This Handbook is your survival guide to life at International House. It’s packed with useful information on topics ranging from maintenance to scholarships, from amenities to administration, and from computer facilities to car parking. Use the Table of Contents or the Index as a starting point.

And now for the fine print...

The residency agreement which you have signed indicates that you have read, understood, and agreed to be bound by the conditions set out in the rules and regulations of the House as included in this Handbook. All residents should read and familiarise themselves with the contents of this Handbook.

Any Questions?

Check out the frequently asked questions section for answers to all (or at least some!) of your questions! Alternatively, ask the friendly staff at the front office, another staff member, a tutor, or another resident.

Where do I go for further information?

Check the Table of Contents or Index in this Handbook to see if the information you need is published here. Otherwise, do not hesitate to ask the office staff, a tutor, or another resident.

How do I register a concern or complaint about my accommodation?

Note your problem in the Maintenance Log at the Front Office. If the problem is not addressed to your satisfaction within three working days, email the Director of Finance and Business Development (davidwo@unimelb.edu.au)
WHO'S WHO AT INTERNATIONAL HOUSE?

STAFF
Head of College
Dr Deborah Seifert AM
Deputy Head of College
Dr Nicholas Hill AM
Academic Coordinator
Marie McKee
Director of Finance & Business Development
David O’Hanrahan
Director of Marketing & Advancement
Tamra Keating
Finance / IT Manager
William Chao
Front Office Manager
Rosemary Hampson
Executive Assistant
Catherine Fairlie
Librarian
Dr Caitlin Stone
Marketing and Communications Coordinator
Sue Amoddio
Conference Coordinator
Mark Gordon
Facilities and Operations Coordinator
Nathan Caplan
Student Office Assistant
Lauren Van Krimpen
IT Officer
Shaun Huynh
Finance Assistant
Patricia Hughes
Housekeeping Manager
Manuel Fredes
Gardener
Michael Dale
Catering Site Manager
Colette Khan
Head Chef
Marcus Moar
Maintenance
Gary Verona

RESIDENT TUTORS
Dimmick Tutor
Lenka Hadravova
Senior Academic Tutor
Justin Smallwood

Tutors:
Jacqueline Beech
Samuel Miles
Ari Gurr
Nhat Nguyen
Andrew Hui
Kimberley Oh
Omid Kavehei
Damian Pavlyshyn
Viviana Lee
Michael Pickering
Aaron Lim
Yvonne Teo
James McCluskey
Fiona Yew

Residential Assistants:
Alvin Cruz
Prathana Kangaratnam
Cha Ying Goh
Bradley Mojic
Tanya Gosh
Kirentheren Sanmugam
Emily Jackson
Samuel Ten
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FREQUENTLY ASKED QUESTIONS

FOR EVERYONE

How do I find my way around?
There are maps of the House in the back of this handbook. Your University of Melbourne student diary has a map of the University campus, and lecture theatre locations can be found on the University’s homepage, http://www.unimelb.edu.au.

Who do I contact about problems with my room or other facilities?
All maintenance problems with your room or other House facilities should be notified to the Office and written in the Maintenance Diary, which is kept in the office foyer near staff pigeon holes. Urgent maintenance problems after hours should be notified to the Duty Tutor.

How do I get into the city?
The Metro Tram route 19 runs right outside the door of International House on Royal Parade. Any southbound tram on this line will take you into the City. From the City, tram 19 on Elizabeth St will get you back to International House. Tram stop 15 is our stop.

Who is the Duty Tutor and what do they do?
Each evening, a resident tutor is rostered to deal with out of hours’ enquiries and urgent issues affecting residents. This is the person to see if you lose your key, require urgent medical attention, or require immediate maintenance attention. The name and extension number of the rostered duty tutor is posted outside the Office. The duty tutor is available from 6pm – 11pm and from 7am – 8.30am. Only in real emergencies should they be contacted between 11 pm and 7 am.
Also, See - Lockouts.
To contact the Duty Tutor, phone 0438 091 297 or extension 731 from either phone in the entry foyer.

How do I speak IH-ese?
Like any community, the abbreviations, acronyms, and slang used within the House can be confusing to those unfamiliar with them. The following explanations might help:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>IH</td>
<td>International House</td>
</tr>
<tr>
<td>JCR</td>
<td>Junior Common Room</td>
</tr>
<tr>
<td>SCR</td>
<td>Senior Common Room</td>
</tr>
<tr>
<td>MCR</td>
<td>Middle Common Room</td>
</tr>
<tr>
<td>IHSC</td>
<td>International House Student Club</td>
</tr>
<tr>
<td>IHGSA</td>
<td>Graduate Student Association</td>
</tr>
<tr>
<td>MUOSS</td>
<td>Melbourne University Overseas Students’ Service</td>
</tr>
<tr>
<td>ICSC</td>
<td>Intercollegiate Students’ Sports Committee</td>
</tr>
<tr>
<td>ICAC</td>
<td>Intercollegiate Activities Council</td>
</tr>
</tbody>
</table>
OUR PURPOSE, VISION AND CORE VALUES

Purpose
To achieve academic success, personal growth, and cross-cultural understanding through a challenging and supportive experience in international living and learning.

Vision
To be recognised as an outstanding international community through the excellence of its educational experience, preparing students for the valuable roles they will fulfil in their local and global communities.

Core Values

Valuing Difference
To understand, appreciate and respect the principles, cultures, and differences of others.

Commitment to a Caring Community
To offer care and assistance, encourage mutual support between students and respect the individual. It is our home.

Quality
To strive for continuous improvement in all we do, and in everything we do we will aim to be among the best as measured against international practices in similar student communities.

Friendliness
To foster the harmonious and helpful spirit of the House, enabling lasting friendships to be made.

Academic Success
To assist and motivate students to reach their full intellectual and academic potential through a supportive environment.

Personal Growth
To provide, through our social, sporting, organisational and management activities, for the development of each student's maturity and skills.

Long Term Viability
To strengthen our physical and financial resources with sound policies which sustain our purpose.
THE HOUSE AND ITS PURPOSE

International House is a co-educational collegiate residence of The University of Melbourne. It provides a place of residence, education, and recreation for up to 340 students, primarily from The University of Melbourne, but also from neighbouring tertiary institutions. It also provides for 16 residential tutors and several visiting academics in residence.

Plans for International House were proposed initially by the Melbourne University Australian Overseas Club in 1949. Since its establishment, with the support of the University Council in 1957, the House's charter has been to provide a residence for both Australian and overseas students.

International House consists of eight residential buildings with associated dining, educational and recreational facilities: they are located within 1.5 hectares of gardens on one of Melbourne's most renowned parades. It is a ten minute walk from the University, and fifteen minutes by tram to the centre of the city of Melbourne.

International House is primarily an educational institution. But it aims to go further than this: by providing residents with a wide range of social and cultural activities, it offers a broader life experience. The founders of the House wanted to produce graduates who were broadly educated and well-informed on international affairs: they expected that residents would acquire a keen appreciation of values and cultures of others. All members of the House share this ongoing opportunity and it is expected that each member will contribute actively to the life of the community.

Over the years, the House has built up an expertise in intercultural communication. This is simply becoming aware of the processes which take place when people from different cultures, with different values, attitudes, and beliefs, and, consequently, different views of reality, come together. These processes are now highly valued as Australia and the South East Asian and Pacific countries develop economically. The University of Melbourne has become a university with a specifically international focus. At present, we offer a short course in Intercultural Communication as part of your orientation program. Not only will it help you to settle into the House, but as a skill development course in dealing with cultural differences, it will be of value professionally.

In the past, friendships developed in the House in the spirit of the motto ‘Fraternitas’ ('Brotherhood') have been continued beyond the years of undergraduate life. This possibility exists for you too.

International House makes it easier to adjust to living in a different country, living in a large city, attending university and so on. The House provides a cosmopolitan setting that is stimulating, colourful and unique among residential colleges in Australia.

International House seeks a balance of Australian and overseas students, and equal numbers of women and men. While it gives preference to University of Melbourne students (the House is owned by the University), it selects a small proportion of its students from other neighbouring institutions such as the Victorian Pharmacy College of Monash University and The Royal Melbourne Institute of Technology (RMIT). Our International House is part of a loosely-affiliated world network. There are International Houses in Australia at the Universities of Sydney and UNSW, Queensland, the Northern Territory (Darwin) and Wollongong (ours was the first to be established). The other major International Houses are in New York, Philadelphia, Chicago, Washington, the Berkeley campus of the University of California, Alberta Canada, London, Paris, Osaka, Taipei, and Tokyo.
CROSS CULTURAL LIVING AND LEARNING

It’s easy to become overwhelmed by the opportunities and challenges offered by life at International House. The ability to meet and mix with people from all over the world can be either an exciting challenge or an insurmountable obstacle. Sometimes, it seems, it’s easier to ‘stick with what (and who) you know’ and never mix outside of a peer group consisting of people of similar background, ethnicity, nationality, or religion. The difficulties in communicating across cultures, finding common ground, and accepting and accommodating differing cultural or religious practices can all just seem too much to cope with.

International House aims to provide a safe environment in which individuals are encouraged to venture beyond the ‘comfort-zone’ which their individual cultures and societies provide and to grasp the opportunities of understanding, accepting and valuing the differences in other cultures, societies, customs, and ways of life.

The first rule in any cross-cultural encounter is do not assume. Human beings have an (understandable) tendency to assume that the needs, desires and basic assumptions and knowledge of others are the same as their own. While this assumption may be valid when interacting with people within a culture, when it is applied to an encounter across cultures it rapidly fails. It cannot be assumed, in a cross cultural encounter, that each person has the same expectations, assumptions, feelings, or opinions. Thus, one must be prepared to meet with misunderstandings, mistakes, miscomprehension or misunderstanding of non-verbal communication or body-language and so on.

If cross-cultural encounters are to be effective, and if respect and acceptance of differing beliefs, systems of thought, cultures and opinions are to result from them, then cross cultural communication (and of course, consequentially, life at International House) must be characterised by mutual curiosity, the acceptance of mistakes and misunderstanding as a learning opportunity, and patience. Do not assume that difficulty in expression or use of language means lack of intelligence. If there is a misunderstanding - ask for an explanation.

Be patient - most people do not question why they act or react in a specific way, usually, they see it as just the way things are done. As an example of this, ask a Westerner why they offer to shake hands when meeting people - most will not be able to tell you that the custom grew out of sword-fighting days when you grasped someone’s hand as a gesture of greeting so that they could not run you through with their sword!

The rewards of successful cross-cultural communication can be great. The understanding and comprehension gained of another person’s culture, as well as being fascinating of itself, can be used when next interacting with people of that culture or when visiting other countries. Being forced to acknowledge and question personal opinions, thought-systems and customs can be intensely valuable. Finally, and perhaps most importantly, the friendships which can be made across cultures can be even stronger for the honesty and trust which are required to establish and maintain communication.
PASTORAL AND WELFARE ISSUES

Pastoral care at International House is the expression of interest, concern, and support for members of the community and a response to their needs. It encompasses academic, social, and emotional support so that an environment of care pervades the entire community.

For International House to remain a caring community, we must 'keep an eye out for others'. Consequently: **Everyone in the IH community is involved in pastoral care.**

The principles of pastoral care at International House

- The dignity of each person is respected at all times
- The uniqueness of the individual is celebrated and difference is valued
- IH is a caring community in which we 'keep an eye out for others'
- Members of the community will feel comfortable approaching providers of pastoral care for support
- The management of behaviour is exercised with understanding, compassion, and justice to have members of the community take responsibility for their behaviour in relation to others
- We promote individual resilience and connectedness in a safe, protective environment
- We offer opportunities for enriching personal growth and experience.

The structure of the pastoral care program

The Deputy Head of College oversees all day-to-day student issues including the pastoral care program at International House.

Residential Tutors, Residential Assistants, and all students, are generally the first point of contact for students with pastoral or welfare concerns. These members of the community are not professional counsellors.

In cases where supporters feel they are ill-equipped to deal with a student’s concerns, they will refer the matter to the Deputy Head of College and they will also urge the student to contact the University of Melbourne Counselling Service.

The importance of counselling

People come to counselling with a range of problems, minor and major. What they have in common is a realisation that it would be helpful to discuss their problems with an independent, neutral person to solve them more effectively. They raise issues such as:

- difficulties handling the transition to university
- problems living away from home
- cultural concerns
- anxiety
- depression
- the effects of stress
- relationship difficulties
- lack of friends and support
- drug and alcohol problems
- mental illness
Counsellors help people gain a clearer understanding of their problems and desired solutions. They help them identify appropriate coping strategies and options for action. Counsellors usually meet clients individually. However, when it is beneficial and agreeable to the client, meetings that include partners, family or friends are arranged.

The University Counselling Service is staffed by counsellors whose professional training is in psychology and/or social work. They have a comprehensive understanding of the personal and work problems faced by both students and staff. For an appointment with a counsellor telephone 8344-6927 during business hours. Appointments last about one hour and need to be booked in advance, with the Counselling Service. For more information see the University Counselling Service website at:
http://www.services.unimelb.edu.au/counsel/

Rumour – Make it stop with you

In a large community, such as at International House with so many people living and working in such close proximity, rumour has the potential to cause great individual personal hurt and considerable damage to the community as a whole. As with physical bullying, there are no innocent bystanders with hurtful rumors. Simply hearing and reacting to the rumour, and letting it continue, makes a person almost as responsible for its damage as the person who started it.

When confronted with a rumour, question the source of the information if you doubt its validity. If you are not getting clear answers back, do not pass the information on. Furthermore, let others know you will not take part in listening to information that is hurtful to others and that you will not pass it on.

If, however, what you are told does seem to be valid, you still should not contribute to the dissemination of information that is potentially hurtful and most likely no business of yours, or indeed of most other people in our community. Discuss the matter with a friend and contact a tutor or the Deputy Head of College to ensure that the effect of the information on the lives of others is kept to a minimum.
DISCRIMINATION, SEXUAL HARASSMENT, AND BULLYING

International House is committed to the principle of equity in education, employment, community living and welfare for current and prospective students and staff of the House. It is equally committed to providing a safe environment that is free from risks to health and safety.

These commitments are consistent with the principles of justice and the pursuit of excellence, and conform to the spirit and intent of equal opportunity, anti-discrimination and occupational health and safety legislation.

As a department of the University of Melbourne, International House is bound by University of Melbourne Equal Opportunity Policy. The policy in full can be read at http://policy.unimelb.edu.au/MPF1230 while a summary of the policy in relation to the residential college context is found later in this Handbook.

International House has responsibility to prevent unlawful discrimination, sexual harassment, discriminatory harassment, bullying, and victimisation. This means that the Head of College, administrative and academic staff, and student leaders have a responsibility to:

- Familiarise themselves with the University of Melbourne’s Equal Opportunity Policy and Procedures
- Monitor the working and living environment to ensure that acceptable standards of conduct are maintained always
- Model appropriate behaviour themselves
- Promote the policy within their work area and the community of the House
- Treat all complaints seriously
- Refer a person who has a concern about matters covered by the policy to an Adviser who can provide initial advice and clarification and inform the Fair Treatment Coordinator that they have done so
- Take appropriate action if they observe or are informed about behaviour that may breach the policy, by reiterating the policy and that any behaviour in breach of the policy is unacceptable, may result in disciplinary action being taken, and must immediately cease and not recur.

Support structure for Discrimination, Sexual Harassment and Bullying Policy and Procedures at International House

University of Melbourne Equal Opportunity Policy

International House adheres to the University of Melbourne Equal Opportunity Policy. This policy aims to uphold the principle of equal opportunity by advocating and upholding the fundamental human rights of staff, students and contractors engaged in activities reasonably connected with the University or its auxiliary operations. Specifically, the policy addresses the issues of discrimination, bullying, sexual harassment and bullying.

The policy can be accessed at http://policy.unimelb.edu.au/MPF1230

Fair Treatment Coordinator

A Fair Treatment Coordinator, a senior and experienced college staff member (currently the Deputy Head of College), is appointed by the Head of College and is accountable to the same.

The Fair Treatment Coordinator facilitates the implementation of the policy within the House by ensuring the appointment of Fair Treatment Contact Persons; the provision of training for the Advisers and academic and administration staff; the implementation of the complaints procedures; and, the provision of advice to the House on policies, programs, initiatives, and strategies recommended to enhance legislative compliance and promote student and staff access, equity, and diversity.
The IH Fair Treatment Contact Persons for 2017 are Jacqueline Beech, Lenka Hadravova, Dr Michael Pickering.

A person with a concern should first raise the issue with an International House Fair Treatment Contact Persons, or if it is a matter about which the person would rather talk to someone outside International House, the person can contact a University Adviser. The relevant policy and contact procedure can be found at http://policy.unimelb.edu.au/MPF1241

Also, specifically, information about help for sexual assault issues can be found at http://safercommunity.unimelb.edu.au/help-for-sexual-assault-issues

If a member of the International House community feels harassed, discriminated against or victimised he or she should treat the matter seriously and do something about it as soon as possible. Approaches to Contact Persons will be treated in strict confidence. The use of the policy’s procedures can save time and minimise emotional distress.
CALENDAR OF PRINCIPAL DATES FOR 2017

February

12 Sun O Week leadership team returns
18 Sat Summer scheme program ends
New undergrad students enter
18 Sat – 24 Sat O Week
19 Sun - 20 Mon O Week Seminars
25 Sat Returning students enter the House

March

2 Thurs Undergraduate Commencement Dinner
7 Tues High Tables commence
8 Wed Graduate Commencement Dinner
12 Sun IHSC General meeting - Junior Common Room
13 Mon Semester 1 Tutorial program begins
14 Tues Coffee and Cake IHSC GC – JGR
16 Thurs Music soiree

April

6 Thurs Undergraduate Scholars Dinner
8 Sat National Night
14 Fri Good Friday - Easter break commences
21 Sun Easter break concludes
25 Tues Anzac Day

May

13 Sat Café International
19 Fri IH Ball & after-party (off campus)
24 Wed Semester 1 Tutorial program concludes
25 Thurs High Tables conclude
27 Fri IHSC Greycourt party
29 Mon Semester 1 Swot Vac (University of Melbourne)

June

5 Mon Examinations commence (University of Melbourne)
23 Fri Examinations conclude (University of Melbourne)
24 Sat Undergrad Students depart for mid-year break

July

16 Sun Undergrad Students return
21 Fri - 23 Sun O Weekend for new students
24 Mon Cultural Interaction Week begins
27 Thurs Combined IH Winter Dinner
30 Sun IHSC GM
<table>
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<th>Event</th>
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<tr>
<td>August</td>
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<tr>
<td>7 Mon</td>
<td>Semester 2 Tutorial program begins</td>
</tr>
<tr>
<td>8 Tues</td>
<td>High Tables start</td>
</tr>
<tr>
<td>12 Sat</td>
<td>60th Anniversary Dinner</td>
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<tr>
<td>13 Sat</td>
<td>University of Melbourne Open Day</td>
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<tr>
<td>20 Sat</td>
<td>IH Day</td>
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<tr>
<td>22 Mon</td>
<td>Wellness Week commences</td>
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<tr>
<td>24 Thurs–26 Sat</td>
<td>House play</td>
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<tr>
<td>September</td>
<td></td>
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<tr>
<td>3 Sun</td>
<td>IHSC AGM</td>
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<tr>
<td>9 Sat</td>
<td>National Night</td>
</tr>
<tr>
<td>14 Thurs</td>
<td>Music soiree</td>
</tr>
<tr>
<td>17 Sun</td>
<td>IHSC handover</td>
</tr>
<tr>
<td>22 Thursday</td>
<td>ICAC Battle of the Bands</td>
</tr>
<tr>
<td>25 Sat</td>
<td>University of Melbourne mid-semester break commences</td>
</tr>
<tr>
<td>October</td>
<td></td>
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<tr>
<td>2 Sun</td>
<td>University of Melbourne mid-semester break concludes</td>
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<tr>
<td>2 Tues</td>
<td>High Tables conclude</td>
</tr>
<tr>
<td>5 Thurs</td>
<td>Undergraduate Valedictory Dinner</td>
</tr>
<tr>
<td>7 Sat</td>
<td>IHSC GM &amp; O’Weeker leader elections</td>
</tr>
<tr>
<td>8 Sun</td>
<td>Undergrad Student Club (2017/2018) training</td>
</tr>
<tr>
<td>12 Fri</td>
<td>Music Night</td>
</tr>
<tr>
<td>15 Sun</td>
<td>O Weekers (2018) training</td>
</tr>
<tr>
<td>18 Wed</td>
<td>Semester 2 Tutorial program concludes</td>
</tr>
<tr>
<td>19 Thurs</td>
<td>Graduate Program Valedictory Dinner</td>
</tr>
<tr>
<td>21 Sat</td>
<td>Halloween party</td>
</tr>
<tr>
<td>23 Mon–27 Fri</td>
<td>Semester 2 Swot Vac (University of Melbourne)</td>
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<tr>
<td>30 Mon</td>
<td>Examinations commence (University of Melbourne)</td>
</tr>
<tr>
<td>November</td>
<td></td>
</tr>
<tr>
<td>17 Fri</td>
<td>Examinations conclude (University of Melbourne)</td>
</tr>
<tr>
<td>18 Sat</td>
<td>Undergrad Student exit</td>
</tr>
<tr>
<td></td>
<td>Summer Scheme starts</td>
</tr>
</tbody>
</table>
THE COLLEGE COMMUNITY

THE INTERNATIONAL HOUSE COUNCIL

International House is administered on behalf of the University of Melbourne by the International House Council. Its ten members include the Head of College, members of the University, the Student Club President, past residents of IH and external members.

