



THE WOMEN'S COLLEGE



HANDBOOK 2024

# Handbook Quick Guide

## **MAKE SURE THESE NUMBERS ARE SAVED IN YOUR PHONE:**

SRA on Duty	0421 016 454
Women's Reception	12.00 pm – 1.30 pm
Campus Security	9351 3333
Emergency	000

**College is your home.**

**Please refrain from any behaviour that would be unacceptable at home.**

## **KEEP COLLEGE SAFE**

- Never give your keycard to anyone, and immediately tell Reception or the SRA on duty if you lose your keycard.
- Do not prop open any external doors, and do not admit anyone to College unless they are your guest. You are responsible for any guests you bring to College, or to any College event.
- Evacuate immediately if you hear the fire alarm.
- Do not smoke, vape, light candles, burn incense, cook or do anything that might set off the fire alarms. If you are found to have triggered a fire alarm, you will be charged the fire truck's call out fee.
- If your room or a common space needs any maintenance, please write it in the maintenance book or notify Reception/SRA on duty immediately if it is a potential hazard.

## **KEEP COLLEGE CLEAN AND HYGIENIC**

- If any part of College buildings or furnishings are damaged or stained, please notify Reception as soon as possible.
- Shoes must be worn in the Dining Hall.
- No food (with the exception of two pieces of fruit) is to be removed from the Dining Hall. You may bring a keep cup or mug to carry out a hot drink.
- If you are unwell, please isolate as far as possible and notify your RA or the SRA on duty.

## **KEEP YOURSELF ON TRACK**

- Students are expected to attend Formal Dinner on Monday evenings. Important information is announced [here](#), on Women's College Facebook pages and via email.
- If you have any concerns about your studies please contact your Academic Assistant or the Vice Principal as soon as possible.
- If you have any concerns about any other aspects of College life please contact your Resident Assistant, Reception, the Dean or any other member of staff.



**THE WOMEN'S COLLEGE IS A  
*centre OF female leadership* THAT DRIVES  
*positive* CHANGE IN SOCIETY.**

In 1881, some thirty years after its founding, the University of Sydney took the enlightened decision to admit women to degrees 'in complete equality with men'. A public meeting was held in 1887 proposing the establishment of a college for women within the University of Sydney that would give female students a safe, inclusive and secular place to live on the campus. Two years later, in 1889, The Women's College was established and endowed by an Act of the NSW Parliament, and fundraising by public subscription began.

In 1892 the College opened its doors in a temporary residence in Glebe with four residents and three non-residents (affiliates) and its first Principal, a classical scholar newly arrived from London, Miss Louisa Macdonald. Louisa and her students moved into the beautiful new Sulman and Power building, now affectionately known as 'Main', in 1894. Since that time more than seven thousand young women have entered the College to undertake their tertiary studies, and fourteen female Principals have lent their leadership in the promotion of women's education. In 2022 we celebrated the College's 130th anniversary.

The College prides itself on its traditions of scholarship, leadership and community service. The Women's College has played a significant part in the history of women's higher education in Australia. By joining the College, students become part of a proud heritage of female scholars whose impact on every aspect of life in Australia, and indeed across the world, is tangible and significant.

# Student Charter

The purpose of this Student Charter is twofold. Firstly, it identifies the range of expectations that students may anticipate during their residency at or affiliate membership of The Women's College. Secondly, this Charter outlines the responsibilities expected of residents and affiliate students of College.

## STUDENT RESIDENT EXPECTATIONS

### **Students at The Women's College may expect to:**

- Be selected to be a member of the College through a fair process which includes published application procedures
- Have ready access to College policies, procedures and contractual requirements
- Be able to access appropriate levels of academic support, pastoral care, safety and security
- Be able to contribute to a range of extra-curricular pursuits including sports, cultural and leadership activities
- Be a member of the College's Student Club
- Communicate freely within the College and to provide comment on College life and facilities through College committees and staff consultation
- Be treated with respect and courtesy in an environment free from harassment and discrimination
- Have access to procedures for addressing grievances.



