each year the College presents an art show and a theatrical production. You are encouraged to participate directly, assist in their production and attend and support these important events. Frequently, there are writing workshops, philosophical discussions, events organised by Fellows, walks in the Tasmanian landscape and a range of other activities.

Service of Notices

If it is necessary to serve any notice on you, the notice will either be emailed to your University account, handed directly to you or forwarded by post to your last known address. If it is necessary for you to give any notice to the College, this must either be delivered personally to the Principal or posted to the Principal at the Jane Franklin Hall postal address.

Privacy Policy

Jane Franklin Hall is committed to protecting personal information about its past and current residents, as well as those who are or have been a part of the Jane community. Personal information may include residents' contact details, academic results, references and any other relevant information obtained by the College. In general, the College collects personal information in order to:

- assess applications – for residency, employment, scholarships, and financial assistance;
- assist in residency – room allocation, medical assistance, potential interests in cultural activities;
- provide references;
- provide information for the alumni database;
- provide an academic development programme to suit residents' needs;
- assess residents' performance or conduct at the College or at University;
- pay accounts and collect monies pursuant to the Residential Agreement.

Your personal information may be disclosed to College Council, Fellows, tutors, residential staff, College staff, insurers, auditors and legal advisors of the College, relevant staff of the University and any person who has a lawful entitlement to obtain the information. The College does not disclose telephone numbers to any callers (see Telephone Instructions), but will provide the Student Club with your University email address and room telephone numbers **unless you specifically indicate otherwise**.

As a legal adult of 18 years of age or older the College is unable to discuss your personal or financial details without your permission. In the event of a medical emergency the College staff will contact your nominated next of kin, regardless of your age, **unless you specifically advise other instructions**.

Personal files of current residents are securely held in the Office in hard copy or electronic form. Personal information of ex-residents is kept in the College's archive and electronically on the alumni database.

You have the right to access your file and, if necessary, to have information corrected or updated. Fees apply: please enquire at the Office. Details of personal records will not be disclosed to relatives without the resident's written permission.

FEES AND SERVICES

Accounts

As a resident you have an account with the College. This is a record of all transactions for items such as accommodation fees, telephone calls, and other sundry purchases. Accounts are debited (i.e. costs are attributed) or credited (i.e. funds deposited) and each transaction is recorded.

In order for your room telephone to function, the balance of your account must be in credit (i.e. above zero) so this is always paid in advance (see Telephone Instructions). Statements are supplied electronically to you from time to time via your University of Tasmania email address. However, you can request a statement at any time. If you do not understand any part of your account, you should ask at the Office (see Residential Agreement).

Initial extra costs, such as an academic gown, pre-Residential Agreement accommodation, linen pack (if required) and any initial telephone credit (new residents only) are paid upfront.

Accounts left unpaid at the end of a Residential Agreement are automatically forwarded to a debt collection service for recovery. Collection costs may be added to the account (see Overdue Payments).

College Fees

College Fees have various components: Acceptance Deposit, Accommodation Fees, Student Club Amenities Fee, Parking Fee (if applicable) plus Room Deposit and initial telephone credit for new residents only. See below for further details.

Acceptance Deposit

In order to confirm prospective residency, you are required to pay an Acceptance Deposit as part of your Acceptance Fees, by the date of expiry mentioned in your Letter of Offer. The Acceptance Deposit is the first instalment of Accommodation Fees for all Residential Agreements.

If you do not take up your place at the College, for whatever reason, you will incur a forfeiture of \$300 of your Acceptance Deposit, provided the College is notified of this intention before the expiry date in your Letter of Offer. After that date no refund of the Acceptance Deposit will be made (see Fees Schedule).

Room Deposit

If you are a new resident you are required to provide a Room Deposit according to the Fees Schedule. The Room Deposit shall be retained by the College until the termination of your Residential Agreement and shall be refunded to you in full or in part as provided under these conditions. The College reserves the right to deduct from the Room Deposit any amount deemed by the College to be payable by you, due to your breach of any of these conditions.

Student Club Amenities Fee

Student Club Amenities Fees are collected by the College for allocation towards social, sporting and cultural activities.

Accommodation Fees

The Acceptance Deposit payable at the time of accepting a Residential Agreement is the first instalment of Accommodation Fees. Thereafter, Accommodation Fees are payable in advance per semester, by cheque, credit card or internet transfer. Any bank charges taken from international financial transfers will be charged to your account.

Australian residents may opt to pay Accommodation Fees by Direct Debit Request (DDR). Payments by this method attract an extra 5%, and are paid fortnightly in advance. To pay by DDR, download a DDR Service Agreement and a DDR request form from the Forms Directory on the Jane Franklin Hall website, complete and return with your Acceptance Fees.

If paying by DDR, the account from which the money is withdrawn should be in your name. The College requests (from the nominated financial institution) the sum of fees for two weeks' accommodation each fortnight. You are responsible for ensuring that there are sufficient funds in your account. If the DDR is refused by the financial institution, the holder of the account is usually charged a fee by the financial institution. Regardless of any external fees, the College will charge you a further \$20 to repeat the authorised request for funds. The charge will be repeated for every occasion on which the DDR is not successful, due to any errors on your part.

Accommodation Fees cover provision of a study bedroom, single bed, furniture, full board with 21 meals per week, electricity, water, gas, heating, Academic Development Programme, internet access, access to residential and non-residential staff and the provision of a bus service to and from the Hobart campuses and 24 hour access to laundry washing machines and dryers (residents are required to provide their own washing powder).

Fees do not cover cleaning of your room, University fees, books, stationery, printing, photocopying, telephone call charges, internet usage charges, linen, Room Deposit and academic gown (see Fees Schedule). Rooms with an en-suite bathroom and some very large rooms attract an extra charge.

Fees Schedule

The 2012 fees schedule has been prepared in conjunction with the Jane Handbook 2012 and is located on the Jane Franklin Hall Website and accompanies this handbook as an insert. All fees quoted are in Australian dollars and are rounded to the nearest whole dollar.

Overdue Payments

Access to telephone and internet may be withheld if your account is in arrears.

If any monies due from you remain unpaid at the conclusion of your Residential Agreement, then interest at a rate of 15% per annum shall be payable thereon from the due date up until the monies are paid. You are also responsible for all additional costs, legal or otherwise incurred by the College in respect of the recovery of payments which are not paid by the due date(s) specified in the Fees Schedule. This includes any expenses due to a collection agency engaged to recover such a debt.

Sundry Items and Charges

Sundry items must be paid for in cash, by cheque or charged to a credit card. Such items include academic gown, linen pack, lost key fee, network cables, car parking fee, ongoing telephone charges, fines, pre-Residential Agreement accommodation, College merchandise etc.