THE HEAD OF COLLEGE

The Head of College, as Chief Executive Officer, is both the academic and administrative head of International House. She is the final authority on all matters pertaining to internal decisions on the administration and conduct of the House and the welfare of its students and staff.

THE DEPUTY HEAD OF COLLEGE

The Deputy Head assists in the administration of the House with responsibility for the pastoral and academic well-being of residents. The Deputy Head is also responsible for the development of a cultural and general personal growth program for residents.

The Deputy Head is responsible for the development of the student culture at IH.

ACADEMIC COORDINATOR

The Academic Coordinator assists students with decisions regarding their academic courses, and is available to students who may be experiencing academic difficulties. Undergraduate students should not change subjects or courses without first discussing it with the Academic Coordinator.

The Academic Coordinator is responsible for the tutorial program and is responsible for student academic records and assists in identifying students who are 'at risk' in their academic progress and may need extra assistance.

ADMINISTRATIVE STAFF

The administrative staff includes David O'Hanrahan (Director of Finance and Business Development), Tamra Keating (Director of Marketing & Advancement), William Chao (Accounting Manager), Rosemary Hampson (Student Office & Admissions Manager), Lauren Van Krimpen (Student Office Assistant), Cath Fairlie (Executive Assistant), Sue Amoddio (Marketing and Communications Coordinator), Shaun Huynh (IT Officer), Trish Hughes (Finance Assistant), Nathan Caplan (Facilities and Operations Coordinator) and Mark Gordon is our Conference Coordinator.

Office hours for students' enquiries: 8.30 am – 6.00 pm. The Duty Tutor commences duty at 6:00 pm.

TUTORS

Resident and non-resident tutors assist in the academic and pastoral conduct of the House.

Pastoral Care

All residential tutors have pastoral care responsibilities for students. The transition from stages of study, from rural to urban living or from one country to another requires a fair amount of adaptation. There is to for many first year undergraduates, an increase in personal freedom and responsibility for self, which comes with leaving the protection of home and family. Tutors are here to help you. Seek out a tutor with whom you feel comfortable, whether it is a floor tutor, academic tutor, or other member of staff. Tutors are concerned for your well-being.
**Undergraduate Tutorial Program**

Each tutor conducts tutorials in his or her own discipline. It is hoped that these small group tutorials will provide students with opportunities to gain valuable insights and increased understanding in the courses of their choice. Tutors are asked to assess and report on students’ progress during the year.

Although tutors are appointed to assist students to gain maximum advantage from their courses, College tutorials are not a substitute for University tutorials. Tutors are willing to assist students, but the onus is on the student to request such help. Academic tutors are happy to read assignments in their subject area before they are handed in, but a tutor is not permitted to make substantive changes to a student’s assignment and will not give assistance the night before an assignment is due.

**Graduate Tutorial Program**

If there are sufficient students undertaking a particular graduate subject, tutorials may be offered at IH or another college, at an additional charge.

**Dimmick Tutor**

The Dimmick Tutor assists the Deputy Head of College in managing the pastoral care program of the House and supports students as they settle into the House and adapt to tertiary study. The Dimmick Tutor is also responsible for dealing with concerns and/or complaints of incidents of direct and indirect discrimination, and discriminatory harassment, as well as the tutor duty roster and is senior Fire Warden.

The Dimmick Tutor for 2017 is Lenka Hadravova.

**Senior Academic Tutor**

The Senior Academic Tutor encourages the enrichment of academic life at IH.

The Senior Academic Tutor for 2017 is Justin Smallwood.

**Duty Tutor**

Every night including weekends a residential tutor is rostered to deal with enquiries and emergencies. The tutor’s name and location is posted by the door of the office.

To contact the Duty Tutor phone extension 731 from the two phones in the IH entry foyer or mobile 0438 091 297

The Duty Tutor checks the College gates and grounds at the end of each evening as well as locking up public rooms and turning out lights.

**Floor Tutors**

Each tutor is also a building tutor, responsible for the group of students in the area where they live. They are happy to provide the occasional cup of coffee if you are down in the dumps or on top of the world. On request, they will help to ensure that conditions in your area are conducive at all times to study or sleep.

**George Hicks Building Tutor**

GHB has one resident tutor who will help to ensure that conditions in GHB are conducive to study or sleep.
FAIR TREATMENT ADVISORS

The Fair Treatment Advisors are responsible for dealing with allegations of harassment, bullying and unfair treatment within the House, in accordance with the University of Melbourne’s Discrimination, Sexual Harassment and Bullying Policy and Procedures (see pages 12 and 69). The Advisors also provide training to House members on issues relating to harassment.

LIBRARIAN

The librarian, Dr Caitlin Stone, is responsible for managing the IH Library, purchasing library resources and overseeing the International House archives (made up of photographs and records relating to the history of IH). The librarian is happy to help with your library research needs or suggest other sources of advice or assistance.

The Library, IT Lab and Multi-Purpose Study Room are open for quiet study 24 hours a day, seven days a week, but the book stacks, librarian and library assistants are available only at selected hours (as advertised in the Library and on Nexus).

IT OFFICER

Shaun Huynh is the International House IT Officer, and is available during business hours to assist with any IT issues. Shaun’s office is located on the ground floor of the Clunies building and his name is displayed on his door. If you are unsure where this is, please ask at the Front Office.

IH STUDENTS’ CLUB (IHSC)

All undergraduate students of International House become members of the International House Students’ Club (IHSC), upon payment of Club fees which are invoiced on the first account of the academic year. The Students’ Club provides an important channel of communication between students and the House administration, as well as promoting the social life of the students. It has the responsibility to take any steps it considers necessary to ensure good order and behaviour by the students within the House.

The IH Students’ Club has the special responsibility of coordinating Orientation Week for new students on behalf of the House. The purpose of O Week is to help new students settle in and meet other students.

The Students’ Club holds General Meetings four times each year. The dates of these are published in this Handbook. These meetings act as an important forum for the dissemination of information amongst Club members and allow all members to take part in the running and decision making processes of the Club. At the Annual General Meeting, held in September, the Committee of Management of the Club is elected and all members are eligible to stand for election to the various Committee positions. Attendance at all the IHSC’s General Meetings is compulsory for all Club members.

Any Club member with concerns or questions relating to any area of life within the House is strongly urged to contact a member of the Club Committee of Management.

IH GRADUATE STUDENTS’ ASSOCIATION (IHGSA)

A new building, the George Hicks Building, with accommodation for up to 57 graduate students opened in January 2015 and a formally constituted association, the International House Graduate Students’ Association (IHGSA), was officially incorporated in July 2015.

The IHGSA organises a social and academically-related calendar, with graduates invited to attend some activities run by the IHSC such as Café International, National and Music Nights and the Ball. All graduate students of International House are members of the IHGSA, which is a constituted body with an elected General Committee of Management. The GSA provides an important channel of communication between students and the House administration, as well as promoting the well-being and social life of the students.
THE MARKETING AND DEVELOPMENT OFFICE

The International House Marketing and Development Office administer programs and publications for student recruitment, marketing, and advancement, as well as facilitating reunions and functions for alumni and other friends of the House.

They are responsible for publishing our annual alumni newsletter Fraternitas, the International House Prospectus and the electronic newsletter, maintaining the IH website and social media, as well as coordinating donations and bequests to the House. After you have left the House, the Development Office will continue to keep you in touch with happenings at the House - both in Australia and around the world.

This Office takes photographs at many events, and will make them available for download by students later as a memento. Many of these photographs are shared with our alumni network online and are used in the publications mentioned above, as well as newsletters, invitations, and other promotional material. If you are not comfortable with the House using a photograph of you in our promotional material, please notify the Marketing and Communications Coordinator. Likewise, if you do not want your photograph taken at all, please let the event photographer know.

You can connect with IH via these links:

- Facebook: facebook.com/internationalhousemelbourne
- Twitter: twitter.com/IH_Melbourne
- LinkedIn: linkedin.com/company/international-house-melbourne
- Instagram: instagram.com/ihmelbourne

DOMESTIC STAFF

Manual Fredes from Spree Ltd is the Housekeeping Manager and is assisted by other staff in the cleaning of, tutorial rooms and common areas, bathrooms and so on. The domestic staff is a particularly cherished part of our community: most have been here a long time and are both knowledgeable and helpful.

See Manuel during the day for cleaning materials. The housekeeping office is on the ground floor of Greycourt, accessible through the bike shed.

Vacuum cleaners are also available from the Front Office during office hours and from the Duty Tutor after hours for undergraduate students or on each floor of the George Hicks Building for graduate students.

GARDEN STAFF

The gardener, Michael Dale, develops and maintains the lawns and gardens

KITCHEN STAFF

Cater Care Australia manages our food and catering. The Catering Site Manager is Colette Khan and the Head Chef is Marcus Moar

MAINTENANCE STAFF

Gary Verona helps keep the college in working order. He attends to the small maintenance issues within your room and helps the college with building projects.
ROOM INFORMATION
FOR UNDERGRADUATES

The House provides every resident with a single occupancy study-bedroom, containing a bed, pillow, doona and mattress protector (see Manuel, the Cleaning Manager, if you need another blanket), a desk chair, desk, easy chair, lamp and wardrobe.

You should lock your room whenever you are absent. The House cannot take responsibility for theft or damage to your property. Be aware that this is public building and that you should never take your security for granted.

Room Allocations
Returning students are invited to state their room preferences in October. Priority is determined by the length of stay in the House, number of years of successful study at tertiary level, and participation in House activities. All students are allocated rooms by the Deputy Head.

Room Changes
Room changes during the year are only permitted in exceptional circumstances, and are not to be arranged between students. If students feel that exceptional circumstances prevail, then they must apply to the Deputy Head.

Heating
Central heating is provided to most rooms, and where it is not, electric heaters are provided. Students may not use other heaters without the express permission of the Director of Finance and Business Development, as excessive electrical appliances can overload the wiring. Bar radiators are totally prohibited. The only heaters that can be used are oil filled column heaters (e.g. Dimplexes) that radiate heat. Other electric fan heaters are banned.

Clothes should not be put on top of heaters for drying purposes as the practice is a fire hazard.

Bathrooms
Shared bathrooms on the main residential floors are cleaned each day Monday to Friday, but residents should clean any immediate mess or untidiness for which they are responsible. Bathrooms in the Fels, Founders and Dimmick apartments will be cleaned weekly, provided these areas are kept in a reasonable state which permits ease of access by cleaning staff.

Kitchen and Kitchenettes. Kitchens in Fels, Founders and Dimmicks Apartments are cleaned by the cleaners each week. Wadham and Clunies kitchenettes and the common kitchens in Greycourt are cleaned each day Monday to Friday. Residents should clean any immediate mess or untidiness for which they are responsible.

Cooking in Rooms Prohibited
Health Department regulations prohibit cooking in House rooms, apart from the use of an electric jug and pop-up toaster. Action will be taken against any persons using cooking equipment in their rooms, and the equipment will be confiscated. The equipment will be returned subject to future usage conditions being met and charges paid. Microwave ovens are not allowed in rooms but are available in the corridors and the Dimmick Dining Hall.
Linen

You are expected to maintain clean linen at all times on your mattress and pillow. Students make their own bed. Students are responsible for washing their own linen.

Overnight Guests

Students may have a guest stay in their room overnight for one night only if they have signed the high table in at Front Office and obtained permission from the Deputy Head of College. The charge will be $40 per night (this includes breakfast). Students will be charged $100 per night on each and every occasion that an unauthorised guest is found staying in a room.

The Front Office must be advised by 3:00 pm on the day of the overnight stay so that a foldaway bed can be provided for the guest.

Overnight guests must sign the guest log at reception for each night that they stay.

Guests can only stay for a maximum of one night in any one-week timeframe.

Cleaning

It is your responsibility to keep your room tidy and dust-free. Contact Manuel at the Housekeeper’s Office (on the Ground Floor of Greycourt) during business hours if you require cleaning equipment.

Vacuum cleaners are available from the Front Office. These vacuum cleaners are the responsibility of students and contents must be emptied into a rubbish bin after use. The Students Club will be charged for any vacuum cleaner not returned.

FOR GRADUATES

The House provides every graduate in GHB with a single occupancy studio room containing a double bed, wardrobe, storage cupboards, ceiling fan, wall heater, table, chair, computer chair, desk, shower, toilet, basin, and bathroom cabinet. Some rooms are also equipped with a kitchenette, including stove top, rangehood, microwave, and sink.

You should lock your room whenever you are absent. The House cannot take responsibility for theft or damage to your property. Be aware that this is public building and that you should never take your security for granted.

Heating

Wall radiator heaters have been installed in all GHB rooms. Students may not use other heaters without the express permission of the Director of Finance and Business Development, as excessive electrical appliances can overload the wiring. Bar radiators are totally prohibited. The only other heaters that can be used are oil filled column heaters (e.g. Dimplexes) that radiate heat. Other electric fan heaters are banned.

Clothes should not be put on top of heaters for drying purposes as the practice is a fire hazard.

Kitchenettes and Rangehoods

For GHB rooms with kitchenettes range hoods MUST be used when cooking. They are designed to remove smoke and cooking smells from the apartment. Switches are located on the top of the rangehood.
Common Lounges
Each level in the George Hicks Building has a common lounge and a kitchen with a meals area. It is the responsibility of the residents on each floor to keep the common areas clean and tidy. The kitchen is given a light clean daily (Monday to Friday) and is thoroughly cleaned by the House cleaners four times a year.

Fire extinguishers and fire blankets
Each GHB room is supplied with a fire extinguisher. Rooms with a kitchenette also have a fire blanket. These items are checked twice a year by the Metropolitan Fire Service.

FOR EVERYONE

Room Changes
Room changes during the year are only permitted in exceptional circumstances and are not to be arranged between students. If students feel that exceptional circumstances prevail, then they must apply to the Deputy Head.

Electricity - Surcharges for Major Appliances
The high cost of heating and electricity is reflected in the fees, and it must be shared equally, and seen to be shared equally. A surcharge is made for each major electrical appliance students have in their rooms. A surcharge per semester of $60 is charged for refrigerators and $85 for heaters.

Conservation of Energy
It is in the interests of all residents to turn off lights and power when not needed.
Be especially aware of items such as computer monitors and printers, laptop computers, and other items which can draw power continuously if left on while not being used. Please turn them off when you leave your room.

Conservation of Water
Water in Australia is a very precious resource and often the country experiences severe drought. Be mindful always when using water of the need to use it sparingly. For example: keep showers under three minutes and make sure that all taps are turned off when you finish using them; make sure you have a full load when using a washing machine; and, don’t leave a tap running while brushing your teeth. Every drop of water saved makes a difference.

Weather Damage
Windows are not to be left open to the extent that curtains and/or woodwork are likely to be damaged by rain.

Maintenance
Any faults or maintenance requests should be reported promptly to the office and written in the College Maintenance Diary in the Office. Faults will be repaired by IH staff or contractors as soon as possible. Maintenance staff will enter your room to fix or evaluate the situation ASAP. External contractors will contact the student to confirm a time to enter the premises unless the fault is urgent.
Decorations

Residents may decorate their rooms according to taste, but nails, screws, pins, adhesive tape, and other items such as stickers or transfers which damage or deface walls and woodwork are not to be used. Please use a good quality blu-tak such as Bostik. Particular care needs to be taken in the old buildings - Grey Court and Hilda Stevenson. It is out of consideration for others that no individual 'claims' public space, so no decorations are to be applied to the outside of doors or the walls of corridors. The House supplies free Bostik blu-tak. Please ask for it at the office. No decorations or posters should be attached to windows and be visible from outside the building.

Corridors

No private belongings, including shoes, are to be left in any of the corridors. Fire regulations require these areas to be left free of obstacles of any sort. Games are not to be played in corridors. Any damage resulting from misuse of corridors will be charged to the floor residents. Bicycles are not to be left in corridors as this constitutes a hazard in the event of an evacuation. Any bicycle left in a corridor will be removed immediately.

Your Key

The House uses an electronic swipe-key system. Do not put your name or room number on your key or lend it to anyone. Report all key malfunctions and problems to the Office immediately. Your one room key opens your room, external doors and the Computer Room, Library, and common rooms. A solid green light indicates that the batteries in the lock are fully charged. If there is a solid green light and a flashing red light see the Front Office (or contact the Duty Tutor after hours) for replacement batteries. Should you wish to have access to the Art and Design Room, Music Rooms, or the Gym, you may apply at the Office.

A charge of $65 is made for replacing a lost key or for a key that is not returned at the end of the year. This cost covers the changing of locks and the making of new keys for your own protection and security.