## STUDENT RESIDENT RESPONSIBILITIES

### **Students at The Women's College are expected to:**

- Comply with College rules, policies, and procedures
- Achieve outcomes in their academic course/research work to the best of their abilities
- Contribute positively to the College community and to display a responsible attitude at all times
- Behave with respect and courtesy towards other College members, staff and visitors, including acknowledging the rights of others to privacy and for fellow students to pursue their studies and duties effectively
- Be mindful of their own safety and security, and that of others
- Conduct themselves in a professional manner when representing the College, including within the university and in mentoring, external or internship contexts, etc.
- Only use information technologies, facilities and equipment in a responsible manner for the purposes of approved College activities
- Never engage in illegal, discriminating or harassing behaviours
- Honour their financial commitments to the College
- Attend Formal Dinners on Monday evenings
- Ensure that the College is kept informed of all relevant personal information which may, for example, impact their academic program or residency/affiliate status.

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# Our Community

## COLLEGE STAFF

**Dr Tiffany Donnelly** BA (Hons) MA PhD\*  
Principal

**Ms Anne-Maree McCarthy** MMgt  
Registrar

**Dr Olivia Murphy** BA (Hons) MPhil DPhil\*  
Vice Principal

**Ms Mary McGuirk**  
Special Projects

**Ms Jocelyn Palmer** BA (SportAdmin) MA  
Business Manager

**Ms Trish Sharp**  
Reception Co-Ordinator

**Ms Marie-Laure Aymonier** BBus  
Assistant, Conferences & Events

**Ms Lorna Siah** DipHCA  
Executive Housekeeper

**Ms Melissa Capel** DipEd  
Admissions Assistant

**Mr Danny Wetherall**  
Facilities Manager

**Mr Geoffrey Clark**  
Maintenance Officer

\* in residence

**Mr Jason Cooke**  
Maintenance Officer

**Ms Romy Fung** BLibSt  
Executive Assistant  
and Secretary to Council

**Ms Meredith Garlick** BA (Hons) MFA\*  
Dean of Students

**Ms Gineke de Haan** BHM MArchSci  
Conference & Events Manager

**Ms Tina Leung** BA MComm  
Assistant Business Manager



## SIBYL FELLOWS

**Professor Jennifer Allison**  
**Clinical Professor Catherine Birman**  
**Dr Eleanor Cowan**  
**Dr Paul Donnelly**  
**Dr Edwina Dorney**  
**Professor Elizabeth Elliott AM**  
**Associate Professor Laura Ginters**  
**Emeritus Professor Anne Green**  
**Dr Rebecca Griffin**  
**Associate Professor Claire Hooker**  
**Associate Professor Delyse Leadbeatter**  
**Dr Emily Mathey**  
**Associate Professor Helen Mitchell**  
**Professor Mary Myerscough**  
**Dr Jessica Orchard**  
**Emeritus Professor Robyn Overall**  
**Associate Professor Tamson Pietsch**  
**Professor Kathryn Refshauge**  
**Associate Professor Fiona Robinson**  
**Dr Helen Rydge**

## SENIOR RESIDENT ASSISTANTS

**Prisca Akpabio** BPharmacy (Hons)  
*Master of Pharmacy*

**Monika Popovski** BEd Primary (Hons)  
*Doctor of Philosophy*

**Caroline Son** BSc  
*Doctor of Dental Medicine*

## RESIDENT ASSISTANTS

**Lucinda Begg**  
*Bachelor of Arts and Bachelor of Laws*

**Harriet Beveridge**  
*Bachelor of Applied Science  
(Occupational Therapy)*

**Julia Chen**  
*Bachelor of Commerce and  
Bachelor of Advanced Studies*

**Michelle Chen** BSci (Hons)/BAdv  
*Bachelor of Laws*

**Kabisha Emad**  
*Bachelor of Science and  
Doctor of Dental Medicine*

**Olivia Harlamb**  
*Bachelor of Arts and Bachelor of Laws*

**Ashleigh Lane**  
*Bachelor of Music (Performance)*

**Sophie Le**  
*Bachelor of Arts and  
Bachelor of Advanced Studies  
(Politics and International Relations)*

**Joely Scott**  
*Bachelor of Arts and  
Bachelor of Advanced Studies  
(Media and Communications)*

## RESIDENT ASSISTANTS CONT.

### **Kaitlyn Shi**

*Bachelor of Science and  
Bachelor of Advanced Studies  
(Taronga Wildlife Conservation)*

**Hareem Sohail B** Biomed Sci  
*Doctor of Medicine*

### **Lily Thomas-McKnight**

*Bachelor of Visual Arts and  
Bachelor of Advanced Studies*

### **Chelsea White**

*Bachelor of Property Economics*

### **Sally Williams**

*Bachelor of Arts and  
Bachelor of Advanced Studies  
(Media and Communications)*