Scholarships and Discounts

An extensive range of scholarships is available. Further details are on the College's website (www.jane.utas.edu.au). Applications need to be submitted on the relevant University of Tasmania Scholarships Application Form.

A sibling discount of 5% per family member is available for siblings in residence simultaneously, on Accommodation Fees only, not Acceptance Fees. Residents returning for a third or subsequent year will receive a 10% discount.

Occupancy

The College grants to you for the term of your Residential Agreement a licence to occupy and/or use:

- the furnished room or such other furnished room as may be allocated to you by the College from time to time;
- in common with other occupants, the bathrooms, toilets, kitchenettes, dining hall, laundry facilities, study rooms, library, common rooms, passageways and stairs in the College in which such facilities are contained, and the grounds relating to the College;
- those items contained in the above as detailed in your Room Inventory with the right to use hot and cold water, electricity and/or gas laid on to the College.

You may occupy and use the College on licence as lodger only and shall acquire no estate, right, title or interest in the College other than as a licensee. You will not have exclusive occupation of your room as the College reserves the right for members of its staff, from time to time, to gain entry to your room without your consent (e.g. if you are being unreasonably noisy, and for reasons of maintenance and safety).

You must at all times take reasonable care of the College and its fittings, fixtures and furniture.

You are not authorised to use the College or any of its facilities for financial gain or business activity, nor permit the College to be used for any purpose which would cause unreasonable annoyance to any other resident, nor practise any behaviour which, in the opinion of the College, is prejudicial to the well-being of residents (see A Guide to Behaviour).

You must observe socially acceptable hygiene practices in all areas of the College, refrain from discarding rubbish indiscriminately and refrain from storing food in the kitchenettes. You must maintain acceptable standards of hygiene in the kitchenettes, bathrooms and other common areas of the College.

Withdrawal

The whole budget of the College is based on minimising fees while avoiding an operating deficit. This close planning assumes that rooms will be occupied throughout the year. If you leave College prior to the conclusion of your Residential Agreement, or if you forfeit your place as a result of negligence or anti-social behaviour, you will not receive any reimbursement of fees, nor is the College under any obligation to offer such reimbursement.

Upon signing your Residential Agreement, you are bound to pay your fees for the duration of your Agreement. However, the College Council, in its absolute and unfettered discretion may waive some or all of any unpaid fees after due notice has been given by the resident, when residents wish to leave the College.

Requests to consider withdrawal and fee relief must be made in writing and forwarded to the Principal. All requests must set out, in detail, the facts and circumstances of the situation. The College Council reserves the right to deal with every case on an individual basis.

If the College chooses not to grant any remission of fees, the resident may pay out the balance of the agreement and the College will accept fifty percent of the residue, less the room deposit, as full settlement.

A \$300 transfer fee is payable whenever permission is given to change any Residential Agreement.

Payment and Repair of Damaged Property

You are required, upon demand, to make good and pay for all loss or damage, including accidental damage, as assessed by the College, caused by you or any person invited by you, to any part of the College, or to the fittings, fixtures and furnishings therein, or to any other article provided by the College, as specified in the respective Room Inventory and, where damage cannot be attributed to any individual, to pay that portion which, in the opinion of the College, should be charged to you. Charges on the Room Inventory are only a guide.

The College reserves the right to vary charges according to specific repairs and the amount of such charges is determined by the Finance Manager.

Extended Absence from College

If you are away from the College on a study trip or work experience directly related to your course for seven days or more, you may apply to the Finance Manager for a rebate on your fees. A maximum of 35% for one month's fees will be considered if your keys are surrendered.

Overseas residents will receive 50% discount when absent during a summer contract, if their keys are surrendered.

Fines

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 its Student Club is associated. A fine may be in addition to any costs for repair or service fee incurred as a result of the resident's behaviour (see Behaviour).

Fines must be paid within the stipulated time, or may be negotiated with the Principal. If you do not pay within the designated period you will be barred from accessing telephone and internet services until outstanding monies have been paid.

All fines become contributions to the Jane Foundation which provides scholarships to residents of the College.

Keys and Security

You should always lock your door and carry your room and external door keys with you. For your security all external doors to College buildings are locked. Your external door key will give you access. It is a serious offence to breach College security by using fire escapes (other than in an evacuation emergency), or to wedge open any doors.

All keys and access cards issued to you are to remain in your custody at all times and must not be lent to any other person nor copied by any person whilst on issue. If you lose any or all of the keys so issued, you are to report the matter to the College's management immediately. To encourage care and enhanced security, there is a non-refundable replacement charge of \$200 per key (payable by cash, cheque or credit card) which reflects the cost of both the replacement key and the reduction to the College's security management. Due to the damage done to the College's security, further losses are likely to result in an immediate termination of your Residential Agreement. Keys issued by the College remain the property of the College at all times. If you have lost, forgotten or mislaid your keys you will be given access to your room by the Office staff or Resident Fellow on Duty. A \$20 charge is payable at the discretion of the College.

While everything is done to maintain your privacy, and while the usual courtesies are extended, staff who have been provided with the appropriate keys are permitted to enter your room for any authorised purpose (see Occupancy).

Insurance and Public Liability

The College, through its staff, will endeavour to act in your best interests with regard to your physical welfare and academic progress, but does not accept any legal responsibility for either of these matters.

The College will provide normal maintenance and security of the College property and facilities but does not accept responsibility for the supervision or security of your personal effects.

The College does not provide insurance for your items. You are encouraged to provide insurance which meets your own needs.

The College recommends that you do not leave large amounts of cash or significant valuables in your room and that, whenever absent from your room, you lock it (see Keys and Security).

A GUIDE TO ACADEMIC SUCCESS

Academic Community

Jane Franklin Hall is first and foremost an academic residential community. By choosing to come together to share in the challenges and joys of learning, there is an expectation that residents consciously focus on their intellectual development. While residents must take responsibility for their studies, the College aims to provide a superior learning environment which nurtures and supports academic enquiry.

Studying successfully at a tertiary level involves personal development and commitment. Students are required to gain new knowledge and, more importantly, more sophisticated ways of applying their thinking. Graduates are expected to have gained the skills to think critically about complex problems.

What is most challenging to begin with is the expectation that you take responsibility for your learning. Your time is your own, to waste or to use as you wish. There are over 20,000 students at the University of Tasmania, studying hundreds of subjects in scores of different buildings in several campuses around the state; being lost or confused at times is an inevitability for all newcomers.

Please ask questions. Ignorance is no crime; not finding out may be the offence.

Preparation

Your course and unit summaries, which outline the expectations for students, are required reading. Pre-reading and prescribed texts are generally considered by course designers to be the minimum requirement, and reading them before lectures will add remarkably to the sense of the lecture. It is up to you to find out the due dates for assignments, and to plan your workload from the beginning of each semester.