Room Inspection

Rooms are inspected periodically by International House or domestic staff. House administrative staff have the right of entry to all rooms at all times, but discretion will always be exercised.

Where inspections are being conducted, there will normally be a male and a female member of staff. Any more comprehensive inspection will be conducted in the presence of the resident. Room inspection on departure from the House is undertaken by House staff or a tutor and the departing resident together.

Any unauthorised property of the House (e.g. crockery) found in the room will be removed without notice. Any items that are prohibited (bar radiators and cooking equipment) will be removed.

Access to Other Residents’ Rooms

Please be aware that staff (office or tutor) will not give you access to other students’ rooms except in very exceptional circumstances. Any such request will be noted, and if urgent, it may be acted upon, but access will only be given if a staff member accompanies you and usually only if the staff member has spoken (e.g. by phone or email) to the person whose room is to be entered. This is obviously a very difficult issue and we all feel very uneasy about allowing anyone into someone else’s room. Please do not ask for access to another resident’s room except under exceptional circumstances.
MAIL

Regular Mail
Mail for guests and students is sorted in the office each morning and placed in the pigeonholes in Clunies-Ross foyer. Mail is sorted alphabetically per the first letter of residents’ family names. Large envelopes are placed to the side of the pigeonholes.

Parcels / Registered Mail
Large parcels and certified and receipted items are held at the office or in the mail drawer, which is in the Office corridor. You will be notified of the arrival of these items, and their location, by a text message from the Office.

Outgoing Mail
There is a public letterbox in Royal Parade at the beginning of our block, corner of Royal Parade and Macarthur Road. The closest post office is located near the 7Eleven on Royal Parade at 69 Fitzgibbon St, Parkville.

Postal Address
Your postal address at International House is:

Your Name
International House
241 Royal Parade
Parkville VIC 3052
AUSTRALIA

INTERNET

All International House students receive their own email address as part of their enrolment at University. You should make a point of checking your email account daily as important information regarding changes to network policies, procedures or regarding planned maintenance is distributed by email. You may wish to redirect your University email account to your House address (or vice versa) so that you need only check one account regularly. See a Computer Committee member for instructions on how to do this.

There is a computer connection point and wireless for Internet access in every room and flat. To access the Internet, you will require a computer with a network (Ethernet) card and a cable with an RJ45 connection. Cables are available from the House.

Each user has a download limit of 1.5GB per week. If this limit is exceeded, additional download capacity can be purchased at the rate of $10 per GB. Unused download capacity can be rolled over the following week. It is essential that you read and abide by the policy and guidelines related to internet and network facilities. Further information on the internal House network or internet access is available from the members of the IT Committee.

For computer assistance, please email the IT team at IH-ITS@unimelb.edu.au. Alternatively, you can contact Shaun, International House’s IT Officer or see the front office to help put you in touch with the team.
COMMUNICATIONS WITHIN THE HOUSE

International House is characterised by its sense of community. Such a community spirit, though, can only exist if all members of the House take a personal responsibility for being informed of their rights, their obligations, of upcoming events and of changes to established routines. Such a process must be two-way; those with information are responsible for ensuring that it is made available to those who need to know while members of the House are responsible for ensuring that they are at all times aware of information which could be of importance to them. This can be done by regularly logging on to http://nexus.ihouse.unimelb.edu.au (Nexus), for undergraduates listening to dinner announcements, attending IHSC or IHGSA general meetings, checking voicemail and email, and by reading all materials issued by the office.

Nexus and Electronic Newsletter

International House administration sends a weekly electronic newsletter during term time to all students. Please confirm your contact details are correct with the front office. This newsletter contains important notices from the administration.

Social Media

Under no circumstances should offensive or derogatory comments be made about International House residents, staff, or the community in general using social media and/or on the internet. This may amount to cyber-bullying and could be deemed a disciplinary offence.

International House management has the right to remove posts or printed material which are deemed to:

- Vilify racially, sexually, or religiously
- Contain vulgar or offensive language
- Contain threatening language, or
- Contain inappropriate comments about International House staff or resident students or International House in general.

Text messages and Email

Both text messages and email are important means by which information is disseminated within the International House community.

All residents should make it a habit to check their text messages and email daily. You may wish to redirect your University email account to your personal account (or vice versa) so that you need only check one account regularly. For computer assistance, please email the IT team at IH-ITS@unimelb.edu.au.

Materials issued by the Front Office

During the year, the office distributes many forms and circulars to residents. Residents must read and follow all instructions from the office. All forms which need to be returned to the office are printed on GREEN paper.

Make sure you let the front office know if your phone number changes!
Noticeboards

The noticeboards located in the Lanai Area (opposite entrance to Dining Hall), the Clunies-Ross Foyer, the Library, the Scheps Foyer, and George Hicks Building foyer are an important source of information.

All notices must be authorised.

Students within IH can place notices concerning College activities on boards with the permission of any member of the Students' Club Committee of Management or the IHGSA Committee. The authorising person must sign the notice.

Notices or posters from outside IH require the permission of the Head of College or Deputy Head or a member of the Executive of the Students' Club Committee or IHGSA Committee of Management. Included in this category of notices are other Colleges' balls, plays and other functions.

Notices or posters concerning University activities require the permission of the Head of College or Deputy Head or a member of the Executive of the Students' Club Committee of Management. Included in this category are University Clubs, societies, faculties, scholarships, and career opportunities.

Adhesive tape which damages paint may not be used to display notices.

Authorisation will only be granted for notices if they comply with all House policies (i.e. sexual harassment policy, cultural diversity policy etc.). Notices that do not comply with House policy will be immediately removed.

A Committee of residents and staff adopted the following guidelines regarding the display of posters and notices around the House and on House noticeboards. Posters from persons or groups inside or outside the College that promote the use of alcohol will not be allowed on the notice boards or anywhere else around College. Posters from persons or groups inside or outside College that are explicitly sexual in nature and therefore likely to cause offence on the noticeboards or anywhere else around the House are prohibited. Alcohol or gender issues must not be used as a major theme of posters or notices.

Satadal - The IH Magazine - Undergraduates

Each year the undergraduate students of IH produce an annual edition of the IH student magazine Satadal. Writers, interviewers, cartoonists, graphic designers, photographers, and students willing to organise, produce and distribute the magazine are required.

International House Students’ Club (IHSC) and (IHGSA)

The IHSC and the IHGSA are important channels of communication between students and administration and amongst students. Attendance at General Meetings of the IHSC and IHGSA are compulsory for all members and attendance at these meetings is an important way of remaining informed.

The Globe

The newsletter, The Globe, is published by the IHSC during semester by students.

Dinner Announcements

Announcements made at undergraduate dinner are an important source of information. All undergraduate residents are welcome to make announcements relevant to House activities and everyone is asked to remain quiet while announcements are being made.
AMENITIES

FOR UNDERGRADUATES

Refrigerators and Pantries/Kitchenettes
Most floors have a small refrigerator, microwave, and electric jug for personal use. Users are responsible for cleaning up after use.

FOR GRADUATES

Shared kitchen and living areas
All floors have a shared refrigerator, kitchen, storage cupboards, and serving area which may be used for personal use. Each floor also has a shared living area, including couches, coffee tables, a dining table, chairs, and television. Users are responsible for cleaning up after use.

Cupboard space
If you occupy a room without a kitchenette you may use one of the lockable cupboards in the shared kitchen on your floor.

The keys for the cupboard operate on an “honour” system. Collect a key at the start of the year from the cupboard of your choice. Return the key at the end of the year.

FOR EVERYONE

Car and Motorcycle Parking
There is no on-campus car parking space. Residents will need to apply to the Melbourne City Council for an on-street parking permit. See:

Lifts
There are lifts in the following buildings:

- Wadham
- Scheps
- George Hicks
- Founders

In the event of lift malfunction please use the phone provided to contact the maintenance company. In the Wadham lift, ring the alarm for attention. Lift malfunction should be reported to the Office or Duty Tutor.

Luggage Storage over the Summer Break
Students returning to the House may store clearly labelled luggage in the locked areas provided in the basement of the Dining Hall. No food is to be stored.

NOTE: Summer break storage is not available for students who are not returning the following year.
Care should be taken to store belongings off the ground on the shelves provided. No responsibility is taken by the House for the loss or damage of stored goods, or goods left in other areas. Limited storage is also available during Semester.

**Laundry Facilities**

Coin operated washing machines and tumble dryers, together with ironing boards are provided by the House in the following buildings:

- Greycourt (rear – near the bike shed)
- Clunies (ground floor, rear of building)
- George Hicks (Ground floor)
- Fels apartments (rear of kitchen by Mile Lane)

Clothes and washing machines/dryers can be damaged by not removing coins and other metal objects from pockets etc. before washing. It is OK to remove other residents’ clothes from machines once their cycle is finished. Please report breakdowns promptly in the Maintenance Diary. Any clothing left behind in the laundry will be given away at the end of each semester. Irons must not be removed from the laundry areas.

Some residents try to fiddle with the machines to get a free wash. This results in the machines malfunctioning, leading to inconvenience and a charge for repairs to the IH Student Club.

In the interest of water conservation, residents must wash a full load when using a washing machine.

**Lost and Found**

All lost property is stored in the wooden box located ground floor Clunies-Ross near toilet area. Valuable lost items (such as laptops, or phones) are kept at the front-office. At the end of each semester, unclaimed items are either thrown out or donated to charity.

**House Furniture and Equipment**

Furniture and equipment belonging to the House should not be removed from any room in the House.

**Garbage Disposal**

Domestic staff will remove garbage placed in the large bins provided on each floor and in the grounds. Residents are asked not to store rubbish in their rooms and to keep the community garbage areas tidy. Large items can be disposed of in the large dumpster at the rear of the kitchen.

**Waste Recycling**

Colour-coded bins have been placed in prominent areas within the grounds of the House to encourage all students to be aware of positive environmental care. The yellow-topped bins are to be used only for recyclable items like glass, aluminium and plastic bottles and paper. Please note that plastic bags should be placed in the red-top bins for general waste.

**Student Bicycles**

There are bicycle racks at various parts around the House, with the most secure area being at the rear of the Greycourt Building.

Bicycles are not to be left in corridors as this constitutes a hazard in the event of an evacuation. Any bicycle left in a corridor will be removed immediately.
Bicycles are not to be left in the front entrance to the House. Any bicycle left in this area for more than 24 hours will be removed.

**Register Your Bike**

All bicycles housed at International House must be registered at the Front Office. Owners will be provided with an identification tag for their bicycles. Any bicycle without an identification tag left on the grounds of International House for more than 24 hours (or immediately if creating a safety hazard) will be removed. The House also reserves the right to remove a tagged bicycle left in a non-designated bicycle area for more than 24 hours.

Owners of bicycles should collect a registration form from the Front Office as soon as they acquire a bicycle. In the case of a locked bicycle having to be removed from any part of International House, the lock will be cut.

**Please Note:** Bicycles which are not stored in the bike compound located at the rear of the Greycourt building are not covered by insurance.
EDUCATIONAL PROGRAM

FOR UNDERGRADUATES

The College Tutorial Program

Tutorials are provided by the House in many first year subjects, some later subjects, and occasionally, subjects offered by other tertiary institutions. Residential tutors are employed for their area of academic expertise and non-resident tutors are also available who further expand the areas in which the House can offer tutorials.

Formal tutorials provided by the House are mandatory for all first year undergraduate students sitting for that subject. This provides an opportunity for students to adjust to tertiary education and to receive specific teaching and advice in academic subjects. The House may also offer tutorials in study skills. Tutors are required to report on students' progress.

Perhaps one of the most important functions a tutorial group can provide is an opportunity to ask all those 'silly' questions students may have felt too self-conscious to ask at the formal University tutorial.

If a student expects to be absent from a particular tutorial, he or she should let his or her tutor know, preferably before the day of the tutorial. Tutors put time and effort into preparing tutorials and like to know what attendance will be on a given day to deliver a good tutorial and to use their own time effectively. Sometimes notice is not possible. In these cases, the absence should be explained to the tutor afterwards. Repeated absences will be noted by tutors and referred to the Deputy Head of College.

Requests for individual consultations with tutors must be made to the Academic Coordinator. In general, the provision of formal tutorials is deemed sufficient support for students. The provision of academic consultations in the House is primarily for students not receiving a tutorial for a particular subject.

If, however, a student in a tutorial needs further assistance, the student, or his or her subject tutor, should discuss the request for an academic consultation with the Academic Coordinator. The request will generally be received favourably if the student's attendance at tutorials has been regular and the area of academic need is specific.

Students should not see academic consultations as 'coaching sessions'.

Tutorials are held in the tutorial rooms in the Hilda Stevenson and George Hicks buildings. They are run from Monday to Wednesday evenings from 7:30 pm to 10:30 pm and some at 5:30 pm. The tutorial timetable will be posted on the academic notice board at the back of the Dining Hall in the second week of semester. If there are clashes in your tutorial timetable, the Academic Coordinator should be notified.

Tutorials at Other Colleges

Students can access tutorials at other colleges if provision cannot be made at IH. However, since the tutorial exchange with other colleges works on a financial basis, arrangements to attend can only be made through the Academic Coordinator.

FOR GRADUATES

Graduate Student Tutor Consultations

Graduate students can apply for a consultation with one of the IH residential tutors at a fee. These consultations can be requested through the Academic Coordinator.
EDUCATIONAL FACILITIES

Library

The International House Library is on the ground floor of the Founders’ Building. It comprises around 6000 books, including textbooks, general non-fiction, and fiction. There is also a specialised study skills section. Collection strengths include Australian history and culture; Asian studies; and international relations. The Library catalogue is available online at the following address:


The IH Library aims to acquire prescribed (core) textbooks for the most common undergraduate subjects studied by IH residents. The Library does not necessarily purchase a textbook for each individual student enrolled in a subject.

Textbooks can be borrowed for one semester and might have to be shared with other students. A student’s signature on admission to International House denotes consent for the Library to disclose his or her name to other students who would like to share a textbook or other Library item. If a library book is not returned by the due date at the end of the year, the cost of replacement will be deducted from caution money.

The Library and computer room are open 24 hours a day, seven days a week. The librarian and student library assistants are available at selected times as advertised in the Library.

Students are welcome to suggest acquisitions for the Library using Nexus. All suggestions will be considered, but the final decision on any purchase will be made by International House.

The librarian can be contacted at: ih-library@unimelb.edu.au

Career Advice

Career counselling services are located within the University. They can assist you by putting you in touch with prospective employers, drafting job applications and preparing for interviews, as well as giving information that may help in your choice of subjects for future studies.

Career planning is an ongoing process of self-assessment and exploration that will continue throughout your life. Careers counselling can form a useful part of career planning: it can help clarify your ideas, provide support in decision making or a new perspective on your issues. However, counselling will not necessarily provide a quick fix solution to your careers issues. Instead it should be approached as part of a career process that requires an ongoing investment of your own time to provide the best outcomes for you.

The Careers & Employer Liaison Unit at the University offers careers counselling appointments to current students and recent graduates up to one year after course completion. Appointments for careers counselling may be made in person at the Enquiries Counter or by phoning 8344 6686. Initial appointments are 30 minutes long. If necessary, a follow-up appointment can be made. For more information see the University Careers and Employer Liaison Unit website at: http://www.unimelb.edu.au/careers/

Computer Room

The room is located on the ground floor of the Founders Building within the Library. All computers are linked to The University of Melbourne network. Other facilities include a photocopier, laser printer and scanner.

Skeleton

Anatomy students find the skeleton of George (not a former student) in the Peter Waylen room helps their studies.
Multi-Purpose Study Room (MPSR)

The MPSR is located on the ground floor of the Founders Building. This room is a place for students to bring along their laptop and study either individually or in small groups. It has a dedicated printing room as well as a ‘project room’. The Project Room may be booked through the library.

Music Rooms

Music students have priority in the use of the music rooms located in the basement of the Scheps Building and the Greycourt rehearsal room. Percussionists should use the rehearsal space in the Dining Hall basement. All residents may use these rooms. Contact the Office to obtain access.

Please respect the rights of residents wishing to sleep or study by not playing the music room pianos after 10:00pm or before 8:00 am.

Tutorial Rooms and Public Areas for Study Purposes

The tutorial rooms of the House, both in the undergraduate campus and in the George Hicks Building, are a valuable asset. They are used for tutorial teaching, student consultation, conference guests and also for study purposes. The wide ranges of purposes for which these rooms are used means that everyone in the House must be aware of the needs of others in their own use of these rooms.

Tutorial rooms may be used for student study purposes if such use does not clash with a scheduled tutorial or a booked use of the rooms.

Personal belongings are to be removed from the tutorial rooms at the end of each day's study period, and the rooms are to be left in a clean and tidy state.

Visiting Academic and Guest Speaker Program

Distinguished guests are invited to the House as dinner speakers, many of whom address the House on matters of academic, cultural, or political interest. When notice is given that a Dinner Speaker who is distinguished in your field of study has been invited to the House, please indicate to the Front Office if you wish to be invited to join High Table for the occasion. All students are invited to meet these guests and to ask questions in the JCR after the meal.

It is hoped that as many students as possible will attend these seminars and talks within the House, for they are a valuable part of the academic life of the House. Suggestions for topics and speakers are most welcome and should be directed to the Students' Club, the Deputy Head of College or Academic Coordinator.
RECREATIONAL FACILITIES

FOR ALL RESIDENTS

Barbecue Area

Residents wishing to use this outdoor eating area must contact the Catering Manager on duty who holds the key to unlock the barbeque. A reasonable amount of warning is to be given if anyone wishes to use the barbeques, i.e. the lunch hour beforehand if the BBQ is to be used for the evening.

A few utensils, like tongs, scrapers, may be provided upon request along with the BBQ key. All utensils borrowed are logged in a book, detailing the date, utensils borrowed, the signature of the person responsible for the event, and the supervisor’s initials on sign out/in.

The barbeque, the barbeque pit area and surrounding courtyard must be left in a satisfactory condition after use. It is recommended that a recycling bin be brought from the alleyway if there will be a large number of bottles or cans used.

A charge of $50 will be issued if the barbeque or surrounding areas is not found to be clean, or if the utensils and key are not returned promptly after use.

Note that organised barbecue functions are subject to the same time, noise, and alcohol restrictions as other organised parties.

Courtyards

All courtyards are for quiet recreation not for sport or ball games. After 11:00 pm, these areas should be free of all noise in the interests of the nearby residents. No noisy gatherings are to be held particularly in the courtyard of the George Hicks Building.

Multipurpose Court

A multipurpose court is located on the north-east end of the property. Please do not use the court after 9:30 p.m. in the interests of our own residents wishing to study or sleep and neighbouring residents in the adjoining area. The lights will go off automatically at 9:30 pm. For similar reasons the court must not be used before 7:30 am. Only white-soled tennis shoes are to be used on the court, and it is the court-users responsibility to set up the tennis net as required or take down the tennis net if it is not needed. No chairs, umpire stands or ball machines are allowed on the court surface unless placed upon a timber base. No skateboards, rollerblades, shopping trolleys etc are to be used on the court and no food or drink (except water) is to be taken onto the court area. Any damage should be reported to the IH Front Office immediately.