## ACADEMIC ASSISTANTS

### **Jenna Boschen**

*Bachelor of Science*

### **Hannah Burton**

*Bachelor of Music (Performance)  
(Honours)*

### **Clementine Flanery**

*Bachelor of Arts and  
Bachelor of Business and Laws*

### **Sophie Fletcher**

*Bachelor of Science and  
Bachelor of Advanced Studies*

### **Lara Howe**

*Bachelor of Engineering Honours  
(Mechatronic Engineering)*

### **Raphaella Rotolo-Ross**

*Bachelor of Arts and Bachelor of Laws*

### **Tara Scholz**

*Bachelor of Economics and  
Bachelor of Laws*

### **Samara Talintyre**

*Bachelor of Business and Bachelor of Laws*

### **Morgan Watts**

*Bachelor of Medical Science and  
Doctor of Dental Medicine*

### **Annabel Whitehouse**

*Bachelor of Arts and Bachelor  
of Advanced Studies  
(Politics and International Relations)*

### **Jinglu Yang**

*Bachelor of Science and  
Bachelor of Advanced Studies  
(Medical Science)*

## HOUSE COMMITTEE

### STUDENTS' CLUB EXECUTIVE

#### Senior Student

##### **Ella Moore**

*Bachelor of Arts and  
Bachelor of Advanced Studies*

#### Secretary and Vice Senior Student

##### **Noura Tehfe**

*Bachelor of Applied Science  
(Occupational Therapy)*

#### Treasurer

##### **Georgina McCrossin**

*Bachelor of Commerce and  
Bachelor of Laws*

### STUDENTS' CLUB REPRESENTATIVES

#### Community Representative

##### **Lillian Neylon**

*Bachelor of Arts and  
Bachelor of Advanced Studies*

#### Cultural Representative

##### **Nicoline Elder**

*Bachelor of Science (Advanced)  
and Bachelor of Advanced Studies*

#### Sports Representative

##### **Rory Owen**

*Bachelor of Engineering (Honours)  
(Biomedical Engineering)*

#### University and Intercol Representative

##### **Sophie Nicholson**

*Bachelor of Business and Bachelor of Law*

#### Second Year Representative

##### **Mahidi Ranasinghe**

*Bachelor of Arts and Bachelor of Laws*

#### Third Year Representative

##### **Louise Stamell**

*Bachelor of Science*

# Our Facilities

## ROOMS

On arrival students will receive a keycard which opens their room and external doors. Please keep your keycard in the plastic case provided as this will prevent it from becoming scratched or de-activated. For security reasons, please do not leave your room door open when you are not in your room.

Each room contains a bed and mattress protector, pillow, desk, desk chair, desk lamp, bookcase, wardrobe, fan, heater, bedside table, garbage bin, and a box for recycling paper. College also supplies a blind for your window and picture hooks or fittings to hang pictures. Sheets are provided and laundered weekly by the College.

No other fittings are permitted. Furniture in your room is inventoried and you are responsible for it while checked into that room. Furniture and fittings, including mattresses **must not** be swapped, removed, changed, or placed on balconies without permission from the Principal. Changing the configuration of your room furniture can compromise safety if your door is obstructed, so please maintain your furniture the way you find it when you move in. If you bring additional furniture into your room you may be asked to remove it.

Painting your room or College furniture is **not** allowed. Students are **not** permitted to bring their own beds unless they have a medical condition requiring a special bed, in which case a written application together with a medical certificate must be submitted to the Principal.

**You will need to bring:** towels, pillow slips, underblanket/underlay (if desired), blankets and/or doona, and tea towels. To give your room your own special touch you may wish to also bring your own bedspread, decorations, glasses and mugs for use in your room. We suggest you also bring one set of cutlery and one bowl or plate for when you need to order a late meal. All items you bring to your room must be packed up during summer break, so do not bring too much.

College has extremely limited storage space. Students who reside in Sydney or within 500km of College are required to take all belongings home during the summer break. The maximum storage at College during summer break for international, interstate and rural students is two clearly labelled boxes per student to be stored in your nearest box room. Items of furniture cannot be stored. It is also expected that your room will be left clean and tidy over the mid-semester break, with all electrical equipment unplugged, power points switched off, all food removed and rubbish bins emptied.