University Orientation

This is a fun time, but smart students also find time to prepare for the reality of study by attending the introductory lectures. Find out which library you will be using (there are eight at the University of Tasmania) and go on a library tour – this tour will save you many hours in the future. Every student is allocated an email address: find out how to log on and how to use the computer rooms at the University. Find out where your lectures will be held, where to obtain your timetable, new books, secondhand books and course readers.

Resources

The resources at the University are for you – use them. Whatever your problem is, someone will have had it before and the answer will be out there somewhere. If you cannot find the answer to your question in the written material, your tutor or the School's administrator will probably know the answer. Resources include:

www.firstyear.utas.edu.au (first year issues)

[www.learnsupport.utas.edu.au/study\(help with studies\)](http://www.learnsupport.utas.edu.au/study(help%20with%20studies))

www.utas.edu.au/orientation/getting-organised-for-university/fees--and--charges
(casual employment and careers planning)

www.support-equity.utas.edu.au (counselling advice)

www.jane.utas.edu.au (College information)

Also see the Frequently Asked Questions window under Current Students on the University of Tasmania website www.utas.edu.au/servicedesk/faq.html.

The Fellows of the College are people of wide learning and experience. They may be approached by you to seek advice or assistance. Each Fellow is encouraged to act as mentor to a group of residents each year (see People of the College).

The College regularly invites professional people to stay at Jane and encourages a sharing of knowledge between Visiting Fellows and residents. Each Visiting Fellow becomes a part of the College community and may provide lectures or other activities based upon their expertise.

Academic Development Programme

The College's Academic Development Programme (ADP) is a comprehensive support and development programme. It includes:

- **academic mentoring:** in which each student is offered the chance to work with a tutor through organised tutorials or other forms of contact.
- **skills sessions:** in which the generic academic skills necessary for a successful approach to study life at university are discussed and explored.
- **academic seminars:** in which expert speakers engage with students on a range of topics of relevance to their scholarly and professional development.
- **self-help activities:** through the formation of peer support groups which may meet on a regular or occasional basis, and which can access resources through the ADP coordinator.
- **College website support:** access to tutorial timetable, tutors' contact email addresses, specific tutorial assistance requests.

The College has an implicit mandate to enhance and support academic success and to maintain and nurture an academic culture. This culture anticipates that all members of the Jane community – residents, Fellows and staff – share in the learning process. This expectation is held with the understanding that participation will enrich the individual student and, just as importantly, will enrich fellow students in an environment of mutual academic support.

If you do not maintain a satisfactory standard you are placed on academic probation, and this may include compulsory attendance at College tutorials (see Academic Obligations). However, it is important that you understand that you are responsible for your academic success or otherwise. While the College does its best to provide facilities and a collegiate community to assist you in your academic goals, the responsibility for learning rests always with you.

Academic Obligations

It is a requirement of residency that you maintain a satisfactory standard of academic achievement as a full time student. If you fail to maintain a minimum pass in at least **three-quarters** of your units you will be automatically placed on academic probation (see below). If you fail to pass at least **three-quarters** of your units while on academic probation, you will not be offered a further Residential Agreement unless there are mitigating circumstances. Academic performance is also considered in the allocation of rooms for returning residents (see Room Allocation).

The resident authorises the College to obtain the resident's academic results, and course enrolment details including your UTAS email address, from the University of Tasmania during the period of the Residential Agreement or if the resident has applied for re-admission.

You are obliged to provide the College with a copy of any approved variation to your enrolment i.e. units, subjects or course.

Academic Probation

A student placed on Academic Probation will be required to attend an interview to explore options for additional tutoring or other aspects of the Academic Development Program.

Academic Integrity

The University of Tasmania is committed to maintaining high standards of academic integrity and takes very seriously any action that might impact on its academic reputation.

The University disciplines students who commit acts of plagiarism or cheating or other academic misconduct. A finding of proved misconduct can result in failure of units and suspension or expulsion from the University and Jane Franklin Hall.

Further information on the University's approach to maintaining academic integrity can be found at www.utas.edu.au/plagiarism.

BEHAVIOUR

Successful living at Jane is dependent upon all residents and guests showing respect, common sense and consideration for others.

Residency at Jane is granted on the understanding that the chief business of residence is scholarship. Residents who are less than committed to their studies will forfeit their right to a place in College. **Acts of vandalism, excessive noise or disruptive or offensive behaviour, including alcohol/drug abuse, may also incur forfeiture of the right to remain in College.**

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

Any initiation or similarly coercive practice is absolutely forbidden; 'tradition' or past practice is not an acceptable excuse or ameliorating factor. If you attempt to conduct, or participate in, any kind of initiation rite of any sort, including any act of humiliation or bastardisation, you will be required to attend a Disciplinary Hearing. If you are the victim of this kind of behaviour you should contact the Principal immediately.

Singing songs or chants which denigrate, are abusive, use obscene language or are sexist, contravenes state and federal laws, and is forbidden both at the College and at collegiate events. Participation in such chants is grounds for disciplinary action.

Residents, individually or collectively, may not use the College name nor enter into any agreement which may bring the College into disrepute. Where the College name is used or inferred, permission from the Principal must be sought before any business arrangement is finalised.

All correspondence regarding behaviour remains on your file and is considered with applications for re-admission. Any attempt to deliberately provide misleading or false information to staff will be considered a breach of reasonable behaviour.

If you are found to have contravened any Australian law, whether Commonwealth, State or Local body by-laws, it may be grounds for a Disciplinary Hearing and you will be subject to the consequences detailed in this Handbook.

Noise and Discipline Procedures

Unreasonable noise will not be tolerated **at any time**. This is defined as sound, music or singing which interferes with the ability of others to study, sleep or quietly enjoy their living environment. The volume of any entertainment, with the door and windows closed, should be contained so that it does not intrude upon the activities of others. The appropriate and safe use of headphones is strongly

recommended. Unduly loud sound systems such as are equipped with sub-woofers or similar are prohibited.

You are encouraged to ask noisy residents to be quiet. You may also contact residential staff at any time to take action against a noisy resident or group of residents. **The duty Resident Fellow can be contacted by calling extension 200 after 6 pm until 8:30 am the following weekday.**

All noise complaints are forwarded to the Principal. If you are unreasonably noisy, individually or as a group, and fail (1) to disperse immediately from any room or part of the College premises, (2) turn down or off any device, upon being requested to do so by a Resident Fellow, you can expect a fine and/or a formal warning from the Principal. You will be liable for a similar penalty for any unreasonable noise generated by your guests.