Bookings for the Multipurpose Court can be made at the following website: http://ihfutsalcourt.simplybook.me/sheduler/manage/

Gymnasium

Exercise bikes, rowing machines, weights, and pulleys, etc are available in the gym in the Wadham basement. Use of the gym after 11:00 pm and before 6:00 am is not permitted in the interest of residents on the floor above the gymnasium who wish to sleep or work. Weights and equipment must be returned to racks after usage.

Games Rooms

The Games Room (located in Greycourt) is available for use by undergraduate students during undergraduate semesters and should be kept clean and tidy. Guests of students are requested to leave by
12:30 am. Facilities include a colour television with Foxtel, DVD pool table and table-tennis table. Noise must cease at midnight or occupants will be asked to leave immediately.

**Junior Common Room (JCR)**

The Junior Common Room is available as a student lounge and activity area. Please respect the rights of nearby residents by not playing the JCR piano after 10:00pm. Newspapers, which are provided by the Students’ Club, should not be removed. After 11:00 pm, the JCR should be a quiet area as any noise from it carries to the surrounding residential areas.

There is a coffee/tea station located in the Student Shop (in the JCR) – which is available for use 24 hours a day.

**Middle Common Room (MCR)**

The MCR is available for graduate students as a room for quiet reflections, discussion, and relaxation.

**Student Shop**

The Students’ Club runs a small shop in the JCR selling snacks, chocolate, drinks etc. It is open for short periods after dinner and at about 9:45 pm. Students wishing to work in the shop should see the 'Shop' General Member of the IHSC.
SPORTS

Sporting Competition

The House participates in a large range of intercollegiate sports, and has won several Grand Finals. Intra-House events are also organised by the Students’ Club.

University of Melbourne Sport Facilities

All House residents are eligible to use the facilities at Sports Centre of The University of Melbourne for a fee. Facilities include gymnasium, weights rooms, running and athletics tracks, sporting ovals and classes including martial arts, step Reebok, Cardio-Funk, and other aerobics. Contact the Sports Union for further information.

INTER-COLLEGIATE SPORTS

Appropriate Sporting Behaviour

The following principles have been affirmed by the Heads of College and have been deemed appropriate:

Principle 1 Intercollegiate sport should be characterised by fairness, adherence to the rules and mutual respect.

Principle 2 Spectators, while enthusiastically supporting their own College, should not express scorn for or abuse of other Colleges or any participants.

Principle 3 No post-event behaviour on the part of any team should be regarded as tolerable if it is irresponsible and fails to show respect and courtesy towards others and/or bring the team's College or the Colleges generally into disrepute among reasonable people.

Bursaries for intervarsity representatives

Three bursaries to a maximum value of $1500, will be awarded by the House each year to students selected to represent Play their university at the Australian University Games. Students intending to apply for these bursaries should in the first instance contact the Deputy Head of College and apply at least two weeks before the Games commence.

The four criteria which need to be met for this bursary are as follows.

1. Proof of selection.
2. History of participation in this sport.
3. Evidence of their participation in and support of sport within International House.
4. A budget for the participation in the Australian University Games.
MEALS
FOR UNDERGRADUATES
Meals are served in the Dimmick Dining Hall. Dining as a community is one of the best ways to meet people, catch up on news and events from around the House (and around the world) and keep in touch with your fellow residents. Please arrive promptly.

Meal times

**Breakfast** 7:30 am until 10:00 am
Continental breakfast is available daily - Monday through Sunday
Hot breakfast is served Tuesday and Thursday
Brunch available Sunday (11:00 am until 1:00 pm)

**Lunch** 12:30 pm until 2:00 pm Monday through Saturday
A sandwich bar is available at breakfast for those students who will be absent from the college during lunch times.

**Dinner** 6:45 pm until 7:30 pm
Seconds serving is available after 7.15 pm

Late meals are available from 9:00 pm and must be pre-booked.

High Table Dinners - Tuesdays and Thursdays
The House dines together as a community Monday to Thursday nights. Tuesdays and Thursdays are High Table nights. On these two nights, everyone must wear academic gowns. It is a tradition of the House that residents enter the Dining Hall before 6:45 pm, and remain standing until the Head of College (or presiding officer) offers the House Grace.

The dining hall doors will be shut prior to the House Grace but will be opened after entree has been served for a few minutes to allow late arrivals to enter. The doors will then be shut again. Students may leave the Hall when everyone at their table has finished their dessert, or the Head of College or presiding officer indicates residents may leave.

Over the course of the year we will try to ensure that each student will receive an invitation to eat at High Table. This gives students an opportunity to meet special guests, and it gives the College an opportunity to recognise the efforts and achievements of individuals and groups who have participated in the social, sporting or academic activities of the College by presenting them to the Hall. Students who are unable to attend when they receive an invitation should give their apologies to the Front Office.

When guests and residents are invited to eat at High Table, they are invited also to join the Head of College and tutors for pre–dinner drinks in the Constance Duncan Room at 6:30 pm on Tuesdays and for the Thursday High Table dinner.
Non-High Table Evening Meals

On these nights, evening meals are 'cafeteria-style' (referred to as 'race meals'), commencing at 6:45pm. Students queue at the entrance to the kitchen, take a tray and are either served by kitchen staff or serve themselves.

Second Helpings

When possible, second helpings will be available from the kitchen half an hour after dinner has been in progress and forty-five minutes after lunch has been in progress. This is to allow late comers to receive their meal before second helpings are served.

Crockery and Cutlery

Crockery or cutlery is not to be removed from the Dining Hall. The replacement of lost and stolen crockery is expensive with the cost being ultimately bourn via student fees.

The House actively encourages students to eat their meals in the dining hall as it provides a respite from studying in students’ rooms and allows for a sense of community.

Seeking Your Comments on Catering

Your feedback on matters relating to food is actively sought. Should you have any constructive comments (positive or negative) or suggestions regarding the food and menu options, please use the food comments box in the Dining Hall.

Comments will be read by the Catering Site Manager and the Director of Finance and Business Development with a written reply from the Catering Site Manager being posted on the notice board each week. All comments must be written courteously otherwise there will be no reply.

The two General Members for the General Committee meet with the Catering Site Manager on a regular basis and discuss food issues, which students have raised with them. Two or three times a year a student-wide Food Forum is held in the DDH where students are invited to discuss issues with the caterers directly. And of course, you can always speak directly to the Catering Site Manger if you have any concerns or menu suggestions.

Student Baristas at the Bobeff Café

The Bobeff Café is situated on the ground floor of the George Hicks Building. The café provides free café quality coffee to students – and is run and operated by student volunteers (overseen by the catering Site Manger though). Early each semester training sessions are held whereby student volunteers are taught how to operate the coffee machine and how to keep the café clean and safe.

Dining Hall Regulations

Health Department regulations require that footwear must be worn at all times in the Dining Hall. Pyjamas are not to be worn in the Dining Hall or in the public areas of the House. Students are required to clear their table at the end of each meal. The Dining Hall will be locked when the Duty Tutor does his or her rounds and students will be asked to leave.
Late Meals

Students may apply for a standing late meal if they have an ongoing commitment during semester, or apply for a one off late meal. **Late meals will only be approved if related to study, sporting commitment or work** and are only available Monday to Friday. Students ordering late meals must ensure they are collected. Pilfering of others' late meals is unconscionable.

No late meals are available on Saturday or Sunday. Late meals will conclude at the beginning of Swot Vac.

Inviting Guests to Meals

Residents are given two meal credits per semester.

Residents are welcome to bring guests to meals if the office is informed at least four hours in advance of the meal time. On the weekends the kitchen must be given adequate notice.

If you have a visitor come to IH who would like a meal, you can purchase a meal voucher from the Front Office. The prices are below:

- Breakfast (continental/hot) $6
- Lunch (salad bar) $7
- Lunch (cooked) $9
- Brunch (Sunday 11am – 1pm) $9
- Dinner $15

Residents not presenting vouchers for their guests will be charged double for their guest's meal. Students are asked not to abuse this privilege as it adds unfairly to the food costs of all residents.

Please note that unused meal credits are not transferable and that a meal credit can only be used in the year of issue. Meal credits will be recorded on the office database.

After Your Meal

Each person should take his or her dishes to the kitchen. Tables should be completely cleared at the end of the meal. Residents should clear their tables within half-an-hour after the listed closing time for serving. This is of great help to the kitchen staff and helps save money, as penalty rates are paid for kitchen staff who work overtime.

Cuisine

The House provides a range of culinary styles: Australian, Asian, vegetarian, and European. In addition, the Students’ Club, and Kitchen often organise theme or national dinners which offer residents the chance to try the cuisines of differing countries and cultures.

Vegetarian and Other Special Dietary Needs

The House is pleased to cater for vegetarians, and for those with basic dietary needs. It is important that those with special dietary needs inform the House of this fact at the time of their first enrolment so that the kitchen can be informed.

Regrettably, it is not possible to cater for passing fancies - if you like the look of the vegetarian meal or the meat course on a particular night, the House does not have the capacity to cope. Bear in mind though, that seconds are served after the meal has been in progress for half an hour - this may give you the chance to try something else.
FOR GRADUATES

Graduate students’ residential fees do not include meals except for those formal meals which the House invites them to attend. However, the following meal-plan options are available for purchase through the Front Office:

Full Meals Program - includes 3 meals per day [brunch on Sundays] during undergraduate academic residency: Semester 15/2/2017 - 24/6/2017, Semester 216/7/2017 - 18/11/2017.

High Table Package: Attendance at High Table dinners held each Tuesday and Thursday evening during the undergraduate semester.

Individual meal vouchers can be purchased from the Front Office. Graduates are welcome to visit the Dining Hall and help themselves to the tea and coffee station. Graduates students cannot help themselves to fruit unless they have a meal voucher for that occasion.
RULES AND REGULATIONS

ALCOHOL

Alcohol is permitted in the House; however, it is in the interest of all residents that a student have a responsible attitude towards the use of alcohol.

Permission must be sought for the serving of alcohol at parties. Written applications need to be made at least one week before the proposed party. Forms must be submitted to the Deputy Head of College by the organiser of the party. Risk Assessment Forms must be submitted for all parties. Food must always be supplied with the serving of alcohol; non-alcoholic drinks must always be provided at functions and alcohol must not be given to anyone who is or appears to be intoxicated.

Kegs of beer are not to be brought into the House without the written permission of the Deputy Head of College. Brewing of beer and the storage of large quantities of alcohol are banned. Any alcohol found in these situations will be confiscated. If, in the considered opinion of the Head of College, other restrictions need to be introduced this will be announced to the College community.

Except for the four festive dinners, alcohol is not to be consumed in the Dimmick Dining Hall.

The management of the House reserves the right to disband any gathering of residents and their guests where alcohol is being consumed and where it is deemed that the behaviour is anti-social or interfering with other residents and/or staff.

Any student who causes damage to property, disturbs others, becomes violent or abusive or is offensive in any other way because of alcohol intoxication will be subject to sanctions which may include a complete alcohol ban. Repeat offenders may be asked to leave the House.

Any student who is regularly intoxicated to the degree that it affects his or her study or social involvement in the House will be referred to the counselling services of the university.

BATHROOMS AND CAMERAS AND MOBILE PHONES

Cameras and mobile phones are not to be taken into bathrooms.

CLEANLINESS

Residents are expected to maintain their own rooms and the public areas of the House, including the grounds, to a high degree of cleanliness and tidiness. The domestic staff is not expected to clean up after students who have left areas untidy.

COMPUTER USE

Students must abide by Security Policy and Guidelines for International House Network and Computer

CONFIDENTIALITY AND INFORMATION

It is a requirement that the student gives International House consent to do any of the following:

- Disclose to University staff any personal information which could prevent or reduce a serious and imminent threat to life, health, or welfare of the student
- Seek his or her examination results from the University of Melbourne
- Disclose to his or her parent or guardian any confidential information where the Head of College or Deputy Head of College believes it is in the best interest of the student’s personal health, safety or wellbeing or academic progress that the parent or guardian be contacted.
- Share between colleges at any time information regarding any disciplinary or other relevant matters.
COURTYARDS
Games (with balls or other objects) cannot be played in the Central and JCR Courtyards. These are quiet relaxation areas, not sports grounds. Quiet should prevail in all parts of the House after 11:00 pm.
No portable sound systems are permitted in courtyards except for approved functions or purposes.

DINING HALL
It is assumed that all residents will behave courteously and with civility and basic good manners in the Dining Hall. Such behaviour is fundamental to a harmonious community life. Residents are asked to arrive at all evening meals punctually before 6:45 pm. Clothing appropriate to a public place should be worn always. Pyjamas are not to be worn in the public places of the House and this includes the Dining Hall. Bare feet are not allowed for health and safety reasons.
An academic undergraduate gown must be worn at High Table Dinners and at the Commencement, Scholars, Winter, and Valedictory Dinners.

DRUGS
The possession of soft or hard drugs (including marijuana) constitutes a legal offence in Victoria.
The possession and/or use of all illegal drugs at International House is strictly forbidden and any student contravening this directive will be dismissed from the House and may also be reported to the police.
To promote a safe and academically supportive environment and to comply with the requirements of a Drug-Free Community and Workplace, IH residents and their guests:
• Are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of any illegal drug or controlled substance on IH premises and at all IH activities
• Shall not use or be under the influence of illicit drugs at any time in any residential area or at any IH activity
• Shall not possess drug-related paraphernalia (that is any equipment, and products intended or designed for use in growing, processing, storing, concealing, ingesting, inhaling, or consuming a controlled substance) including but not limited to bongs, pipes, and hookahs (even for tobacco use)
• Shall not transfer or sell illicit drugs or controlled substances (as defined by Local, State, and Federal laws).
There is a significant body of evidence which indicates that the use of soft and hard drugs can lead to a range of behavioural and psychological problems that can profoundly affect a student’s ability to study and their mental well-being.

EARLY WITHDRAWAL FROM THE HOUSE
Students must have a bona fide intention to remain in the House for the full academic year.
Notwithstanding that intention, if a student does decide to leave, he or she must give notice in writing of the number of academic weeks, as per the student agreement (excluding vacation time), or the equivalent fees must be paid in lieu of such notice.
Both the deposit and Maintenance Levy will be forfeited in the case of early withdrawal from the House. The notice of intention to leave must be in writing to the Deputy Head of College.
FEES

Undergraduates

Invoices are issued as follows:

1. March (for semester 1)
2. May (for first 9 weeks of semester 2)
3. September (for last 9 weeks of semester 2)

Fees are payable 14 days from the invoice issue date. An administration charge of $175 is applied for late payments.

Invoices are sent directly to student email addresses. The deposit is refunded into the student’s September account.

In the event of earlier withdrawal, fees are payable in advance no later than 7 days from the account date.

Graduates

Students are invoiced in March and August with invoices being sent directly to the student’s email addresses. Fees are payable in advance no later than 30 days from the account date. An administration charge of $175 may be applied to late fees unless waived in extenuating circumstances and by prior agreement with the Head of College.

The $1,500 deposit is refunded in the student’s August account.

FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT

Fire extinguishers and hoses should be used only in an emergency. The Graduate or Undergraduate Student Club will be charged $100 whenever misuse of such equipment occurs.

Individuals found wilfully misusing fire safety equipment or removing Exit signs will forfeit their caution money and may be liable to being removed from the House.

SMOKE DETECTOR UNITS

No one is permitted to tamper with a smoke detector unit to render it inoperative. House staff has the right of entry to all rooms at all times in the event of a student being suspected of tampering with smoke detection equipment.

Residents found transgressing this directive may be liable to being removed from the House.

In making this statement, it is on public notice that International House expressly forbids this dangerous activity.

LOCKOUTS AFTER HOURS (11:00 PM – 7:00 AM)

Tutors should only be called in an emergency during these hours. Students who call the Duty Tutor during these hours will be asked by the Duty Tutor to sign a log book recording the time of their lock-out. If the lock-out is not an emergency, the Deputy Head will consider the situation. If it is decided that the request was a frivolous one, then a charge of $50 will be imposed.

LOSS, DAMAGE, AND CAUTION MONEY

The Caution Fee will be reimbursed to student’s accounts when they leave International House and upon inspection of their room by House staff. Any expense incurred by International House in relation to cleaning or maintenance, except for normal wear and tear, will be deducted from the Caution Fee.
NOISE CONTROL

Residents and their guests (for whom residents are held responsible) are required to show consideration for others. Students may have small gatherings in their rooms provided there is no noise. Students should not attempt to run parties from their rooms or corridors.

Each resident is expected to behave responsibly and not interfere with the rights of neighbours to work, sleep or study. Students bothered by noise are asked to approach those making the noise in the first place, a tutor if the noise continues or, in the last resort, the Deputy Head. Excessive noise may attract an additional disciplinary action or charge.

PARTIES

**International House approved**

All Colleges are subject to the Environment Protection Act with respect to noise. The full policy is set out in Appendix II. The following party guidelines apply:

- **12:00 midnight**: Serving of drinks ceases, music turned down
- **12:30 am**: Music must cease
- **1:00 am**: All quiet and students should depart from occupying public areas

**Private Gathering/Parties**

Parties on college grounds are subject to the Heads of Colleges’ Policies on Noise and Alcohol, (See Appendices II and III) which should be read carefully by anyone planning a party in the House. The terms of the Liquor Act apply in colleges and it is therefore illegal to sell liquor at a party without the appropriate permit and signage.

Residents must apply to the College for permission to hold parties or functions in public areas (including floor corridors) of the House. Parties are generally permitted only on a Friday or Saturday night in Semesters 1 and 2 up until Swot Vac.

When permission has been given for a party, the music must not continue past midnight, by which time the music will be turned off and the cleaning-up begun. Guests must not remain on the premises after 12.30 am. The organiser of the party must report to the Duty Tutor the following morning, to check that all areas are left clean, rubbish removed, and decorations taken down. The party organisers are responsible for any damage done, whether by residents or guests.

Permission must also be sought for the serving of alcohol at parties. Written applications need to be made at least one week before the proposed party. Forms must be submitted to the Deputy Head of College by the organizer of the party. Risk Assessment Forms must be submitted for all parties. Food must always be supplied with the serving of alcohol. University guidelines are to be followed. Notice of the date that the function will be held and its location in the House should be placed on main noticeboard opposite the Dining Hall so that students who live close to the party room can make alternative study or social arrangements.

**PETS**

Residents are not permitted to keep animals at International House
ROOFS

No one is permitted to climb on a roof. Climbing on a roof is potentially life-threatening and anyone who does climb out of a window or on a roof will be instantly suspended.

In making this statement, it is on public notice that International House expressly forbids this dangerous activity.

SMOKING POLICY

In line with University of Melbourne policy, smoking is prohibited in all indoor areas of International House. This includes study-bedrooms.

Residents are urged to consider that tobacco smoke is a health hazard and irritant to both smokers and non-smokers alike and that smoking and passive smoking (inhalation of second-hand tobacco smoke) can aggravate existing conditions such as asthma and hay-fever. Smokers should show courtesy and consideration to others in their smoking practices.