**Do not bring:** Pets, large speakers, heaters, candles, incense burners, toasters and cooking equipment—these are not permitted in your room or public spaces/balconies under any circumstances.

## CLEANING YOUR ROOM

You are responsible for maintaining your room in good order. Please ensure that any potential stains are reported to Housekeeping immediately, and that any maintenance problems are logged in the maintenance book. See Reception for help with this if you need it. Inspections will occur each semester by the Residential Assistants and the Housekeeping Supervisor, in order to check for any maintenance concerns and ensure a reasonable level of cleanliness. Inspections will also occur in the mid-year break. You will be given advance warning when this is going to occur. Optional room cleaning will be undertaken on a fortnightly basis by our contract cleaners. The cleaning will include a floor vacuum (providing all personal items are cleared from the floor), removal of rubbish from the bin in the room and a light dusting.

### **Please note:**

- Vacuum cleaners are available on each floor. Please return them immediately after use.
- Rubbish should be placed in the appropriate bin of the three bins situated in each corridor for recycling or waste disposal.
- Paper recycling boxes should be emptied into the recycling bins at the end of your corridor.
- Please let Housekeeping know immediately if you spill something on your carpet so that they can assist you to clean it up, and to avoid costly professional shampooing for old stains.

## LINEN

Two sheets are supplied by the College and changed weekly. Please place one or both bed sheets in the corridor outside your room before 9.00am on the linen day in your wing: Thursday in Langley, and Tuesday in the rest of the College.

## REPAIRS AND MAINTENANCE

Report all maintenance issues in the Maintenance Book located in the Menzies Corridor. Our Facilities Manager and his staff will attend to the issue as soon as possible. Urgent maintenance, such as broken windows/doors, electricity shortages etc., must be reported directly to Reception or to the Senior Resident Assistant on duty on **0421 016 454** (after 5.00 pm on weekdays and during weekends). You are responsible for all breakages that occur due to your behaviour and/or that of your guests. All damage must be reported within 24 hours.

## LOCKOUTS

If you lock yourself out of your room, there is a charge to be let back in (\$5 if paid within three days, or \$10 if paid after three days). Funds raised from lockouts are annually given to the Students' Club Bursary Fund.

Here is what to do when you are locked out of your room:

- **7.30am to 3.00pm** call Housekeeping 9517 5599 or Reception 9517 5000
- **3.00pm to 5.00pm** call Reception 9517 5000
- **5.00pm to 7.30am** call RA phone 0421 016 454
- **10.00pm to 7.30am** borrow a pillow and bunk in with a friend.

The RA phone is for **emergencies only** after 10.00pm.

## INTERNET CONNECTION

You will be issued a College internet account and password during induction.

An IT internet connection guide showing you how to connect to the internet and printers will be provided during induction. A more detailed guide as well as free software and instructions for how to connect to the printers will be available on the College internal IT website.

The current internet provider has a helpdesk for connection problems and other faults. You can connect to the helpdesk by typing **womens.studentwifi.net** into your browser.

The College provides IT assistance where possible. For assistance please contact the Business Manager.

## WINGS

### NOISE

**A level of noise is part of living in a vibrant and dynamic community. It is important, however, that this remains at a reasonable level and that all residents and guests are respectful of their neighbours.** Noise should not interfere with residents' need to study or with their quiet enjoyment of their rooms. Noise is not tolerated in the College after 11.00pm in common areas, corridors and stairwells, on balconies, or outside in the College grounds. After 11.00pm, noise complaints can be made to the Senior RA on duty.

### BATHROOMS, COMMON ROOMS, KITCHENS AND LAUNDRIES

Please show courtesy to your fellow students by leaving the shared spaces clean and tidy. Footwear must be worn at all times in any of these common areas and hallways. Students are not permitted to drink alcohol in any of the common spaces of College (i.e. spaces which are accessible by all members of the College) unless it is for a pre-arranged, sanctioned event

(with approved notification or Student Event Request Form). Students who share ensembles and kitchenettes should discuss with each other the cleaning and use of these facilities by their guests. It may be preferable for guests to use the common bathrooms in the corridors.

## COMMON ROOMS

Each common room contains a TV and built-in DVD player, chairs and sofas.