Sources of noise (such as an alarm, music, a continually ringing phone, etc.), brought to the attention of a Resident Fellow, may be switched off or appropriately unplugged or confiscated if necessary. You can expect consequences for a noisy unattended room to be similar to an occupied room.

It would normally be expected that residents who wish to sleep should be able to do so after 10:00 pm. Noise which prevents sleep after this time is considered unreasonable. This does not mean that noise prior to 10:00 pm will be tolerated. On the contrary, you should be considerate of others at all times. Inappropriate behaviour includes gathering in corridors or residents' rooms, shouting or running down corridors, ball games in corridors, slamming doors or any other activity likely to disturb a resident. Being 'unreasonably noisy' may involve grossly excessive noise on a single occasion or continual disturbances, and both are grounds for disciplinary action.

There is a period during swot-vac and examinations known as 'Quiet Time'. The duration of this period is published in the weekly newsletter, *Plain Sheet*. It is expected that, during this time, you are especially quiet and the consumption of alcohol in public areas is expressly forbidden.

In the event of a resident allegedly committing repeated minor breaches of the Residential Agreement, or one or more serious breaches, the resident will receive a formal warning. If you receive such a warning, you may make an appointment to see the Principal within 48 hours of receipt of the letter in order to object to any allegation(s) or, in the alternative, admit such allegation(s) and explain the circumstances surrounding your behaviour. A formal warning may include a fine.

Upon being alleged to have committed a serious breach or repeated minor breaches of the Residential Agreement, the Principal may, in his or her discretion, require you to attend a Disciplinary Hearing. The purpose of a Hearing is to determine whether the breaches took place and, if so, to assess their severity, and to determine what action, if any, should be taken against you. In the event of a Hearing being called, you will receive a letter at least 48 hours prior to the Hearing together with a copy of the *Procedures for Disciplinary Hearings*.

Damage and Theft

You are financially responsible for damage done to your room (including the exterior of the door) by you, your friends or guests. Residents are jointly required to accept responsibility for the outside of their doors and the corridor in which they live; damage done by others ought to be reported promptly or else it may be inferred, at the end of semester, that you are responsible for the cost of repairs (see Payment and Repair of Damaged Property).

Removing equipment, furniture, food, crockery or utensils from communal areas into residents' rooms may be regarded as theft. Alleged acts of theft – either from the College or from an individual – will be investigated by the Principal.

Harassment and Discrimination

All residents, tutors and members of staff are required to respect the right of every individual within the College to freedom from harassment and to respect each person's values and beliefs relating to personal relationships.

Sexual harassment is recognised as any form of unsolicited and unwanted attention from another person which is of a sexual nature, whether this is in the form of verbal or physical conduct. It may be overt, in terms of sexual advances and requests for sexual favours, or of a more covert nature, in the way of innuendoes, pressure to conform to behaviour alien to one's beliefs, and ridicule. Sensitivity to others and a respect for values and beliefs different to one's own are the guidelines of behaviour in College, as they are for any community.

Resident Fellows are Contact Officers as part of the University of Tasmania's Harassment and Discrimination Policy. If you feel you have been harassed or discriminated against in any way you should see a Resident Fellow or the Principal immediately.

The University's Harassment and Discrimination Policy is available at: http://www.admin.utas.edu.au/hr/eoo/hd_policy.pdf and explains the different kinds of harassment and discrimination and procedures for the resolution of complaints.

Social Events and the Serving of Alcohol

Jane Franklin Hall is a licensed premise. As the licensee, the Principal is required to follow the regulations of the Commissioner for Licensing in Tasmania in accordance with the *Liquor Licensing Act (1990)*, the Responsible Service of Alcohol Program and the University of Tasmania's alcohol policies. Sponsorship of College events by companies selling alcohol is not permitted.

The College encourages a responsible attitude towards the use of alcohol. This policy is intended to allow residents and their guests to live and socialise happily in the College, respecting the rights of other residents. The objective of this policy is to enable those residents who so wish the opportunity of enjoying alcohol in moderation, while respecting those residents who choose not to have alcohol as part of their lifestyles. Each resident has a duty of care to his or her

fellow residents. There is an expectation that when you consume alcohol, you do so sensibly and with consideration for others. **It is illegal**

(i) for those under 18 years of age to consume alcohol anywhere in the College.

(ii) to supply alcohol to a person who appear to be drunk.

Residential staff are authorized to direct residents, who appear to be drunk, to leave any public area. Failure to comply may result in disciplinary action by the Principal.

You should be aware that:

- 1 Alcohol may only be sold or supplied at the College to a resident or guest who is 18 years of age or over. A person under 18 years of age must not purchase, be served, or consume alcohol anywhere in the College.
- 2 Alcohol may not be consumed in any public area between midnight and noon or during weeks designated as 'Quiet Time' and those designated times during Orientation Week.
- 3 Designated Common Rooms will be subject to being alcohol free either on all or some days each week, and the appropriate notices displayed therein.
- 4 Except with the permission of the licensee, alcohol not supplied by the College may only be consumed in residents' rooms, in designated Common Rooms and outside until midnight. Alcohol may not be consumed in the corridors and other shared spaces.
- 5 No resident or guest may compel or otherwise influence another resident or guest to drink alcohol against his or her will.
- 6 The sculling of drinks, binge drinking, drinking games and the use of beer bongs and similar devices are expressly forbidden at the College and at College sports functions.
- 7 On Formal Dinner occasions, no alcohol is to be brought into the Dining Hall, except with the permission of the licensee.
- 8 No alcohol is to be removed from the Dining Hall.
- 9 The brewing or distilling of alcohol is strictly prohibited.

At functions:

- 1 Alcohol may only be supplied by the College between noon and midnight.
- 2 Alcohol may only be sold under the condition that it is consumed as part of the relevant function or event. No takeaway bottle sales are permitted at any time.
- 3 Except with the express exemption of the licensee, everyone who serves alcohol will, at the beginning of each year, attend a course for the responsible service of alcohol.
- 4 Only residents who have attended a responsible service of alcohol course may serve alcohol anywhere in College.
- 5 If there are reasonable grounds for believing that a resident or guest is intoxicated, alcohol must not be sold or served to that resident or guest. There are taken to be reasonable grounds for believing that a resident or guest is intoxicated if the person's speech, balance or behaviour is seriously affected by the consumption of liquor.