The outdoor smoking area is located in the small courtyard between the Clunies-Ross wing and the Founders Building. Smoking in any other area of the grounds is prohibited. Cigarette butts should be disposed in the ashtray provided and the area kept tidy.

SOUVENIRING

Scavenger hunts appear to be responsible for stimulating much of the stealing and vandalism that goes on both within the Colleges and the University generally. Residents are asked not to participate, and student raids between Colleges are strictly forbidden. ‘Souveniring’ is stealing, and offenders may be liable to prosecution.

SURCHARGES FOR MAJOR ELECTRICAL APPLIANCES

A surcharge is made for each major electrical appliance students have in their rooms. A surcharge per semester of $85 is charged for refrigerators and $70 for heaters.

VISITORS AND GUESTS

All visitors and/or guests visiting International House must sign in the guest book at the Front Office and display one of the visitor’s stickers on their clothing to indicate they are a visitor at the College.

Residents of the House are responsible for the conduct of their guests. If guests are staying for meals, then the office and kitchen must be informed and a voucher presented for each meal. When official guests visit the House, it is expected that residents will take responsibility for entertaining them and introducing them to the ideals of the House.

OVERNIGHT GUESTS

The Front Office must be advised by 3:00 pm on the day of the overnight stay.

Students will be charged $100 per night on each and every occasion that an unauthorised guest is found staying in a room.

Students may have a guest stay in their room overnight provided that they have obtained permission from the Deputy Head of College. The charge will be $40 per night. Guests can only stay for a maximum of one night in any one-week period.
HEALTH SAFETY AND SECURITY

Any emergency situation should be immediately notified to the Main Office and/or Duty Tutor.

The emergency telephone number for the Fire, Police and Ambulance services is 000 (TRIPLE ZERO) nationwide and can be called, without charge from any telephone. All calls to the 000 service are traced to enable a quick response.

IN CASE OF EMERGENCY DIAL
000

EMERGENCIES AFTER HOURS

After hours’ emergencies and enquiries are dealt with in the first instance by the Duty Tutor whose name is posted in the main foyer between the front door and the office. The duty tutor can be contacted on 731 or (mobile 0438091297).

SAFETY

It is a fundamental requirement of the House that it provides a safe environment for resident and non-resident staff and students, and for visitors. It is also a requirement that its activities be carried out in a healthy, safe, and environmentally considerate manner.

The House will provide, as far as is practicable, a healthy and safe living and working conditions. It will also seek to provide information on, and control measures for, hazards in the workplace and in the living areas. Specifically, it will seek to:

- Foster an awareness of health and safety issues amongst students and staff;
- Ensure that the buildings, furniture, and equipment are safe and suitable for the use to which they are put and that they are properly maintained;
- Ensure that no resident or non-resident student or staff is put at risk from contracting any debilitating, life threatening, or disabling condition;
- Ensure that adequate emergency equipment is provided and properly maintained, that training in the use of equipment is carried out and that regular emergency and evacuation exercises are implemented; and
- Ensure that adequate financial provisions are made for the maintenance of a safe and healthy living and working environment.

INDIVIDUAL RESPONSIBILITIES FOR SAFETY

While responsibility for health and safety within the college is the responsibility of the administration, each individual student or member of staff has an overriding responsibility for ensuring that their own living or work environment is conducive to good health and safety by:

- Taking action to avoid, eliminate or minimise hazards of which they are aware, and reporting any that exist to the House administration;
- Complying with the regulations of the college concerning health, safety, and emergency equipment;
- Being familiar with the emergency and evacuation procedures, complying with emergency and evacuation exercises;
- Making proper use of all safety devices and emergency equipment; and
- Not willfully placing at risk the health and safety of any other person within the House.
ILLNESS
Let the Office and your Floor Tutor know if you become ill, so that others can provide help, make meal arrangements, and call a doctor if required. Outside Office hours contact the Duty Tutor. There is an information sheet with contact numbers of doctors’ clinics and other health-related information on the back of your door.

STUDENTS WITH DISABILITIES OR MEDICAL CONDITIONS
The House acknowledges that staff or students with any disability or medical condition have the right to participate in the life of the college to their full capacity. It is committed to providing any such person with confidential assistance and support where possible. It is also committed to providing sensitive consideration of their situation as it affects their involvement with the college community, education, and employment.

INFECTION
INCIDENT REPORTS
Whenever an incident occurs, appropriate immediate action shall be taken by students or staff on the spot, eg. first aid, fire-fighting, contain spills, etc. This shall also apply to incidents which have not resulted in injury, where the immediate action should be aimed at mitigating the risk to staff, students, and contractors.

An S3 Incident Report must be completed for all incidents. The student or staff member directly involved in the incident shall raise the S3 Incident report. The S3 Incident Report form is available from the Director of Finance and Business Development.

Serious incidents should be immediately reported to the Director of Finance and Business Development who is required to report the incident to the authorities.

The following incidents shall be reported to the authorities:

- Fatalities;
- Injuries requiring hospitalisation;
- Any person requiring immediate medical treatment because of exposure to chemicals;
- Major spills, emissions, or any other serious environmental impact (eg. a site being contaminated by a hazardous contaminant), as specified in the appropriate environmental legislation or the EPA licence.
- In addition, there is also a requirement to report to the authorities not only actual accidents, but also incidents which pose an immediate risk to a person’s health and safety. This shall include:
  - The collapse of plant, building or structure;
  - Explosion and fire;
  - Fall of objects from heights;

MAJOR LOSS OF CONTAINMENT OF DANGEROUS GOODS OR HAZARDOUS SUBSTANCES, INFECTION CONTROL AND INFECTIONOUS DISEASES
The House takes seriously its responsibility to provide all members of the House community with an environment which minimises the risk of transmission of infectious agents and is dedicated to providing comprehensive and up-to-date information on how to minimise or eliminate the incidence of such transmission.

The House expects that students or staff who know that they are carrying an infectious agent will always exercise a duty of care to others to prevent transmission of that agent.
People with plantar warts or fungal skin infections, such as tinea, should ensure that they do not infect other students via the bathrooms. The wearing of thongs or plastic sandals is recommended when showering.

There are four recognised routes of infection: Direct Contact, Common Vehicle, Airborne, and Vector Borne.

Direct contact transmission is combated by scrubs, hand disinfection, gloves, and suitable barrier clothing like gowns and aprons. Thorough washing after contact is also effective. Do not re-use gloves that are disposable. Use two pairs of gloves (one on top of the other) where there is a risk of leaking and puncture by sharp objects.

Indirect transmission prevention includes thorough cleaning, disinfection where appropriate, and sterilisation of all surfaces, instruments and materials which may carry the infection. Indirect contact also includes aerosol transmission which is controlled by the proper use of surgical masks.

The most frequent common-vehicle routes are blood and other body substances. Contact should be prevented by using gloves and protective clothing like eyewear and masks. Other common-vehicle routes are water, food, and drugs, all protected against by good hygienic practice.  

**Universal Precautions**

The relevance of common-vehicle infection to Hepatitis and HIV has resulted in the global acceptance of Universal Blood and Body Substance Precautions, the key principle of which is,

- You can’t judge a blood by its cover.
- Treat all body substances from all people as potentially infectious.
- The risk of infection is directly related to exposure.
- Limit your exposure by following the Universal Precautions.

**FIRST AID AND THE FIRST AID LOCKER**

In the case of a minor accident, a First Aid kit is in each building and in the office foyer. All provision of first aid should be carried out in accordance with the Universal Blood and Body Substance Precautions. There is no need to refuse assistance or first aid to any person. There are disposable gloves in the First Aid Kit. Several staff members and tutors hold current first aid certificates or medical qualifications. See the office or the Duty Tutor if any medical supplies are needed from the First Aid locker, and leave a note about what you have used so that the supplies can be replaced.

**HOW TO CLEAN UP A BLOOD SPILL FOLLOWING UNIVERSAL PRECAUTIONS**

The following guidelines should be followed in case of a blood spill. Do not attempt to clean the area without assistance or the proper equipment. The Duty Tutor or Office Staff should be notified of a major blood spill. There are number of Blood Spill Kits in the Office. Tutors have been trained in their use. Blood spill kits contain:

- Disposable gloves
- Plastic rubbish bags and ties
- Detergent (pH neutral)
- Bleach granules or liquid
- Disposable cloths
If the skin is bleeding:

1. PUT GLOVES ON
2. Make sure the person is safe, (i.e. remove from danger)
3. Apply pressure to the wound to control bleeding.
4. Secure a dressing to the wound with a compression bandage or anything tied tightly and securely around the wound. (i.e. a sock)
5. When bleeding is controlled, seek medical or first aid assistance.

What to do next:

If the spill is on lino, cork tiles or other hard surfaces:

WITH GLOVES ON
- Place disposable cloths or paper towel on spill to 'soak up' blood.
- Place cloths into a plastic rubbish bag.
- Dilute bleach according to directions on bottle or dissolve bleach granules in the required amount of water.
- Pour bleach onto the area and leave for a minimum of ten minutes.
- Wash the area with hot water and detergent and leave to dry.
- Place used cloths in rubbish bag.
- Remove your gloves and dispose of them in the bag and tie or knot the bag.

If the spill is on carpet:

WITH GLOVES ON
- Using a disposable cloth or paper towel, wipe up the excess blood.
- Wash the area with cold water and remove as much blood as possible using cloths or paper towel.
- Discard all cloths/paper towelling into rubbish bag.
- Wash the area with hot soapy water.
- Remove your gloves and dispose of them in the bag and tie or knot the bag.
- Allow to dry and then vacuum.

Bags containing contaminated material must be disposed of by giving them to the Front Office or Duty Tutor who will arrange for incineration

**What To Do If Blood Gets On You**

- If blood gets on your skin - wash well with soap and water.
- If blood gets in your eyes - rinse open eyes gently but thoroughly with water or normal saline.
- Change any blood stained clothing if possible, place clothes into a plastic bag and tie securely.
- Soak clothes in cold water and then wash on a 'hot wash' in washing machine as normal.

**AMBULANCE SUBSCRIPTIONS**

Ambulance services are not free within Victoria and in most parts of Australia. The fee for transportation by ambulance can be as very high and must be borne by the person transported.

It is therefore recommended that all students take out an Ambulance Service Subscription which, for a small annual fee, covers the cost of emergency ambulance transportation. Application forms can be obtained by ringing 1800 648 484.
FIRE SAFETY
There is a card behind the door of your room setting out emergency and evacuation procedures. Please take the time to familiarise yourself with this information, especially your nearest exit and your alternative exit.
You will also be involved in College fire safety programs and drills, and your total co-operation with these is essential.

EVACUATION PROCEDURES
Whenever the fire alarm sounds in your building, leave the building immediately and assemble in the appointed area. Detailed evacuation procedures are in Appendix XIII and a map detailing evacuation muster points.

FIRE WARDENS AND DEPUTY FIRE WARDENS
A tutor has been appointed for each building to act as a Fire Warden in case of fire. Each Fire Warden is assisted by a tutor and/or deputised student from each floor of a building.

COST OF FALSE ALARMS
If the fire alarm sounds, the Fire Brigade will attend whether the emergency is real or a false alarm. The cost of the Fire Brigade coming to attend a false alarm can incur a charge of more than $1000 per vehicle in attendance. Any alarms set off by students incur a charge for those individuals responsible. Otherwise, the Fire Brigade charge is paid from IH Students' Club funds at the expense of all students.

PROWLER
Each year there are several unwelcome intruders to the College who steal, vandalise or threaten the personal security of residents with their unwanted attention. In this matter, we are all custodians of each other’s welfare. Please be alert to the presence of uninvited people. Ask outsiders if you can be of help. If you are in any doubt about an outsider’s intentions, report it to the office or the Duty Tutor immediately who will alert Security. Do not put yourself at personal risk. In the case of intruders, it is important to act promptly. This risk seems to be greatest at the beginning of the academic year when we are all strangers to each other, and sometimes at the end when non-student residents move in. At these times it is easy to wander around unchallenged. Be alert to anyone who looks out of place and back your judgement - better a little embarrassment than a stolen wallet, laptop computer or TV. Authorised daily visitors are asked to wear a fluro yellow sticker and sign the guest book at the Front Office.

INSURANCE AND SECURITY
The House takes out insurance on behalf of students to cover the contents in your room.
This cover only applies if the contents are locked in your room, or in the case of a bike, it is locked in one of the secure cages. Your belongings are categorised and the amount of cover that applies varies accordingly. There is also an excess (an amount you must pay before being granted the insurance) depending on the category of the item.
Your possessions are not covered if they are stolen from outside your locked room or if your room is left open. In the case of your bicycle, it is not covered if it is stolen from an area other than the bike compound located at the rear of Greycourt.
You should consider taking out your own insurance on your assets when they are being taken out of your room. Please report any case of suspected theft to the Director of Finance and Business Development immediately.
GATES AND DOORS

Perimeter car parking gates are electronic and shut automatically. Pedestrian gates should be shut immediately after use. External doors to all buildings are on 'lock mode'. Entry is only possible by your magnetic key. All residents' keys can open external doors to buildings.

This locking process was introduced at the request of students for their security. Propping open the door or gate so your friends can come in utterly negates security and places you and your fellow students at risk. Please do not prop security gates open at any time.
HOUSE TRADITIONS AND EVENTS

House Traditions - History and Change

All colleges have traditions. The traditions of International House identify us as an academic community proud of our multicultural composition. Each generation of students establishes its own identity both by understanding what has come before, and by making its own contribution. The College community acts as a custodian to preserve the richness of past events and the wisdom gained from accumulated experience. Much of it is found in the folklore of the College recounted by existing residents and staff; it is also reflected in a number of formal social activities.

During your time in the House it is appropriate to reflect critically on the balance that is required between conserving respected values and traditions, those that unify and endow our lives with meaning, and letting go that which no longer works for us. It is hoped that current residents will make progress in improving the quality of living for themselves and for the future generations of students.

FORMAL AND SEMI-FORMAL DINNERS

The wearing of academic gowns at dinner on certain occasions is a well-established part of the House tradition. By providing meals served to each table as a group, the House encourages an atmosphere of friendliness and togetherness at meals. It is hoped that this helps make the House more than just a convenient place to eat and promotes communication and understanding between residents.

PROCEDURES FOR SPECIAL ACADEMIC DINNERS

In order to acknowledge specific occasions in the academic year, the House holds several special meals for residents. Procedural etiquette, traditional to our society, is observed on these occasions as part of the graciousness and enjoyment of the occasion. We also believe that knowledge of such procedures will stand you in good stead as you advance in your professional life. It is a part of the general education and added value which a college such as this one can provide for its residents.

Dress for these occasions is semi-formal attire (ie jacket, long trousers and tie for males and a smart dress, either short or long, for females, or traditional national dress). Everyone wears an academic gown for the formal dinners. Pre-dinner drinks are usually served for everyone, and the College is pleased to provide alcohol for the evening. Residents may not bring alcohol into the Dining area such occasions.

At the commencement of dinner, residents remain standing until the official party has entered and Grace has been said. Should it be necessary for any resident to leave the Hall before the departure of the official guests, the resident should make his/her apologies to the Deputy Head before doing so. It is expected that residents remain in the Dining Hall until the official party leaves.

FORMAL DINNERS

Commencement Dinners • Scholars Dinner • Winter Dinner • Valedictory Dinners

Four of the most special academic dinners of the year are the Commencement Dinners, the Scholars’ Dinner, the Winter Dinner, and the Valedictory Dinners. The Commencement Dinners mark officially the commencement of the academic year, while the Scholars Dinner honours those students who have achieved academic excellence in the previous year's examinations, and have been awarded major scholarships. The Winter Dinner celebrates the beginning of Semester 2. The Valedictory Dinners are a celebration dinner given to farewell students leaving the House, and to thank them for their contribution to the College. It is expected that every resident will attend each of these four functions.
ELIGIBILITY FOR THE UNDERGRADUATES TO ‘VALEDICT’ AT THEIR Valedictory Dinner

Those eligible to be recognised at the Valedictory Dinner are:

- Students and / or tutors who have been in the house three or more years (or two and a half years in the case of mid-year entries).

A student can only ‘valedict’ once.

NATIONAL NIGHTS

A traditional feature of IH living is the organisation by the IHSC of National Nights at which the food, art, stories and dances of different national cultures are presented by the residents of the House. Students are encouraged to participate in the organisation of these nights which are usually held once a semester. It is through these functions that residents get to know each other and break down some of the cultural barriers which exist. Graduates are welcome to purchase a meal voucher and book in to attend.

CAFÉ INTERNATIONAL

Each year in May, the IHSC organises a cabaret night - Café International - to which friends and supporters of the House are invited. It is the big event of the year in which all residents participate, whether it is organising, cooking, decorating, waiting on table, compering, performing, or providing sound and lighting technical backup to make the evening a glittering affair and a fund-raising success. Proceeds from the night are given to a nominated charitable organization and used to purchase capital equipment, furnishings, and facilities for the general benefit of the residents of the House.

ORIENTATION WEEK

Our Orientation Week complements the Orientation Week of the University. All entering students are expected to be in residence, and a special orientation program is arranged by the Students’ Clubs and the House administration. This should ensure that by the time lectures start, students have met other new students and feel comfortable in their new university life. There is a Winter OWEEK at the beginning of Semester 2 for the undergraduate students entering at this time.

INTERNATIONAL HOUSE PLAY

The House play, organized by the IHSC, is performed over three nights early in Semester 2, and provides an opportunity for residents to develop their talents and work together intensively during first and second term. Actors, actresses, managers, and technicians are required. Other entertainments throughout the year will give the opportunity to singers, dancers, choreographers, and musicians.

INTERNATIONAL HOUSE BALL

The House Ball, organised by the IHSC, provides a fun evening of dancing and enjoyment for all members of the House community and our many supporters. Traditionally organised around a theme, past years have seen the more daring members of the House attend in a variety of often outrageous costumes as well as the more usual formal attire.

FILMS, DANCES, AND EXCURSIONS

The Students’ Clubs and individual interest groups organise many activities during the year which help to build a spirit of friendship and co-operation, and provide plenty of fun. Examples include bush dancing, movie nights, ski trips, aerobics and other exercise sessions and farm stay visits.
FLAGS AT INTERNATIONAL HOUSE

It has been traditional since the 1980’s to fly the flags of all the countries represented at International House in the Dining Hall. However, national flags present difficult problems at times when international relations are tense between one country and another, when territory is disputed, or when political issues exist around matters of ethnic identity or political power.

International House is a community of scholars in which people from many countries participate. We share our living spaces and our lives. From this sharing, we can generate increased mutual understanding and respect. We need to be a community which is open to many views and opinions. For each one of us, our national flag represents many things. Sometimes our flag can fill us with pride; at other times, it can fill us with concern. We do not shy away from discussions of national and international politics here at International House, but we will not agree to making International House a place which is not a comfortable and accepting home for everyone. Our shared humanity and mutual respect can help us rise above the constraints of geopolitics.