## LAUNDRY

**Please bring your own washing powder and laundry basket.** A clothes rack is also a good option for drying clothes in your room (please bring your own). Coins for the machines are available from Reception, Monday-Friday.

Washing machines and dryers are located in::

- Ground floor Langley
- Ground floor Williams
- Both floors of Reid
- Outside Back Alley facing Williams.

## KITCHENS

The College provides tea/coffee making facilities, a fridge and microwave in the wing kitchens. Please keep these common areas clean and tidy, and ensure that no expired food is left in the fridges. Remember that you are not permitted to cook in your room and must not bring toasters, sandwich makers, air fryers or any other cooking devices to College. Please do not remove any milk bottles from the pantries, and take care not to burn anything in the microwaves, as this may set off the fire alarms (a call-out fee of \$1800 for the Fire Brigade will be payable).

## BALCONIES

Students are expected to keep their balconies tidy and to keep decorations in these spaces to a minimum. Noise from balconies carries and disturbs others so please be mindful of this when on balconies. Large speakers are not permitted on balconies (or anywhere else in the College without prior approval from staff). Parties on balconies are not permitted without a pre-approved student event request form (SERF).

# DINING HALL

The Dining Hall is open during semester for breakfast, lunch and dinner 7 days a week.

## Monday - Saturday

Breakfast	6.00 am – 9.30 am
Lunch	12.00 pm – 1.30 pm
Dinner	5.30 pm – 7.15 pm

## Sunday

Breakfast	6.00 am – 9.30 am
Brunch	11.00 am – 1.30 pm
Dinner	5.30 pm – 7.15 pm

Dining Hall times during the semester break are advertised separately.

## ALTERNATIVE MEAL ARRANGEMENTS

**Lunch:** You can prepare a packed lunch at breakfast time if you cannot make it back to College for lunch in the Dining Hall. The kitchen staff put out bread and rolls, cold meats and salads for you to make a sandwich.

Students who attend classes outside the Camperdown/Darlington campuses of the University of Sydney are able to pack their lunch each day in the lunch boxes supplied by Reception.

**Dinner:** If you have a late lecture or tutorial that prevents you from attending dinner, you may request a late dinner by completing a late meal request using the online form on Woogle. Late dinners are kept in the Menzies pantry fridge and are available after 7.30pm.

## SPECIAL DIETS

The Chef Manager endeavours to cater for special dietary requirements where possible. Daily menus are labelled with gluten free, dairy free, vegan options, and food containing nuts. If you are unsure of the ingredients, please go to the kitchen and ask the chef on duty. Some foods for special diets are kept in the kitchen. While every effort is made to cater to special diets, there may be occasions when certain foods are not available, and individual diets cannot be managed.

## DINING HALL EXPECTATIONS

- A few guidelines to ensure everyone enjoys a safe and pleasant Dining Hall experience:
- Footwear **must** be worn in the Dining Hall (Government Health Regulations).
- Male guests are not permitted at breakfast.
- You and your guests should be appropriately attired at all times in the Dining Hall.
- This includes no sleepwear at Sunday Brunch.
- Please follow all posted instructions in the Dining Hall. These are to ensure safe food handling and to prevent fires.
- For safety reasons, you must not enter the kitchen unless collecting your lunch, or special diet food.
- Clear your plate and glassware and any rubbish at the clearing points provided.  
**Please take care to divide food scraps from other waste, as all food scraps are processed into compost.**



- Alcohol is not to be consumed in the Dining Hall without prior permission from staff as this is a common area.
- You may take two pieces of fruit out of the Dining Hall only.

**Food (with the exception of two pieces of fruit), drinks, crockery, glasses and utensils must not be taken from the Dining Hall.** This is to ensure that food and dirty plates are not left lying around the College, attracting insects and vermin and adding to the workload of the cleaning staff, as well as causing shortages in the Dining Hall. Coffee and other drinks stain the carpets and are dangerous when spilled on the wooden floors. It is suggested that you bring your own cutlery, plate and cup, as College does not provide these in your room.

### GUESTS AT MEALS

Guests are welcome in the Dining Hall provided that you sign them in to be charged for the meal. When you bring guests into the Dining Hall, you must fill out and sign the Guest Meal Register which is located near the buffet. Your account will then be charged \$10 for a guest breakfast (NB male guests are not permitted at breakfast) or \$15 for a guest lunch, dinner or Sunday brunch. Students may request to bring a guest to Formal Dinner by emailing the Principal.