- 6 On Formal Dinner occasions, the College may serve alcohol in the Dining Hall for residents to consume if they wish. The College reserves the right to withdraw this privilege from some or all residents at any time.
- 7 Alcohol purchased from the College may be consumed only in the Frances Parsons Building, except with the permission of the licensee.
- 8 Alcohol may be sold only from the bar in the Frances Parsons Building except with the permission of the licensee. Liquor sold in the Frances Parsons Building may not be removed from that building.
- 9 A clear notice providing details of the approximate alcoholic strength of all spirits available will be displayed wherever alcohol is served.
- 10 The Principal has authority to approve or disallow all functions and events in the College, including those where alcohol is consumed.
- 11 Alcohol supplied at any function or event in the College may only be purchased by the College and served by the staff agreed to by the licensee.
- 12 The retail price of all alcoholic and non-alcoholic beverages is determined by the College.
- 13 No ticket may be sold which includes alcoholic beverages, except with the permission of the licensee.
- 14 Applications for all functions and events in the College (including those where alcohol will be served) must be made on the correct form and received by the Office at least seven days prior to the function or event.
- 15 Any function or event at which eight or more people are expected, whether it is organised as a private function or otherwise, and at which alcohol may be consumed, must be applied for on the correct form and received by the Office at least seven days prior to the function or event.
- 16 Functions and events where alcohol is consumed may be promoted in ways that encourage sensible drinking. However, an emphasis must not be placed on excessive drinking, in the name of the function or event, or in the funding of the function or event itself.
- 17 Straight spirits will not be supplied at any function, except with the permission of the licensee.
- 18 Quality non-alcoholic drinks must be available at all functions and events where alcohol is served.

It is the obligation of the organisers of all functions and events held at Jane Franklin Hall to uphold this policy.

COLLEGE FACILITIES

You may not move furniture and other facilities of the College from their allotted space or room without the express permission of the Operations Manager.

Bathrooms

The bathrooms on each floor are shared by all residents. It is imperative that you take personal responsibility, including the sensible use of cosmetics and personal grooming aids, to ensure the bathrooms remain an hygienic space for all residents to use. The bathrooms are available for the usual personal ablutions only, including the sensible use of cosmetics and personal grooming aids. Eating and drinking are expressly forbidden.

Residential staff can provide cleaning materials for urgent situations.

Residents in rooms with en suite or private bathroom facilities are responsible for their cleaning (see Residents' Rooms).

Box Rooms

Box rooms are available for residents to store suitcases and boxes only – not valuables, large items or personal furniture. The Office cannot give access to these; only a Resident Assistant can do so during reasonable hours. Everything is stored at your own risk and goods must be properly covered and labeled with an identification sticker available from the RAs.

You are not permitted to leave goods in box rooms once your Residential Agreement has expired unless you have signed a further Residential Agreement. If you do leave goods at College and do not return, you will be charged \$100 per item payable before the release of goods.

Bus or Taxi Service

The College bus service shuttles residents (only) to and from the College and Hobart campuses at regular intervals on normal weekdays. Eating, drinking and smoking are prohibited on the bus.

The bus also operates Monday to Friday during study and examination periods but does not operate on Public Holidays or between mid-November and mid-February. A timetable is published at the beginning of each semester. Any changes to the timetable are published on the website.

When residents arrange to use a taxi service provider they should stipulate the collection to be from one of the two designated taxi pick up points located on the campus, or at the specific street entrance.

Common Rooms

The Horton Common Room (HCR) contains a large television, DVD and video player. Although you are permitted to use the HCR 24 hours a day, the noise level and behaviour must not impinge on the well-being of others, either inside the room or adjacent to it. Residents are responsible for keeping common rooms clean and tidy and complying with the Horton Common Room Behaviour Code, endorsed by the Student Club and displayed in the HCR.

The Coffee Lounge may be used for quiet enjoyment. As it is situated above residents' rooms in Fleming, consideration is expected. The Coffee Lounge is an alcohol-free zone.

The Senior Common Room is used to host pre-dinner drinks every Monday evening before formal dinner. It is otherwise available to senior members of the College, including Fellows, Resident Fellows and members of Council.

Contact

The College uses your University email to communicate with you. The email address on your Statement of Enrolment form will be the only email address used by the College. You should access your University email every day including during holiday periods.

Letters and general correspondence are placed for collection daily in the Aldridge foyer mail slots, except when the College is closed over the Christmas holidays. Office staff are unable to give parcels or other items of mail to anyone other than the addressee without the permission of the addressee.

At the end of your Residential Agreement, you must arrange for your postal address to be changed. Mail will be forwarded for a maximum of one month; after this time it will be returned to the sender.

Dining Hall

Whenever in the Dining Hall, it is expected that you dress appropriately, wear shoes (bare feet are not acceptable), are sober and display a level of consideration towards other residents, guests and staff. The Dining Hall is managed by the Dining Hall Supervisor on duty and all enquiries should be directed to them in the first instance.

You may take your meals to the tables on the lawns outside the Dining Hall provided you accept responsibility for the return of all College dining equipment (see Food and Meals).

The catering staff aim to provide the greatest possible variety of good food. Every meal includes a vegetarian alternative. You are welcome to discuss all special requests with the Catering Manager.

Guests are only permitted in the Dining Hall during meal times if they are dining and have paid for their meal in advance (see Guests).

The kitchen will provide food for excursions, camps etc. which are part of a course or field trip. Three working days' notice is required on an application form available on the College's website. Alternatively, if you have a placement for at least one week as part of your course, you may apply for a 35% rebate from your weekly Accommodation Fee for a maximum of one month (see Extended Absence from College).

MEAL SERVICE TIMES

Breakfast:	7.00 am to 9.30 am (7.00 am to 10.00 am on weekends)
Lunch:	12.00 noon to 1.30 pm
Dinner:	6.00 pm to 7.00 pm
Formal dinner:	6.30 pm

During holiday periods, meal times may be shortened at the discretion of the Catering Manager. The Dining Hall will close for cleaning one half hour after the scheduled completion of the meal service time.

After 9 pm, only residents who have previously ordered and are eating a late meal are permitted in the Dining Hall. **Please note that no late meals are available on formal dinner nights.**

Late meals should be ordered before the end of lunch daily by placing a written request in the diary in the servery. Late meals are available until 10.00 pm. If this creates any hardship, please discuss it with the Catering Manager.

Formal Dining

You have chosen to live at Jane Franklin Hall which is a traditional residential College of the University of Tasmania. One of the traditions and characteristics of such a college is dining in community on a regular basis, together with Fellows of the College, members of Council, staff and guests from the University. Consistent with the College's Christian traditions, grace will be led by the Principal.

Formal dinners

These are held every Monday (except public holidays) and some Thursdays, from 6:30 pm to 7:30 pm. On a roster basis, residents are invited as guests of the Principal to attend pre-dinner drinks in the Senior Common Room at 6 pm and then to dine at High Table. Please R.S.V.P. as indicated on the invitation. This offers the opportunity to meet various members of the wider College community.

Fellows' Nights

Usually there are three of these each semester. Residents sit and eat with their designated Fellows, following pre-dinner drinks in the Frances Parsons Building.