International House should be inclusive of all its residents, and, on that basis, it has been decided that recognition will be given in the Dining Hall to the people of countries which our students wish us to recognize, even if this recognition is unpalatable to others. In showing the flags we are not making a specific political statement, but a recognition of affiliation.

At some of our formal dinners we also give recognition to the diversity of nations represented among us, in accordance with the principles outlined above.

International House recognises the prior ownership of this land by the indigenous Australians by displaying the Australian Aboriginal Flag and the Torres Strait Islander Flag, and it has been thought appropriate to give such recognition to this by also making a public statement acknowledging prior ownership. This is frequently done at ceremonial events in Victoria today.
FINANCIAL ARRANGEMENTS

FOR EVERYONE

House Semesters

The International House year is partly determined by the University academic year. The International House academic year is 35 weeks excluding vacations. Students who require longer or different terms of residence (such as medical/dental students or non-University of Melbourne students) need to inform the Front Office Manager when entering the House. Additional time over the 35 weeks is charged at the normal rate of $90 a day. No refunds are given for students who leave early.

Graduate students are in residence from mid-February until the end of December.

Undergraduates delayed departure at the end of Semester 2

A student may be granted permission from the Deputy Head of College to remain in his or her room for up to three days after the main Saturday exit if there are pressing reasons and the student’s room is not required for guest and conference accommodation. The charge will be the guest rate for a student room. Breakfast is included, but no lunch or evening meal will be provided.

If the student stays for longer than three days, the student will be required to commit to a full week at the Summer Scheme rate and move to Greycourt. If the student’s room is required for guest and conference accommodation, the student will be required to commit to a full week at the Summer Scheme rate and move to Greycourt.

Student Financial Assistance - Scholarships

Scholarships are made possible by the generous support of private benefactors, organisations, and International House auxiliaries. A number of scholarships in 2017 are available for first-year students who applied to International House before 31 December 2016. These scholarships are based on academic performance, financial need, school references, capacity to contribute to college activities and a satisfactory interview. Some of these will continue into second year provided that the student receives satisfactory first year results. More information will be available in the first week of Semester 1 when new undergraduate students are invited to apply for scholarships.

Payment of fees

The Head of College may ask the University of Melbourne to withhold exam results from those students who have not fulfilled their financial commitments to the House.

Sources of revenue

The House is totally self-funding. Fees charged provide only a portion of the annual budget necessary to run the House. The remainder is funded from a number of sources including: bequests, endowments, and donations; income generated by the investment of capital from bequests; conferences and seminars; and, academic guests.

A determined effort is made to encourage outside bodies to use the House’s facilities for conferences and seminars. This involves a good deal of extra work for the staff, and the continual co-operation of students who may need to cope with some inconvenience from time to time. The proceeds are vital for keeping student fees as low as possible. In recent years, the income from guests and conferences has subsidised each student to the value of $1500 per year. Much of the Head of College’s time is also spent maintaining the community’s interest in the College, and hopefully, attracting financial support, such as the continuing interest and support of alumni and other groups including Rotary Clubs. The House receives no funding from either the University of Melbourne or the Federal or State governments.
ADMISSIONS AND WITHDRAWAL POLICIES
FOR UNDERGRADUATES

Admissions
Students are offered a place for the full academic year (two semesters) at International House as this provides for a stable population amongst the bulk of the residents.

The exceptions to the above are:

- Study Abroad and Exchange students enrolled for one semester only
- Students finishing their course mid-year who have been in residence in the previous year
- Students commencing courses mid-year.

Withdrawals
If a conditional offer has been made (i.e. conditional upon the student gaining entry to the University of Melbourne, RMIT, Pharmacy College or other approved tertiary institution) but the student does not gain entry, the enrolment fee, the deposit and the contribution to the building fund (if a student is new to the House) are refunded.

If a student withdraws from the House, the number of weeks’ notice required is clearly included in each student’s agreement. If a student withdraws from his/her University course, the required notice is not obligatory, but the student’s deposit, maintenance levy and the enrolment fee are forfeited.

A student who has been asked to leave the House for disciplinary reasons will be required to pay accommodation fees to the date of his or her departure from the House. He or she will, however, lose the deposit, maintenance levy and the enrolment fee (if the student is in his or her first year in the House), and, any other fees paid in advance.

A new or returning student with a place at the University of Melbourne, RMIT, Pharmacy College or other approved tertiary institution who withdraws before the beginning of the year (or semester for a half year student), after having committed him/herself through payment of deposit and signing the contract, loses the deposit (if returning). Or if a student is new to the House will lose their deposit, contribution to the maintenance fund and enrolment fee.

Students who are departing the college and course because of illness must provide a doctor’s certificate advising that they cannot continue with their course. In such instances, the student will be required to pay fees up to the date of the doctor’s certificate or to the date the College is officially notified that the student is leaving because of the illness. No further fees will be charged. However, if the room cannot be used because of the student’s belongings, then a holding fee will be charged until the room has been vacated. The student’s deposit will be held over if there is an intention to return to the College otherwise then it will be forfeited. If the student is new to the House, the contribution to the building fund and enrolment fee will not be refunded.

A student considering exchange for Semester 2 of the following year must give the House written notice of his or her intention to do so if he or she wishes to be refunded the deposit. This notification must be received by the Deputy Head of College in writing by 30 November of the year before the intended period of exchange.

Failure to submit this notification will result in the deposit being held over if there is an intention to return to the College, otherwise the deposit will be forfeited.

In the event of earlier withdrawal, fees are payable in advance no later than 7 days from the account date.
# APPENDIX I

## IHSC COMMITTEE OF MANAGEMENT 2016/2017

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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</table>

Please note that the above positions will be open for re-election at the Students’ Club Annual General Meeting in September 2017.

## IHGSC COMMITTEE OF MANAGEMENT 2016/2017

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
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</tbody>
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APPENDIX II
INTERCOLLEGIATE NOISE AND PARTIES GUIDELINES

1. Parties and other events on College premises are not normally open to members of other Colleges. The only exception is where a general invitation is issued by the Student Club Committee of the host College after consultation with, and approval from, the host’s Head of College.

2. Even where such approval has been obtained, posters and notices advertising such parties or events should not be distributed or displayed in other Colleges without the explicit consent of the Head of College in which they are displayed or distributed. They are to be confined to official noticeboards.

3. On some occasions, it may be permitted for individual students to invite a guest who is a member of another College to a College party or event. On each occasion this should be clarified with the Student Club Committee and the Head of the host College. Such permission is granted on the understanding that the host student is responsible for the behaviour of his/her guest, for their timely departure, and for any damage they may cause.

4. The intercollegiate rule is that the serving of alcohol and other beverages will cease at 12:00 midnight and music turned down, music will cease at 12:30 am and “all quiet” around Colleges will be at 1:00 am. These times are outer limits and Colleges often have earlier closing times which are to be respected.

5. Raids and excursions in numbers to other Colleges are forbidden at all times. The implementation of these Guidelines is for each College to work out in its own way and could well be discussed by each Head with each new Students’ Club Committee.
APPENDIX III
ALCOHOL IN UNIVERSITY COLLEGES
POLICY AND GUIDELINES

RESPONSIBLE ATTITUDE TOWARDS THE USE OF ALCOHOL

The Heads of Colleges of the University have a policy of actively encouraging and promoting moderation in the use of alcohol and a responsible attitude towards it in the College community, as part of their overall concern for College residents. They will also be responsive to the needs of staff and students with alcohol-related problems, through appropriate support and referral mechanisms.

It is the obligation of the organisers of any function or entertainment to be held on College property to uphold this policy.

PERMISSION TO BRING, KEEP OR CONSUME ALCOHOL ON UNIVERSITY SITES

The terms of the Liquor Act apply in Colleges as they do elsewhere. It is, therefore, illegal to sell liquor on College sites, either directly or indirectly (e.g.: through an admission charge or the sale of tickets to a function), unless the relevant license or permit has been obtained from the Licensing Commission.

AVAILABILITY OF ALCOHOL

It is essential that appropriately trained bar servers be employed to ensure that:

(a) alcohol is not provided to anyone under the age of 18 years.

(b) alcohol is not provided to anyone who is, or appears to be, intoxicated. If a person becomes abusive, College disciplinary procedures will apply. It is important to note that intoxication does not remove the onus of responsibility.

The maximum amount of alcohol available at a function should be controlled, so that the anticipated allowance per person will be well below the level likely to result in a blood alcohol concentration of .05. Levels higher than medical authorities regard this as detrimental to health.

Substantial food should be provided at all functions at which alcoholic drinks are available. The provision of light alcohol beer is recommended.

Attractive, high-quality, non-alcoholic drinks must also be available and must be displayed as prominently as alcoholic drinks. If drinks are being sold, non-alcoholic beverages should be offered at a competitive price.

A function must not include any activity which encourages the excessive consumption of alcohol (a drinking contest, for example).

No privately obtained alcoholic beverages may be brought into an organised social function.

ADVERTISING

Advertisements for functions should not overemphasise the availability of alcohol, refer to the amount of alcohol available or encourage in any way the excessive consumption of alcohol. In advertising, equal reference must be made to the availability of non-alcoholic drinks.

Attendance at any function or entertainment must not be induced or encouraged by the offer of free or reduced price alcoholic drinks free. Sexist and demeaning advertising is always inappropriate.

The University of Melbourne policy on alcohol at University Events Refer to:
https://policy.unimelb.edu.au/MPF1268
APPENDIX IV
ACCEPTABLE FIRE RISK

It is impossible to avoid all risk of fire. Fire is one of the many risks that everyone faces daily.

Residents must never be complacent about the risk of fire. With so many people living together, fires are always a possibility and each resident must take responsibility for his/her own fire protection. It is also important to realise that in modern day fires, smoke is the greatest killer.

International House has provided for your safety by putting smoke scan detectors in every room and through a fire sprinkler system in all buildings except Greycourt which has thermal smoke detectors.

Smoke Detectors
Each room is fitted with a smoke detector that detects smoke above a reduced sensitivity level. You should periodically check that your smoke detector is working. A test button on the detector will cause a chirp once a minute for fifteen minutes to ensure the detector is working before returning to full sensitivity mode. If your smoke detector malfunctions, please report the problem instantly to the Office.

Fire Sprinkler System
This system provides even greater security for residents. It is of the utmost importance that the system is unimpaired and that it can function properly in an emergency. All residents must ensure their own and other residents' safety through safeguarding the effectiveness of the system.

Costs Will be Recovered if Damage Occurs and Penalties may Apply
Any abuse of the fire safety equipment will put the safety and security of the College and its residents at risk. Any damage to or interference with fire sprinkler equipment, fire extinguishers, or the smoke scan equipment will result in charges to recover costs as a minimum penalty. In the case of any willful abuse of fire safety equipment, more serious penalties will be applied.

Evacuation Routes
You should take note of potential evacuation routes. A card on the back of your door shows these and explains Emergency Evacuation procedures. These procedures are also detailed in Appendix XIII of this Handbook. PLEASE MAKE SURE YOU READ IT. Your evacuation muster points are shown on the Evacuation and Assembly Points map in this Handbook.

Declaration
Your signature on your initial residency agreement form indicates that you have read and understood the above. Further, your signature on your residency agreement form indicates that you accept the potentially higher fire risk of living in a college with so many people. Your signature also indicates your agreement to comply strictly with the following fire precautions:

- Bar and fan radiators may not be used.
- All kettles, drink-heaters, toasters, irons etc. must have automatic shut-offs.
- Cooking is not permitted in rooms for safety and health reasons.
- For fire safety, and in line with University of Melbourne policy, smoking is prohibited in all indoor areas of International House. This includes study-bedroom areas.
- All residents must respond promptly to any fire alert including fire drills. (The ultimate protection is evacuation. If this is achieved rapidly there is little chance of injury or death when a fire occurs.)
- All residents must promptly report any damage to fire protection equipment. Any fire protection equipment which fails to work when needed can lead to a disaster. A missing extinguisher may mean that a small fire, which could have been controlled, becomes a large, dangerous one.

Residents will also be responsible for looking after all fire safety equipment in their own rooms.

Through signing the Residency Agreement form all residents have certified that they have read the above and agree that the level of fire risk is acceptable to them, and that they will comply with the fire precautions and conditions listed above.
APPENDIX V
ACCESS TO STUDENTS' ROOMS BY INTERNATIONAL HOUSE STAFF

If a member of the International House staff needs to access your room for maintenance purposes or for an electrical appliance safety check, you will be notified beforehand. Before opening your door, the staff member will follow a procedure designed to avoid embarrassment for you or the member of staff concerned.

Where inspections are conducted, there will normally be a male and a female member of staff. They may open cupboards and drawers. Any more comprehensive inspection will be conducted in the presence of the resident. Room inspection on departure from the House is undertaken by House staff or a tutor and the departing resident together.

You should note that the Student Agreement allows the Head of College to order a search of your room by the Deputy Head of College and/or the Director of Finance and Business Development if there is any suspicion that you have been tampering with smoke detection equipment or have been involved in criminal activity such as theft or illicit drug use. This search will be conducted in your presence.

If the Head of College believes your welfare needs attention, your room may be accessed by staff.
APPENDIX VI
SECURITY POLICY AND GUIDELINES FOR INTERNATIONAL HOUSE
NETWORK AND COMPUTER FACILITIES

1. SCOPE

The guidelines stated in this document refer to the use of International House computer facilities. This includes the use of any of the House machines from the Student Computer Laboratory or from any other form of connection.

This security policy applies to all users. Users will be granted differing levels of privileges and access but will need to agree to the established security policy guidelines.

International House is a department of The University of Melbourne and regulations pertaining to the use of computing facilities and IT Security Policy in the University also apply to International House. University regulations 8.3.R2 relate to Computing and Network Facilities Rule and IT Security Policy.

For more information:

Associated guidelines are published under section 10 at: https://policy.unimelb.edu.au/MPF1270

2. FACILITIES

The IH computer laboratory is located on the ground floor of the Founders Building. Access is available to it twenty-four hours a day through your own room key.

Each room has a network connection, which will allow students to connect to computer resources and the Internet from their room.

To use the computer resources, students must agree to the rules and guidelines set out in the University of Melbourne document found at:

The associated guidelines published under section 10 at
https://policy.unimelb.edu.au/MPF1314

3. ACCEPTABLE USE POLICY

You are welcome to use network, mail, database, text processing and other facilities for academic purposes. However, as laboratory and other study related facilities are limited and are usually fully utilised, please be considerate of others. In particular, students working on subject assignments have priority over other users. To maintain a working environment, noise should be kept to a minimum.

Do not play music or sounds through the speakers as this will generate too much noise and will inhibit other people’s work. Accounts may be suspended if noise levels get unbearable in common study spaces. In addition, offensive language is not permitted.

Users should never intentionally interfere with, or compromise the integrity of, the House computer system. They should not impersonate another user in communication or destroy or alter programs belonging to another user. These, and similar acts, are serious violations of University policy and common civility. If a gap in system security is discovered it should be communicated immediately to the Director of Finance and Business Development or student network administrators.

All personal computers will run the latest version of anti-virus software available from the University of Melbourne ftp site. All content downloaded, including e-mail attachments and diskettes, will be scanned using anti-virus software.
Users should view their access to resources such as e-mail and the Internet as a privilege rather than a right, and consequently if they abuse this privilege then they will lose it.

No food or drinks are to be taken into the computer laboratory.

4. NETWORK USAGE POLICY

Residents who wish to use the room connection to the network must agree with this policy. Furthermore, they must also agree with the Network Usage Policy. The Network Usage Policy can be obtained from the International House IT Committee.

a. House Network

i) Users should not interfere with or compromise the integrity of the computer system

ii) Users should not impersonate another user in communication or destroy or alter programs belonging to another user

iii) Any attempt to access another person’s login ID or e-mail account will be treated as a serious breach of security

iv) House computer facilities should not be used in a way designed, or likely, to cause offence to another person

v) Users should view their access to resources such as the Internet and e-mail as a privilege rather than a right, and consequently if this privilege is abused, they will lose it

vi) Any system access and usage, whether successful or not, will be recorded

vii) Users should be aware that Internet usage is only for academic work as set up by the University’s guidelines

viii) Users may create a personal web page, which can only be used for non-commercial purposes and must adhere to the guidelines set by the University of Melbourne. Users should also realise that the pages reflect on the House and University and must be of an appropriate nature

ix) Material that is or may be considered offensive must not be downloaded, viewed, or distributed, users who download or view such material may have action taken against them

x) Any contents stored or shared on personal computers in student rooms are the sole responsibility of the owner of the computer ONLY. IT committee, network administrator, lab supervisor or House administration cannot be held accountable.

xi) Each user has a free download limit of 1.5 GB per week. A warning email will be sent once usage reaches 80% of quota, and access will be slowed to a fraction of normal speed when the quota is exceeded. Unused quota will roll over to the next week, and additional quota may be purchased from the Front Office at a charge of one cent per MB.

b. Laboratory

i) Facilities are for the use of residents and paying guests of International House only

ii) No person is permitted to bring an unauthorised person into the computer laboratory

iii) Users working on assignments or projects in the lab have priority over personal use of the facilities

iv) Noise must be kept to minimum
v) No food or drink of any kind may be consumed within the computer laboratory. Users who consume food or drink within the laboratory may have their access privileges suspended or other disciplinary actions as deemed necessary.

vi) Playing of computer games is not permitted within the lab.

vii) No person may attempt to change, remove or damage software or hardware belonging to the House.

viii) Users will be allocated a computer account at the commencement of each academic year after the computer usage agreement form has been signed and received.

ix) Users must not disclose their password to anyone as they are accountable for all activities carried out under the account.

x) Users will be allocated disk space, which the network administrator and lab supervisor has authority to access, on the server to store files, of which users are responsible for the contents.

xi) Users are not allowed to store any illegal or malicious material on the file server.

xii) Users are responsible for the cost of their own printing.

xiii) Users are responsible for ensuring that they log off successfully when they wish to leave the lab.

xiv) Users must ensure that their own work is backed up in case the server fails and the administrators are unable to restore the file or directory.

xv) All rubbish must be placed in the bins provided.

5. PHYSICAL SECURITY

   a. Equipment Installation

      • Hardware may only be installed by Network Manager(s) or other authorised personnel.
      • Users without proper authorisation may not tamper with the House hardware.

   b. Behaviour

      The following general actions are violations of the policy:
      • User has brought food or drink into the laboratories.
      • User is playing games during peak usage times of the laboratories.
      • User damaging equipment in the laboratories.
      • User displaying abusive behaviour anytime.

      Any incident of the above nature will cause action to be taken as outlined in Section 10 of this policy. Further action may be initiated by the relevant authorities.

6. NETWORK SECURITY

   a. Access Control

      The following mechanisms are required to restrict and control access of authorised users to network facilities:

      i) Identification and verification of the identity of each authorised user via an effective logon process.
a. The logon process consists of each user specifying their username and password. The username and password will be given to the student when they sign their acceptance of this document. Students will log on to the domain “ihouse” and network administrators will have local access to each workstation in the computer lab.

b. All users are responsible for ensuring that they logoff successfully when they leave their PC. If a user forgets to logoff they may have their account suspended.

   ii) Recording of successful and unsuccessful system access.
      a. After five unsuccessful logons the user will have their account disabled and will need to see the Lab Administrator to have their account re-established. If users suspect that unauthorised access to their account has occurred they can ask the Network Manager to check the recorded logons.

   iii) Providing a password management system which ensures quality passwords.
      a. The system has a set of rules which determines what bad passwords are and then checks the user’s password with these. An example is using common English words or passwords such as ‘password’ or the user’s name.