It is understood by the community, and agreed to in this Handbook, that residents of Jane are expected to attend all formal dinners and Fellows' Nights as detailed on the annual calendar of events. **Work commitments and sporting functions should not interfere with these dates.**

Residents' obligations for formal dining

1. Residents need to be mindful that guests are present on these occasions and mutual respect is a core value of the Jane community.
2. Neat and semi-formal clothing, including academic gown, is to be worn (with a jacket and tie expected for Fellows' Nights). Bare feet, shorts and thongs are not acceptable.
3. Late meals are **not** available on formal dinner nights. If there are exceptional reasons why you cannot attend a formal dinner please discuss the matter with the Principal.
4. Under the Responsible Service of Alcohol guidelines pertaining to the College's special liquor licence, no alcohol may be brought into the Dining Hall or removed from it. Wine is provided with the meal.
5. Announcements should not begin until 7:15 pm.
6. It is essential that residents respond promptly to invitations to dine at High Table. This means that other residents can be invited if you are unable to accept.
7. Mobile phones should be turned off during dinner.
8. For the whole evening, please stay sitting at the table at which you commenced the meal.

Furniture and Storage

You may not move furniture and equipment of the College from their allotted space or room without the express permission of the Operations Manager. Furniture abandoned in the corridor will be identified and a service fee charged against the occupant of the room.

If you obtain permission to move furniture from your room, you must move it yourself or with the help of friends, in consultation with the Operations Manager, so that a record of the storage can be made. You are responsible for the return of the furniture at the conclusion of your Residential Agreement (see Room Inventory and Ending Your Residence). You move furniture – your own, another resident's or the College's – entirely at your own risk.

All privately owned furniture and equipment must be removed from the premises at the end of your Residential Agreement, except by prior arrangement with the Operations Manager. The College is unable to store large items of furniture, including beds, fridges, and desks. You may leave suitcases and boxes in box rooms only if you have signed a further Residential Agreement (see Box Rooms).

Internet Access

Your room has an internet port linked to the University's network. In addition, the College has communal IT facilities. You connect to the internet and power supply entirely at your own risk. The College accepts no responsibility for any electric or electronic misadventure from the connection and supply of power and internet services.

To access the network from your room, a network cable is required. These can be purchased from the Office (cash or credit card only).

Before the network facility can be used, your computer must be properly configured and have adequate virus protection software installed. Any machines suspected of causing any service difficulty to the network will be disconnected and further investigation pursued before re-enablement can occur. As a result, you should not expect to have internet access from your room immediately upon arrival but, if your University enrolment is complete, you will be able to use the communal IT facilities.

Access to the network is restricted to staff and residents. The College reserves the right to further restrict access to any individual who is in breach of the University of Tasmania's computer usage guidelines and agreements as summarized at the rear of this handbook. Further information is available at:

http://www.utas.edu.au/itr/policies/usage_guide.html.

These guidelines prohibit unethical use of the College's equipment to breach copyright legislation, engage in commercial activity or perform acts of harassment or nuisance to others. Please note that use of the network is subject to monitoring by College and University staff.

IT, Printing and Photocopying Facilities

Computers with internet access are provided in the library, 24 hours a day. These computers have common software on them, such as Microsoft Word, Excel and Internet Explorer. You should be sure to log off when finished. Failure to do so means other residents may have access to your files and internet account.

The IT and printing resources at Jane Franklin Hall are located in the Library and provided, maintained and centrally managed by the University. All enquiries, problems and feedback are managed by the University's help desk service.desk@utas.edu.au and 6226 1818. A telephone in the library provides a direct line to the help desk.

You need to ensure you have sufficient credit on your CAPS account. This can be achieved using the EFTPOS machine in the library and at various points on the Sandy Bay campus. Full details of the CAPS system, PIN numbers, putting money on your account etc are available from; www.library.utas.edu.au.

Kitchenettes

Kitchenettes are for your convenience and you are expected to tidy up after yourself. Each kitchenette is provided with boiling water and is supplied regularly with tea, coffee, sugar and milk. You will need to provide your own mug, crockery and cutlery etc (see Food and Meals).

Kitchenettes are communal facilities and it is important that hygiene standards are maintained. Clothes washing, teeth brushing and the storage of perishable foodstuffs are not appropriate. Items of clothing should neither be cleaned nor stored in the kitchenettes.

Laundry

Washing machines, dryers and washing lines are available for your use, 24 hours a day, free of charge. You must supply your own washing powder. You use the laundry facilities entirely at your own risk. You should contact the Operations Manager or Resident Fellow on Duty in the event of non-residents using the laundry or if there is any malfunction (see Maintenance).

Periodically, the laundry is thoroughly cleaned, and unclaimed clothing is confiscated. Items which remain uncollected will be consigned for disposal.

Library

You are encouraged to use the resources of the College Library which include IT facilities, magazines and journals, reference books, fiction, DVDs and board games. Some of the books in the collection are rare and should be handled with great care.

The borrowing policy must be scrupulously respected. Eating and drinking in the Library are forbidden and the rule of quietness always applies.

Maintenance

You are encouraged to help maintain College buildings and grounds in good order. You should report all maintenance issues to the Operations Manager by completing a maintenance request form available from the College's website. Requests will be attended to as soon as possible.

You are obliged to allow staff of the College to enter your room at all reasonable times (accompanied by you where this is practical) for the purpose of inspection, cleaning and repair. For these purposes authorised staff of the College hold the necessary keys (see Keys and Security and Occupancy).

Newsletter

An in-house newsletter, *Plain Sheet*, is published (electronically and hard-copy) each Tuesday. It contains notice of forthcoming events and items of interest that need to be brought to residents' notice. Approved advertising is complimentary. Copy for *Plain Sheet* should be emailed to the Office by 10:00 am each Tuesday.

Parking

Parking spaces on campus are extremely limited. The College provides a bus service which takes residents regularly to and from the Hobart campuses. You are encouraged not to bring your car to College.

Whether or not a parking space is allocated to you, all residents who bring a car to College are required to provide the College with its registration details. These records must be updated if there are any changes.

Car parking spaces are allocated, in order, following receipt of a completed Residential Agreement and payment of the Acceptance Fees, to residents who have applied for a car parking space and paid the prescribed fee. Permits must be displayed at all times. They are not transferable and may not be swapped between residents.

If you have a permit to park in the College grounds and are to be absent from College for any extended length of time, you are required to leave your car keys with the College so that in the event of an emergency your car can be moved. You may park only in your allotted space. You may not park in another resident's space or anywhere else on the grounds. Penalties apply for dangerous driving within College grounds **where the speed limit is 10 kph.**

Locked sheds are available for the parking of bicycles. Under no circumstances are bicycles to be taken into the buildings. Any bicycles found inside will be removed.

All vehicles, including bicycles, are parked on the premises entirely at the risk of the owner and no responsibility is taken for their security.

The flow of traffic through College grounds is one way from Elboden Street exiting via **left hand turn only** into Davey Street.

Security

In the interests of your personal safety and that of your property, all outside doors of the College are kept locked at all times with the exception of the Aldridge main door during office hours. College gates are locked by residential staff between 10.00 pm and 11.00 pm every night. Please lock the gates if you use them after this time. You must take good care of your keys and access card and on no account lend them to anyone. You should keep your own room locked at all times (see Keys and Security).

If you lose your keys and are locked out of the College, call the Resident Fellow (6210 0200). If unable to get into the buildings, use the intercom at the entrance to Aldridge, near the Office. Press the button for a full five seconds ... you will be transferred to the Resident Fellow on duty. Remember that fees may apply to residents who need the Resident Fellow to unlock their rooms.

To protect both College property and that of residents, security video cameras are installed in some sections of the College, within the buildings and in the grounds. Interfering in any way with a security camera is grounds for disciplinary action.

Sport

At an intercollegiate level the College fields teams in many popular sports including basketball, cricket, football, hockey, netball, rugby, soccer, softball, tennis, table tennis and volleyball. There is a wide interest in individual sports such as hiking, surfing and jogging. The College promotes sport of every kind and takes pride in its performance in the intercollegiate competition.

Through the inter-college council, the Student Club has responsibility for sports events.

Telephone System Information

A separate pamphlet is available from the Office.

Tennis Court

The tennis court is available to current residents (guests must be accompanied by a resident at all times) for netball, basketball, tennis and volleyball between 7 am and 10 pm every day. If you take the net down, please set it up appropriately when you leave. Remember to turn the lights off and **leave the gate locked**.

The consumption of alcohol is not permitted in the tennis court area.

ENDING YOUR RESIDENCY

Residency is for the entire term of your Residential Agreement and can only be terminated early under particular conditions (see Residential Agreement and Withdrawal).

Towards the end of your Residential Agreement, you will be given the opportunity to apply for re-admission. The College is under no obligation to offer you another Residential Agreement and the opportunity to re-apply is not to be taken as consent or acceptance either by the College or the resident.

Please return to the Office:

Your keys and access card: Lock your room as you leave. If the Office is unattended, keys should be placed through the mail slot in the Office door. Do not hand your keys to anyone else. You will not be deemed to have left College until your keys are returned, and Accommodation Fees will continue to accrue until the keys are checked in by the Office.

Your academic gown: You will be eligible for a credit of up to \$50 if your gown is clean and in good order.

If for some reason you are unable to leave by the final check-out time and require additional accommodation, you should make application as soon as possible by email to the College Secretary at secretary@jane.utas.edu.au. The daily rate is \$60; periods in excess of one week will be charged at the same rate as your current Residential Agreement.

Your room will be inspected shortly after you leave. Cleaning and repairs (above normal wear and tear) and replacement costs for articles missing from the Room Inventory will be debited to your account. You should read the Room Inventory notice on the back of your door for further details. The College will deduct automatically and without notice any unpaid items from the Room Deposit.

If you leave the College permanently, all furniture and goods, including anything stored in box rooms (see Box Rooms), and clothes left in the laundry, must be removed from the College prior to your departure. Non-College items of furniture, clothes and other goods left at College will be discarded in due course. You should ensure that the Finance Manager has details of your bank account so that the balance of your Room Deposit and other credits can be refunded. A form is provided on the website.

If you have signed a further Residential Agreement and paid your Acceptance Fees, you may leave small items in box rooms, but these must be clearly labelled with your name. If you wish to remove any belongings from the box rooms, you should make arrangements with the appropriate Resident Assistant well before your planned departure. The Office is not authorised to give access to box rooms. If you leave belongings at the College, and do not become a resident the following year, you will be charged \$100 per item payable before the release of the belongings. You will not be offered a place at College until you have paid all outstanding debts.

The College undertakes to forward your mail for one month to the last address provided, after which mail will be returned to sender.

College Council

The College Council is the governing body of Jane Franklin Hall. The Council exercises authority over the College's affairs and policies, including the employment of staff. Its members include representatives of the Tasmanian Council of Churches, the Fellows and the University Council.

Fellows

The Fellows of the College, like the Councillors, are its most senior and distinguished members. They may be approached at any time by any resident seeking advice or assistance. Each Fellow is encouraged to act as mentor to a group of residents each year. Further details about the Fellows can be found on the College's website and residents are each issued with a short biographical profile about their allocated Fellow.

Chaplaincy

Chaplains can assist the Jane community (staff and students) in a variety of ways. If you have a personal problem or question, or need advice on a spiritual matter, you may appreciate being able to talk to somebody outside of the community. Chaplains also exist to help the Jane community to name, celebrate and pray about matters of significance to our community, as well as assist with Bible study relevant to the challenges and questions facing today's students. This help can include individual meetings or special services to mark important times for the College.

Contact details for chaplains are displayed on the College's website. Chaplaincy is provided as a free, non-judgmental and confidential service for all members of Jane, regardless of beliefs.

Principal

Under the direction of the Council, the Principal has overall responsibility for the College. He represents the College to the University, develops policies and long-term plans, assists in the preparation of the budget, oversees human resources, administers scholarships, acts as Public Officer to the Council and makes considerations for facilities and asset management. The Principal's jurisdiction absorbs all others. You should discuss with the Principal any financial, academic or personal issue. Complaints and difficulties may be brought to the attention of resident staff and other staff. The Principal takes responsibility for all matters relating to discipline.

Administrative Staff

The Finance Manager manages the day-to-day financial issues of the College, including accounting, payroll and budgeting. The Finance Manager prepares a budget for consideration of Council, and oversees the financial and administrative operations including the office, HR and IT Systems.

The College Secretary receives all external correspondence, processes applications for admissions, and provides administrative support to the Principal, Finance Manager and Fellows program.

The Public Relations Officer is the initial contact for resident and alumni enquiries, receives visitors, edits the College's newsletter and web page.

Catering Staff

The Catering Manager is responsible for the preparation and supply of meals in the Dining Hall and functions throughout the College. The Catering Manager also manages budget and staffing requirements as they relate to catering.

The Catering staff includes a team of cooks and kitchen assistants, with dining hall supervisors who are responsible for the operation of the dining hall during meal times.

Operations Staff

The Operations Manager is responsible for the management of cleaning and maintenance throughout the College and supervises the movement and storage of furniture and equipment. The Operations Manager also supervises staff and contractors involved in cleaning and maintenance, provides advice and planning for building works, electrical and plumbing infrastructure and asset management.