      Each user will be allocated a username and password at the commencement of the academic year.

      Users must not disclose their username to anyone - as they are accountable for all activities carried out in their accounts. Detection of several users using the same account will cause action to be taken which may include the suspension of a user’s account.

b. Network Auditing

Users should be aware that Auditing will take place to ensure that users who violate the security policy will be punished. Auditing highlights installation of software, logons, and logoffs.

c. Internet Services

All students can access the Internet from the computer laboratories. The Computer Usage Agreement Form must be filled in and signed before Internet access can be granted. Students should be aware however that Internet usage is only for academic work. This is established by the University of Melbourne as well as AARNet guidelines. Violations of this incur additional disciplinary action for breach of the AARNet guidelines. Students should also be aware that Internet usage increases the chances of damage occurring to resources and places a higher demand on resources. This includes viewing of web sites as well as downloading of files with potential for virus infection.

d. Offensive Material & Behaviour

Material that is or may be considered offensive must not be downloaded, viewed, or distributed. Students that download or view such material will have action taken which may include the suspension of a user’s account. Section 10 outlines the penalties of breaking the policy. The Sexual Harassment Officer may initiate further disciplinary action.

In addition, offensive behaviour in laboratories, such as offensive language or actions, will not be regarded lightly. Sexual harassment is governed by University of Melbourne policy and hence the Committee may be forced to refer the incident to a higher authority for disciplinary action. University Policy stipulates that all incidents that constitute sexual harassment be reported to the Sexual Harassment Officer.

Material that is on user owned PC’s is the owner’s responsibility. The ITC Network admin, Lab supervisor and House are in no way responsible for any contents on such machines even if it is shared on the network.
Any member of the International House community using social media such as Facebook to bully or vilify racially, sexually, or religiously any other member or members of the International House community may be required to leave the House.

e. University of Melbourne Email accounts

All account holders are reminded that use of University of Melbourne email accounts should ONLY be used for academic purposes. The University specifically forbids the transmission of obscene, offensive, or defamatory electronic mail. Offensive content would include, but is not limited to sexual comments or images including any type of pornographic material, racial slurs, gender-specific comments, or any comments that would offend someone based on his or her age, gender, sexual orientation, religious or political beliefs, national origin, or disability. Perpetrators may be subject to legal action. Messages must not contain content that may reasonably be considered offensive or defamatory to any other person.

The email system shall not be used for spoofing purposes. Spoofing is defined as sending email using fraudulent email settings, or deceiving for the purpose of gaining access to someone else’s resources. On the surface, a spoofed message appears to come from an authentic or authoritative email account, but in reality, does not. Spoofed email is often connected with Internet hoaxes, individual pranks, and attempts to deceive recipients into divulging computer account passwords or other sensitive information. Spoofing of any kind is considered unacceptable and shall not be permitted.

f. Printing

Students are provided with printing facilities so that they can complete their assignments. Printing is free but students must supply their own paper.

Users shall not load any unauthorised software onto the server or student lab. Users shall not write, generate, compile, copy, propagate, execute, or attempt to introduce any computer software/code designed to self-replicate, damage, or otherwise hinder the performance of any House network infrastructure. Periodic scans will be carried out to ensure that such software does not get installed or used on the servers, workstations, and network.

7. SOFTWARE SECURITY

Users shall not load any unauthorised software onto the server of student lab. Users shall not write, generate, compile, copy, propagate, execute, or otherwise hinder the performance of any House network infrastructure. Periodic scans will be carried out to ensure that such software does not get installed or used on the servers, workstations, or network.

8. DISASTER CONTINGENCY PLAN

a. Security

Protecting user accounts, files, disks, printouts, and other information is the responsibility of each user. All reasonable precautions should be taken in the choice and use of passwords to prevent unauthorised use. Users should not attempt to access the accounts, files, or disks of others, and should not give others access to their account, files, or disks. Knowledge or suspicion of unauthorised access should be communicated to the Committee immediately.

b. Backup of Work

Users must ensure that they back up their own work. Whilst every effort is made by the Committee to back up work, the backups are ONLY made in case a server fails. They are not available for restoring individual files or directories.
c. Equipment Faults

Users should report any equipment faults, no matter how inconsequential to the International House IT Committee. The Committee will attempt to fix the fault as soon as possible.

9. SECURITY AWARENESS

The following sections detail how this security policy will be distributed, reviewed and how users will be trained.

a. Distribution

The distribution of this policy will be in electronic and hard copy form. New users of the system will need to read and agree to the policy before their account is created and/or activated. Other users will have access to a hard copy form.

b. Review

It is important to realise that this security policy is an evolving document, and will be reviewed on an ongoing basis. This is to ensure that relevant issues are always addressed by the document. Any significant changes might require users to sign another form, demonstrating their acceptance of the altered rules of behaviour as established by the security policy.

10. COMPLIANCE

a. Penalties

Each user will be required to agree to the guidelines and rules established in this policy before they are authorised to use the resources. This will ensure that users can be held accountable for their actions and cannot plead ignorance. The Committee will be responsible for investigating security breaches and enforcing penalties. Violations of this security policy may result in one of the following penalties being enforced whilst the incident is investigated depending on the nature of the offence:

- Suspension of user account for a period of time
- Revocation of network usage rights (including network connection)
- A monetary charge (which in the case of excessive downloading, will be calculated using the International Traffic rates charged by the University of Melbourne at the time of the offence).
- Disciplinary action by International House Administration, or the University
- Legal action as required.

All details regarding the incident may be referred to other relevant authorities who may choose to initiate further action outside the Committee control. Breaches of this policy are not only punishable by these penalties, but further action could be taken through House penalties, University penalties and the Crimes Act.

b. University Penalties

This section summarises some of the various policies of the University of Melbourne. Penalties for breaking these policies are generally of a legal nature. For further information about these policies please refer to the student information guide produced by ITS.

i. Warning

Staff and students of the University are entitled to use the University's computing facilities only for legitimate University purposes. They may be required to produce University identification
cards at any time to verify their status. All others must be authorised in writing by the relevant Head of Department before they use the facilities.

ii. Copyright

The reproduction of computer programs is prohibited by the Copyright Act except where the copyright owner has given specific permission or a license to copy.

A copyright owner is entitled to take legal action against a person who infrings that owner’s copyright.

The University absolutely forbids the use of its computer facilities for a purpose which constitutes an infringement of copyright.

The University absolutely forbids the copying or reproduction of computer programs held by or licensed to it (public domain or shareware excepted). Reproduction includes reverse assembly and reverse compilation of programs.

It is not permitted to transmit any information, including but not limited to email, files, documents, graphic files, sound files, news-group messages, WEB pages, applications software, operating system software, or any other intellectual property protected by copyright or patent law if permission has not been expressly and officially provided.

iii. Hacking

Unauthorised access to accounts, files or data held on the University computing system or any other system may be a criminal offence and further action may be taken by the relevant authorities.

iv. E-mail and WWW

The University absolutely forbids the use of electronic mail or access to the WWW for anything except legitimate University purposes. The transmission or publication of obscene, offensive, or defamatory material is prohibited. Perpetrators may be subject to legal action.

The University will take disciplinary action under the University Statutes against staff or students of the University who breach copyright, access systems without authority or abuse the E-mail system.

Legal action will be taken against unauthorised users of the University's computing facilities.

c. Crimes (Computer) Act of 1988

Under the Victorian Government legislation, Computer Trespass is a criminal offence. Possible penalties include a term of imprisonment. Computer Trespass includes gaining access to, or entering, a computer system or part of a computer system without lawful authority to do so. Computer Trespass is an offence regardless of whether the trespasser gains, or intends to gain, financial benefit, or alters or damages, or intends to damage files or programs.

COPYRIGHT – INFORMATION FOR STUDENTS

https://policy.unimelb.edu.au/MPF1314

USE OF COMPUTERS AT THE UNIVERSITY OF MELBOURNE

http://digitisation.unimelb.edu.au/resources/copyright
APPENDIX VII
INTERCOLLEGIATE ORIENTATION WEEK GUIDELINES

Orientation Week is a vital part of the College year. Its purposes are similar for each College - to provide orientation to tertiary studies, to the University and to each student’s chosen College, which would include identifying with that College’s culture and values. Ensuring an effective orientation and transition for new students is an important responsibility of the members of each College. The Heads of Colleges also want the week to be enjoyable.

The Colleges enjoy strong and interdependent bonds. It is important, then, as continuing students seek to help incoming students identify as a collegian in their College, that they do not denigrate another College in the process. Each College has its own unique environment that appeals to different personalities. It is essential that College Orientation Week honours this reality. Without adherence to established guidelines, Orientation Week can be divisive, inappropriately loud, and dangerous. Therefore, the Heads of Colleges have agreed on the following policies for all aspects of Orientation Week:

1. In all Colleges, Orientation Week will include orientation to tertiary studies, to the University and to each student’s chosen College, which would include identifying with that College’s culture and values.

2. Residential Colleges aim to foster an environment where many people from different backgrounds can live together in relative harmony, with a sense of cooperation and as part of the greater community of Colleges, the University of Melbourne, and the Parkville/Carlton areas. All Orientation Week activities must reflect the basic values of a civil community life. Activities that encourage trust, mutual respect and cooperation are highly recommended.

3. Colleges owe a duty of care to all residents to provide a safe living environment. This means that no resident can be exposed to physical or psychological harm. Orientation Week organisers must therefore take action to identify potential risks and to put in place measures to minimize the possibility of harm being suffered.

4. All Orientation Week activities must be clearly documented in a program and must be agreed to by the Head of College.

5. In all Colleges, music must be turned off and quiet must prevail by 12:30am or at an earlier time determined by the Head of College, and subject always to any legal restrictions applicable in residential areas. The key principle is respect for the needs of other people, as important in Orientation Week as any other time.

6. Experience has taught that excessive alcohol consumption during Orientation Week can contribute towards some particularly bad choices. Three documents must be read, absorbed, and observed by continuing students before planning any activities: the “Intercollegiate Guidelines Concerning Parties”, “Policy and Guidelines - Alcohol in University Colleges” and the University of Melbourne’s “Interim Policy on Serving and Consumption of Alcohol at Student Events”.

7. The privacy of all Colleges must be scrupulously respected. Although private visits between College members are encouraged, groups of students must not without permission enter or pass through the grounds of another College. Causing any damage to another College’s property will be treated as a serious offence and may lead to the offender(s) being sent down.

8. No activities should be organised to start before 7:00am. Any activity designed to disturb students during normal sleeping hours and to deprive students of a reasonable amount of sleep is prohibited.

9. Activities that involve harassment or intimidation of a person or persons, or the use of materials, including songs or chants, of a discriminatory or offensive nature, or which denigrate another College are prohibited and may expose those involved to legal action. This includes any activities involving full or partial nudity, which may be both a criminal offence and a breach of sexual harassment laws.

10. The deliberate attempt by students from any one College to pass themselves off as representing another College, with the effect of potentially damaging the reputation of the other College, is prohibited.
11. The dates and times during Orientation Week that are nominated by the University of Melbourne for its official Orientation Program, as confirmed by the Chair of the Heads of Colleges, are to be set aside for University-based activities. No conflicting College activities should be scheduled.

12. Activities must be carefully planned so that participants are not likely to be tempted into theft of, or causing damage to, public or private property, causing unnecessary disruption of the public or local businesses or causing any threat to the safety of any other person.

Observance of these points will help to make the Colleges an enjoyable and friendly place for all.

All Heads of Colleges signed this document.
APPENDIX VIII
SUMMARY OF UNIVERSITY OF MELBOURNE RESIDENTIAL COLLEGES DISCRIMINATION, SEXUAL HARASSMENT, AND BULLYING POLICY

This policy is used as a guide at International House.

What are the aims of the Colleges’ Discrimination, Sexual Harassment, and Bullying Policy?

The Colleges are committed to creating communities which are fair and safe places in which to live, work, learn and visit and where there is no unlawful discrimination, discriminatory harassment, sexual harassment, bullying or victimisation of students or staff.

They wish to ensure that all College members understand:

- what unlawful discrimination, discriminatory harassment, sexual harassment and bullying are
- their rights and responsibilities
- what they can do if they have concerns about any unlawful discrimination, harassment or bullying which occurs.

The Colleges also aim to provide clear, fair, speedy, and supportive processes for dealing with any complaints about unfair treatment.

Unlawful discrimination

Unlawful discrimination is:

- treating someone less favourably than someone else in the same circumstances, based on a particular attribute protected under Equal Opportunity legislation such as their age, sex, sexual orientation, disability or impairment, physical features, race, political or religious belief or activity, pregnancy, marital, carer or parental status, gender identity, lawful sexual activity, breastfeeding, or personal association with a person identified with any of these attributes.

Unlawful discrimination can be direct or indirect - sometimes treating people the same way can be discriminatory.

Indirect discrimination is the imposition of a requirement on everybody, which appears fair, but which has a disproportionately negative impact on people with a particular attribute eg. a height requirement for a particular job.

In determining whether a person discriminates it is irrelevant whether or not that person is aware of the discrimination, or whether or not it is intentional.


What constitutes discriminatory harassment?

Discriminatory harassment means any conduct of a person towards another person based on an attribute of that other person, that is reasonably likely, in all circumstances, to humiliate, offend, intimidate, or distress the other person. Discriminatory harassment is unlawful only in relation to the attributes of sex and disability.

Harassment does not have to be intentional. What may be seen as a joke by one person can be offensive to another. Individual incidents may seem too trivial to warrant attention, or the person subjected to the harassment may seem unaffected, but the cumulative effect can be very upsetting. Silence does not mean
the treatment is experienced as welcome. It can take only one incident to make life in College difficult or unbearable for a student or employee.

The test is:
Would a reasonable person regard this behaviour as unfair, offensive or threatening after considering all the circumstances?

Examples of harassment
Harassment can include physical, visual, verbal, and non-verbal behaviour.
Examples of harassment include behaviour such as:

- Making derogatory comments or taunts about a person's religion
- Continually asking a person about their sexual orientation
- Emailing insulting jokes to someone about a particular racial group to which that person belongs
- Making offensive non-verbal gestures referring to a person's race.

It also includes harassing a person because they are an associate of someone with an attribute. For example, it is discriminatory harassment to tease someone because a family member of that person has a disability.

What is sexual harassment?
Sexual harassment is a particular form of harassment. It is defined as:

"Unwelcome conduct of a sexual nature which a reasonable person, considering all the circumstances, would have foreseen would have offended, humiliated or intimidated a person".

It covers a range of unwelcome, unsolicited, and non-reciprocated behaviour that constitutes deliberate or unintentional verbal or physical contact of a sexual nature and includes such unwelcome actions as:

- Displaying pornographic or sexually explicit material (posters, screen savers etc)
- Unwelcome physical contact, gestures, or other non-verbal communication
- Intrusive questions or insinuations about a person’s private life
- Comments, jokes, or insinuations of a sexual nature
- Sex-based insults or taunts
- Persistent unwanted invitations of a personal nature
- Implicit or explicit demands for sexual activities
- Making promises or threats in return for sexual favours
- Offensive communication of a sexual nature by means of a note, letter, telephone, computer, electronic-mail, sms text message, or via College Intranet, Facebook or other social networking site, or any other means
- Indecent assault, rape, or stalking (which are also criminal offences).

What is meant by ‘unwelcome behaviour’?
Unwelcome behaviour is behaviour that is uninvited and unwanted by the recipient/s of the behaviour. The fact that not everybody would be offended by the behaviour is not relevant, even if that sort of behaviour had previously been accepted within a particular work or learning environment.

Tradition or drunkenness are not legitimate excuses for offensive, humiliating, or threatening behaviour.
Sexual harassment law recognizes that people are different and will experience things differently to each other depending on their background and the circumstances under which the behaviour occurs. Behaviour that might be acceptable in one context may not be acceptable in another.

Mutual flirtation or sexual contact that is desired and freely consented to is NOT sexual harassment. However, behavior that is not freely consented to because of fear, intimidation or coercion constitutes sexual harassment because it is unwelcome.

It is important to understand that at law:

- Sexual harassment can occur unintentionally: whether the alleged harasser intended to intimidate or harass the person is irrelevant
- A single incident or comment might constitute sexual harassment – the behaviour does not have to be repeated
- Sexual harassment may be perpetrated or experienced by persons of either gender or any background. If someone sexually harasses another person of the same sex that is also unlawful.

**What is bullying?**

Under Occupational Health and Safety legislation, employers and employees have a legal responsibility to comply with any measures that promote health and safety in the workplace including eliminating or reducing any risks to employees’ health and safety caused by bullying.

Bullying is repeated, unreasonable behaviour directed toward a student or staff member, or a group of students or staff by student/s or staff member/s, which creates a risk to health and safety, and includes risks to the psychological or physical health of the student or staff member.

Behaviour is considered ‘repeated’ if an established pattern can be identified. The requirement for the behaviour to be ‘repeated’ refers to the persistent nature of the behaviour and may involve a series of diverse incidents.

Unreasonable behaviour means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine, threaten, or intimidate another person.

Bullying can include actions of individuals or a group, and may involve using a system of work or assessment as a means of victimising, humiliating, undermining or threatening an individual or group.

Bullying can occur unintentionally. A person’s intention or motive is not relevant when determining whether the alleged behaviour constitutes bullying.

**Bullying is not:**

Reasonable comment, advice, or administrative action (including negative feedback) from an academic or administrative staff member on work, academic performance or behaviour.

**What are the College’s legal obligations?**

A College must take all reasonable practicable steps to prevent unlawful discrimination, discriminatory harassment, sexual harassment and bullying from occurring.

**Reasonable steps** include:

- seeking to provide an environment where everyone takes responsibility for ensuring that unlawful discrimination, sexual harassment, and bullying do not occur
- preventing incidents of such behaviour by means of ongoing education and awareness raising
- providing appropriate procedures and remedies if such behaviour occurs, including advice and conciliation
Students, staff, contractors, volunteers, and official College visitors have the right to a discrimination and harassment-free study, work and living environment, and the responsibility to:

- ensure he/she does not discriminate against or harass other College members or visitors
- care for their own and others' safety in College
- stop all behaviour that another person finds offensive, even though they do not
- report harassment to a senior member of staff.

**What are the Colleges’ Discrimination, Harassment and Bullying Procedures?**

A person who has a concern relating to discrimination, discriminatory harassment, sexual harassment, bullying or victimisation, should contact an IH Fair Treatment Advisor or the Deputy Head. (University of Melbourne students may also seek the support also have the availability of the University of Melbourne Fair Treatment support.)