The Maintenance Officer and Senior Groundsman comprise the operational staff and are supplemented by casual specialist tradespersons.

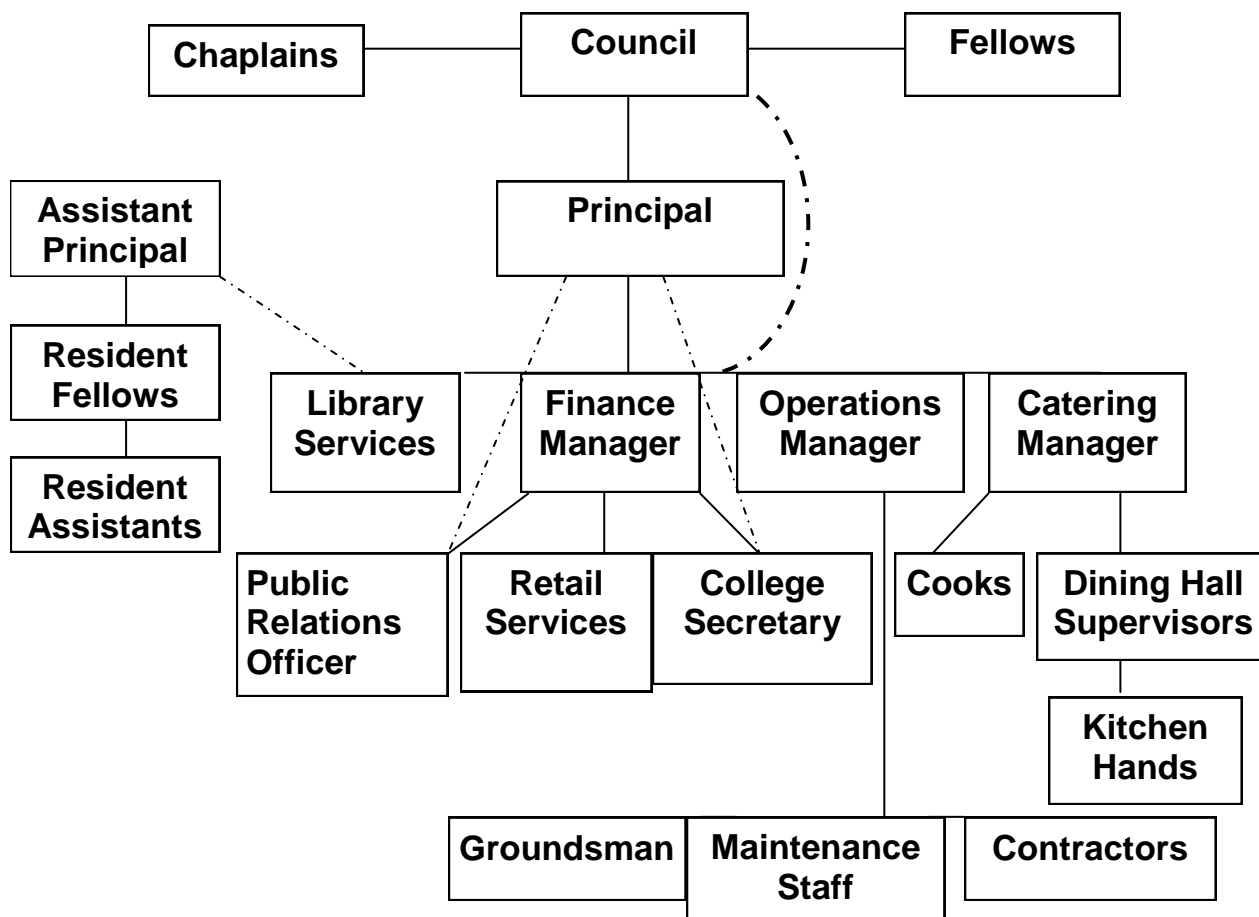
Residential Staff

The Assistant Principal is also a Resident Fellow and assigns tutors, provides leadership to the residential staff and oversees pastoral or discipline issues in the Principal's absence, as well as attending promotional activities on behalf of the College.

Resident Fellows (RFs) work with the Principal and Assistant Principal, as a residential management team and carry the full authority of the Administration. They share responsibility for the maintenance of good standards of order in the College and have a general pastoral charge of all residents. Each RF assists and supports a group of residents. Difficult relationships with other residents, academic or personal difficulties and notification of illnesses should all be brought to the attention of the appropriate RF.

Resident Assistants (RAs) provide customer service in the Jane Shop, Bar and the College's library facilities. They also provide advice and support in regard to the academic concerns of residents in their care. RAs are available for advice, assistance, support or discipline when the need arises, and they are responsible for assisting RFs to maintain order throughout the College.

Jane Franklin Hall Organisational Chart



Student Club

The Student Club comprises all current residents who annually elect representatives responsible for organising social and sporting functions within the College. The Student Club promotes participation in College activities and, through the inter-college council, has responsibility for sports competition. The President or Committee members should be contacted regarding any matter over which the Club has jurisdiction including social functions, agenda items for meetings of the Club (including apologies for non-attendance) and sporting events. The Student Club has its own Office in Asten (telephone 280).

UTAS Information Technology Facilities Use Agreement

Scope and Purpose of the Agreement

Users of computing and network facilities provided by the University must be aware of the conditions under which access is provided.

The Facilities

The University of Tasmania controls many computers, terminals, computing laboratories, and video conference rooms. These, and their associated networks, hardware, data storage, software, licences, and patents constitute the facilities of this agreement.

The Access to the Facilities

Access to the facilities is restricted to staff, students, and authorised external users.

Access to an individual facility may be further restricted by the facility administrator.

The Purpose of the Facilities

The facilities are provided for activities officially directed towards the mission of the University.

The Responsibilities of the User

The facilities are provided subject to the conditions that the user:

- Make ethical use of the facilities
- Make appropriate use of the facilities; and
- Co-operate with other users of the facilities.

These conditions are illustrated in the Information Technology Facilities Use Guidelines document (available at ITS, issued at registration, and on display in laboratories). Other illustrative documents include a brief resume of the laws of computer crime and copyright.

Be aware. Do not copy an item if you have not verified that it is in the public domain. Licence and patent conditions compliance may be assumed providing a facility is used for teaching or research only. Do not use a facility outside the teaching and research area unless you have verified the use complies with licence and patent conditions.

Penalties for Guideline Violations

Penalties include:

- Access to facilities being denied;
- Enrolment being suspended, in the case of students; and/or
- Legal action may be instituted against staff or students.

Note that penalties under Ordinance 58 (Student Discipline) are also applicable in relation to a breach of the Information Technology Facilities Use Guidelines.