The primary aim of the complaints procedure is to ensure:

- Persons with concerns are supported
- All parties are dealt with appropriately, having regard to procedural fairness, timeliness, privacy and individuals' safety and well-being
- No victimization of any party or anyone associated with a party occurs
- Confidentiality is maintained by parties as far as possible.

**Within IH there are three stages to the complaints procedure:**

**Stage 1 (Advice and Informal Resolution)**

The aim of this stage is to clarify the problem, advise the person of the options available to them (including informal resolution or directing them to an external agency), and ensure that the person is provided with support and advice to decide how they want to proceed.

**Stage 2 (Conciliation)**

This stage will only proceed if the person is willing to be identified to the other party and to detail their complaint/concern in writing. If so, the Respondent must be provided with the written complaint and the complaints procedures, and given an opportunity to respond in writing. Resolution may be achieved after meetings with parties individually or together. It too is an informal and confidential process.

**Stage 3 (Investigation and Determination)**

If the complaint is not satisfactorily resolved after Stage 1 or 2, the complaint will be referred to the University of Melbourne. However, where there are serious allegations with implications for the health and safety of individuals in the College community the University may initiate an investigation even when the complainant does not wish it.

The stages will generally, although not always, be undertaken in progression.
How does a person raise an issue about discrimination, harassment, etc?

For a person with a concern, the first step in the process is to talk to a College Fair Treatment Adviser or the Deputy Head. If it is a matter about which the person would rather talk to someone outside the College, the University of Melbourne Fair Treatment advisers may be contacted.

The relevant policy and contact procedure can be found at http://policy.unimelb.edu.au/MPF1230

Also, specifically, information about help for sexual assault issues can be found at http://safercommunity.unimelb.edu.au/help-for-sexual-assault-issues
APPENDIX IX
UNIVERSITY OF MELBOURNE CULTURAL DIVERSITY POLICY

THE CONTEXT

The University of Melbourne is committed to excellence in research, teaching and learning. Its motto, Postera Crescam Laude (I grow in the esteem of future generations) acknowledges each generation’s responsibility to build on past achievements with an appreciation of changing circumstances.

The cultural diversity of the University and the Australian people is a strength and an asset. The University values diversity of opinions, perspectives, and interests. Diversity is an essential characteristic of vigorous and adaptive ecological, social, and intellectual systems. It is from such diversity that creative and effective responses to new challenges can emerge.

The University makes explicit in the 1997-2001 Strategic Plan, Earning Esteem, its responsibility to "provide students with world-class academic support services and infrastructure designed to meet the needs of a culturally diverse learning community". The Guiding Values of the Strategic Plan include "creating a diverse, harmonious scholarly community committed to equity and merit as the fundamental principles through which staff and students are encouraged and assisted to reach their full potential". The synergy between cultural diversity and internationalisation is acknowledged in the Strategic Plan, which commits the University to "internationalising the campus community by promoting international student mobility, improving student services, and facilitating cultural diversity".

Australian society is in the midst of a re-examination of its national identity and its place in the world. How these issues are resolved will determine the kind of country Australia will be in the new millennium. This policy, and the University commitment to cultural diversity, will contribute to that process.

A culture is made up of language, ideas, rules, meanings, and institutions. Culture is dynamic and constantly changing, while preserving elements considered to be of importance and value. A culture is not synonymous with ethnicity, nor is it an isolated and impermeable entity. The meanings, values, traditions, and practices that constitute different cultures also arise from, and express, a range of social relations, including those based on gender, class, region of origin and religion.

It follows that cultural diversity should be distinguished from both cultural absolutism and cultural relativism. Not all cultural values are benign, and those that refuse to recognise the existence of others, the corresponding need for mutual acceptance and an institutional commitment to the values of cultural diversity, are an impediment to the purposes of the University. Equally, cultures are something more than a matter of individual preference: they arise from deeply rooted historical processes that constitute us as social beings with mutual responsibilities.

The University of Melbourne is the product of cultural influences. It was founded by transplanted British settlers, who drew on English, Scottish and Irish models of higher education adapted to colonial needs. It came to serve the aspirations of a new Australian nation conceived in racially exclusive terms which nevertheless wished to maintain contact with the world of learning. It was shaped by the influx of post-Second World War migration, the Colombo Plan and Australia’s increasing engagement with the region. Both its recent history and its scholarly purpose attest to cultural diversity.

The circumstances of its creation by colonial settlers remind us of the special status of the indigenous people. The Aboriginal and Torres Strait Islander peoples were, and are, the original inhabitants of this country and they possess cultures of great richness and complexity. A Cultural Diversity Policy reflects the belated but growing appreciation of this culture.

A culturally diverse community is one characterised by a wide range of intellectual and other traditions, beliefs, values, and practices. Such a community expands the range of cultural possibilities for all members of the community. It relies, for the maintenance of harmony, on mutual respect for the cultural perspectives and allegiances of all individuals and groups constituting the community, and on ensuring that membership of any cultural or ethnic group is not associated with disadvantage or prejudice. In particular, it relies on refusing to impose, on all members of the community, the cultural norms, and values of any one section of the community.

Cultural diversity is not an option for the University of Melbourne, it is a current reality. The University community of students and staff is highly diverse and includes indigenous, international, and first-generation
migrant undergraduate and postgraduate students from 90 different countries. The University community holds a wide diversity of beliefs, values and practices based, for example, on religion, gender, socio-economic background. It will become even more diverse in the future.

There is, and will continue to be, a University culture which is the product of the history, traditions, and values of the University. This culture includes a fundamental commitment to intellectual integrity and freedom, and the highest ethical standards. The intent of this policy is that a commitment to cultural diversity should become a core value of the culture of the University.

Cultural diversity can be a source of tension, division, and conflict within the University, as well as a source of enrichment of all aspects of academic and social life. The former is likely to occur if difference from the dominant culture is associated with exclusion, disadvantage, or racism. The latter is more likely to occur if cultural diversity is valued based on mutual respect. This latter approach is the choice of the University of Melbourne.

The Cultural Diversity Policy complements and endorses current University policies on Access and Equity, Equal Opportunity and Koori Education and encourages the continued review and development of these and other related policies.

It is expected that the Cultural Diversity Policy will continue to develop through the work of the Academic Board and other University bodies.

**THE AIM**

a. Valuing Cultural Diversity

1. The University of Melbourne is a world-class university, attracting the best students and staff from Australia and other countries. It is characterised by:
   - a community of students and staff which is culturally diverse, culturally competent, and internationally mobile
   - its location in Australia - a country in which English is the principal language - and its situation within the Asia-Pacific region
   - the effects of Australia’s historical experience in moving from a racially exclusive to a nondiscriminatory immigration program, and the growing appreciation of cultural diversity as a national strength
   - research and teaching programs that are of the highest quality, vigorous, innovative, and global in perspective and relevance.

2. The diversity of the University student and staff population is a valuable asset in the maintenance of excellence in research, teaching, administration and in the enrichment of daily life.

3. A culturally diverse University is one where students and staff aim for culturally inclusive behaviour and activities, ensure cultural differences are heard and explored, and actively seek to learn from other cultures.

4. The University values cultural diversity among individuals and groups, and acknowledges that cultural diversity encompasses difference based on:
   - race
   - ethnicity
   - language
   - religion
   - value and belief systems
   - disability
   - class
   - sexuality
   - gender
   - age
   - educational background
5. The University does not tolerate discrimination based on such difference and is committed to providing an environment where people are treated with respect and are supported in realising their full potential.

6. The University is committed to social harmony and cohesion. It supports all students and staff as they achieve a deeper appreciation of their own cultures, as well as greater cross-cultural understanding.

b. Services

The University is committed to the provision of appropriate support services to realise the potential of staff and students.

The design and delivery of support services are to be informed by, and responsive to, the needs of a diverse University community.

c. Teaching and Learning

The University values and supports the enrichment of teaching and learning which flows from the culturally diverse community of students, post-graduate researchers and staff.

The University provides a teaching and learning environment that values cultural diversity, fosters mutual respect and is responsive to diverse needs.

The University acknowledges the diversity of educational experiences and expectations of students, and is committed to providing a teaching and learning environment that enables all students to reach their potential.

Within the teaching and learning process, academic integrity and freedom must be upheld while respecting cultural differences.

d. Research

The University values and supports the enrichment to research, teaching and learning which flows from the culturally diverse community of students, post-graduate researchers and staff.

The University affirms that the implementation of cultural diversity and building of international links can broaden the knowledge base and create fresh areas for research.

Within the research process, academic integrity and freedom must be upheld while respecting cultural differences.

The University recognises that research into the area of cultural diversity is of potential benefit to the wider community.

e. Internationalisation

The University seeks to create an intellectual environment and culture in which all its students may become global in outlook, values and understanding, and ready to embrace cultural diversity as positive, enriching and rewarding.

The University is committed to providing support services which are culturally appropriate and effectively meet the needs of international students and staff.

THE COMMITMENT

To realise these aims the University will:

- Provide effective institutional arrangements and processes for affirming and promoting the value of cultural diversity.
• Formulate an implementation plan consistent with the Cultural Diversity Policy and establish clear accountability for its implementation.

• Encourage and facilitate the attainment of cultural awareness by all University students and staff, whether through formal training or other effective means, to embrace values, attitudes, and practices.

• Embed the appreciation of cultural diversity in teaching, learning and research activities.

• Create significant opportunities for students and staff to study and work in a range of cultural settings.

• Promote an appreciation of the opportunities for cross-cultural exchange, networking and academic enrichment between all students and staff in the internationalisation of the University.

• Provide appropriate support structures for all students, including those required to meet international students’ particular learning and settlement needs.

• Develop and disseminate support service information in a format which is coherent, easily accessible, and appropriate to the needs of the whole University community.

• Inform the University community of the principles in the Cultural Diversity Policy.
APPENDIX X
DISCIPLINE ISSUES

The House endeavours to be a self-regulating community. It is preferable that the residents themselves undertake the necessary responsibility to curb any resident whose behaviour infringes the rights of others. Residents are encouraged to try to sort out problems between themselves, or if this fails, to seek the assistance of a conciliator in the Students' Clubs. Any member of the House should not hesitate to use his or her right to ask an offender who is behaving in an immature, offensive or unacceptable manner to curb such behaviour. The Students' Club executive has the authority to charge students for offensive behaviour.

The Head or Deputy Head of College reserves the right to interview residents whose behaviour has been unacceptable and to impose such measures or sanctions as deemed necessary. In some instances, the student may be required to seek appropriate professional help or seek counselling. As one of the most common causes of anti-social behaviour in college communities is drunkenness, offenders may be subject to an alcohol ban.

It should also be noted that all members of our community have access to the support of the External Harassment Advisors whose names and contact numbers are published annually.

The Rules and Regulations of International House are to be found in this handbook. Sanctions for some transgressions are unequivocally articulated. In particular, students should note the consequences for the possession of illicit drugs, repeated displays of offensive, drunken behaviour, and interfering with fire safety equipment. Furthermore, students' attention is drawn to the Student Agreement which they have signed that states: if the Head is dissatisfied with my diligence, progress or conduct, the Head may terminate my residency.
APPENDIX XI
ACADEMIC PROGRESS POLICY

International House has as one of its core values a commitment to assist and motivate students to reach their full intellectual potential through a supportive environment.

This policy aims to provide a means of identifying students at risk and to assist them to achieve success in their course of study. The policy recognises the potential pitfalls faced by students new to the university learning environment and acknowledges the difficulty in applying a 'one size fits all' approach.

The application of this policy is at the discretion of the Head of College.

PRINCIPLES

This policy is designed to ensure that International House students deemed to be at risk academically or whose progress is deemed unsatisfactory have access to a procedural framework which ensures:

- fair and unbiased treatment
- compassion
- support
- transparency
- confidentiality
- timeliness
- right of appeal.

POLICY

All undergraduate students at International House are required to enroll in full-time degrees, unless given exemption by the Head of College, and to maintain a minimum standard of academic progress.

Attendance at all relevant tutorials scheduled by International House is mandatory for first year students unless exception is granted by the Deputy Head of College. Students must apply for this exception to the Deputy Head in writing.

A minimum standard of academic progress is defined as a pass in 75% of the subjects in which the student is enrolled and for which he or she has been assessed.

It is a condition of the student contract that students attending institutions other than the University of Melbourne must provide International House with their results. A student who fails to do this will be cautioned, and subsequent refusal to provide results will result in the student not being readmitted to the House the following semester.

A student who does not maintain a minimum standard of academic progress will be offered conditional re-admission by International House subject to conditions determined by the House and communicated to the student in writing. An exception will only be made if there are credible mitigating circumstances.

A student who has been offered conditional readmission and who fails to achieve a minimum standard of academic progress in a subsequent semester may not be readmitted to the House.

Any decision by the Head of College to exclude a student from the House will be made in the best interests of both the student and the House, and will be consistent with the Principles articulated above and with the Principles of the Pastoral Care Policy of the House.

All discussions pertaining to a student’s academic progress and continued residence remain confidential to the Deputy Head and the Head of College. In the event of a student being excluded from the House, tutors will be promptly notified in writing of the decision.
PROCEDURES

A student who fails to pass all subjects in which he or she is enrolled in a semester is required to contact the Deputy Head of College and to explain the reasons for unsatisfactory performance.

A student who fails to maintain a minimum standard of academic progress will be offered conditional re-admission subject to conditions which normally include:

- an initial interview with the Deputy Head or Head of College. In that interview the student must be prepared to explain the reasons for unsatisfactory performance and what he or she is doing or has done to manage the situation (such as accessing support services like the Learning Skills Unit, counselling, reducing work and social commitments)
- progress interviews with the Deputy Head or a nominated tutor
- communication with the student's parents or guardian
- if a first year student, regular attendance at all relevant tutorials provided by the House
- participation in skills-based training programs provided by the House and / or the University
- an undertaking from the student to attend all university lectures and tutorials
- an understanding that a failure to achieve a minimum standard in a subsequent semester may result in the student's exclusion from the House. This understanding shall be articulated in a letter to the student from the Head of College.

A student who fails to maintain a minimum standard of academic progress over two semesters will be contacted by the Head or Deputy Head. The Head may deem that it is in the best interests of the student and / or the House that the student is excluded from the House.
APPENDIX XII

ASBESTOS

Asbestos is a term for a group of six naturally-occurring mineral fibres, many of which were used in the manufacture of an extensive range of building products widely used in Australia from the 1940s through to the 1980s.

These products are safe, unless disturbed, for example during demolition or renovations. When it is necessary to disturb material containing asbestos fibres, the law requires that the material is removed by specialists.

The University of Melbourne is currently undertaking an asbestos audit which involves a thorough inspection of all buildings on its various campuses.

Where the presence of a material containing asbestos fibres is identified, a sticker of the types illustrated below must be placed either on the material itself, or on a wall, ceiling, or door as close as possible to the material. Very often these materials are concealed, for example, in cavities, ducts or surrounding hot water pipes.

The stickers are there, sensibly, to alert tradespeople and maintenance workers to the presence of material containing asbestos fibres and the necessity to follow the correct processes if the material is to be disturbed.
APPENDIX XIII

EVACUATION PROCEDURES

All evacuation procedures, whether for a real life evacuation or for an evacuation drill are, of necessity, serious exercises. All residents are expected to participate. A map of the assembly areas can be found on the next page.

Your Floor Tutor will be the Floor Warden and will be assisted by a student acting as a Deputy Fire Warden. After knocking on a door, Wardens are required to use a master key to open it to ensure that the room has been evacuated.

You will be expected to leave your building by the exit closest to you. This includes the Emergency Fire Exit Doors in some buildings. YOU SHOULD MAKE A POINT OF FINDING THE EXIT CLOSEST TO YOUR ROOM AND NOTING THE PATH YOU SHOULD TAKE TO YOUR ASSEMBLY POINT.

During any evacuation, you should avoid going through buildings to reach your assembly point. A list of Floor Wardens and Deputies is placed on the notice board outside the Dining Hall.

You should observe the following instructions:

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<tr>
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<tr>
<td>WADHAM</td>
<td>Leave by the closest door and gather on the grassed area in front of the main entrance to the House. DO NOT GO THROUGH THE BUILDING DO NOT USE THE LIFT (If your closest exit is the main Wadham front stairs, only then should you go through the main foyer). ASSEMBLE ON ROYAL PARADE ON THE GRASS AREA OUTSIDE WADHAM</td>
</tr>
<tr>
<td>CLUNIES &amp; WEST WING</td>
<td>ASSEMBLE IN THE MILE LANE NATURE RESERVE</td>
</tr>
<tr>
<td>SCHEPS</td>
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</tr>
<tr>
<td>GEORGE HICKS</td>
<td>ASSEMBLE IN ROYAL PARADE ON THE GRASS AREA OUTSIDE SCHEPS</td>
</tr>
</tbody>
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When everyone has assembled, the Floor Warden/Deputy Floor Warden will take a roll call of residents and report to their Building Warden who will then report to the Deputy Head on the front lawn. Keep well clear of the buildings as that is where the fire may be.

See map on next page for assembly points.
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INTERNATIONAL HOUSE MAP AND ROOM LOCATIONS

INTERNATIONAL HOUSE is a smoke free environment. Smoking is only permitted in the designated smoking area next to the Founders Building.

CLUNIES-ROSS WING
- Ground Floor: Laundry, Staff offices
- 1st Floor: Rm I-13
- 2nd Floor: Rm I-26
- 3rd Floor: Rm I-29

WEST WING
- 1st Floor: Rm 40-45

WADHAM WING
- Basement: Gymnasium, Public areas and staff offices
- Ground: Rm 46-55
- 1st Floor: Rm 56-74
- 2nd Floor: Rm 75-93
- 4th Floor: Rm 94-118

GREYCOURT
- Ground: TV & Games Rooms, Laundry
- 1st Floor: Rm GC1-GC13, 16, 20

FOUNDERS BUILDING
- Ground: Computer Room, Angus Mitchell Library, Multipurpose Study Room
- 1st Floor: Rm N101 - N104
- 2nd Floor: Rm N201 - N204
- 3rd Floor: Rm N301 - N304
- 4th Floor: Rm N401 - N404

HILDA STEVENSON HOUSE
- Ground Floor: Rm 115-119, Tutorial Rooms
- 1st Floor: Rm 120-127, Tutorial Room

SCHEPS WING
- Basement: Music Rooms, Architecture Room
- Ground Floor: Rm 128-135
- 1st Floor: Rm 136-151
- 2nd Floor: Rm 152-165
- 3rd Floor: Rm 167-181
- 4th Floor: Rm 182-196
- 5th Floor: Rm 197-211

ROBERT M FELS APARTMENTS
- Ground Floor: AV1,2,3,10,11
- 1st Floor: AV 4,5,6,12,13
- 2nd Floor: AV 7,8,9,14,15

DIMMICK APARTMENTS
- 1st Floor: Rm 212a 212b
- 2nd Floor: Rm 214a 214b 214c

GEORGE HICKS BUILDING
- Ground Floor: Café (open periodically), Lecture theatre, Student lounge area, Laundry
- 1st Floor: Rm 5,21 - 539
- 2nd Floor: Rm 541 - 559
- 3rd Floor: Rm 561 - 579