The Kitchen staff, Resident Assistants, Academic Assistants and House Committee routinely check that all guests have been properly registered. If your guest is not signed in, you will be approached to do so and you will then be charged a higher rate for the meal (\$15 for breakfast and \$25 for lunch or dinner). Please ensure that you accompany your guest at all times and that they are aware of the Dining Hall expectations.

## THE SIBYL CENTRE, LIBRARY AND OTHER FACILITIES

### THE SIBYL CENTRE

The Sibyl Centre is the newest building at the College, adjacent to the Langley wing. It contains a large lecture/performance space, mezzanine study lounge, music practice and tutorial rooms, in addition to a rooftop terrace and garden courtyard. Students are welcome to make use of the spaces until 11pm daily. Functions are not permitted in the Sibyl Centre (including rooftop terrace) without an approved Student Event Request Form (SERF), available on Woogoo. Food and drinks must not be consumed in the study lounge. Covered cups and water bottles are an exception to this rule. As with the rest of the College, guests to the Sibyl Centre must be accompanied at all times. Music students have priority for use of the music rooms. If you are using a music room to study or conduct a tutorial, please vacate it if a music student needs to practice. Students are encouraged to use the dedicated tutorial spaces for group study. At times, external events take place in Sibyl. Income from this subsidises your College fees.

## THE VERE HOLE RESOURCE CENTRE

The Vere Hole Resource Centre in the Reid wing houses the College Archives and Library, the Senior Common Room, the Courtyard Tutorial Rooms, a group study room, a study area and a computer room.

## SENIOR COMMON ROOM

The Senior Common Room (SCR) is located opposite the Courtyard Tutorial Rooms. It offers a flexible study space and comfortable seating, and can be used for quiet study, intellectual discussion and occasional social events. Use of the SCR is limited to members of the Sibyl Society, including students in fourth year and above, as well as postgraduate students, Academic Assistants, Resident Assistants, College Fellows and Staff.

## COLLEGE LIBRARY

The library contains over 15,000 volumes including reference books, a broad range of fiction, a variety of specialised academic books, a substantial collection of Feminist theory and women's fiction and an extensive collection of art books, as well as reference material.

Most of the library's holdings are located in the stack in a basement area directly beneath the main reading room. The library catalogue is available online at [library.thewomenscollege.com.au/](http://library.thewomenscollege.com.au/). The College's part-time librarians will advertise opening hours for borrowing and inquiries at the start of each semester,

## LIBRARY HOURS

The library and neighbouring tutorial rooms are accessible 24 hours a day.

## LIBRARY RULES

- Group work should be restricted to tutorial rooms. The library is reserved for quiet study.
- No food or drinks; covered cups and sealed water bottles are permitted.
- No noise.
- Places cannot be reserved by leaving a stack of books and/or papers.
- Any books or papers left on tables will be cleared if left unattended.
- Any unattended laptops will be removed and placed in the Dean of Students' office
- Students must take all rubbish items with them.

## IDA SAUNDERS COMPUTER ROOM

The Computer Room is next to the library reading room. It contains a number of PCs and printers, and may be used for group work or tutorials.

## COMPUTER ROOM RULES

- Study takes precedence over recreational use.
- Only current residents and affiliates of the College are permitted to use the computers, irrespective of demand.
- Group work is to involve only a few people around one terminal. One of the group must be a Women's College resident or affiliate.

- Paper must not be removed from the printers.
- No food or drinks; covered cups and sealed water bottles are permitted.
- No excessive noise.
- Computers may not be locked and left idle by students for any longer than 15 minutes at any one time.

## PRINTING

The cost of printing in the Computer Room is the responsibility of each student. Print credits can be purchased from Reception. The minimum print credit is \$5 payable by cash/credit card/EFTPOS. Instructions on printer use will be provided during Welcome Week and the first week of semester.

## MUSIC ROOMS

Students who wish to play musical instruments or to sing may do so in the Sibyl Centre practice rooms, or in the Menzies Common Room if it is not being used for other purposes. Each of these rooms contains a piano. Please restrict your use of these rooms to reasonable hours, and finish no later than 11.00 pm. Students who play a brass instrument are requested to use a mute after 8.00 pm. Music students may practise in the Main Common Room up to 9.00 pm if it is not in use. At certain times when Sibyl is being used for events, it is requested that students refrain from using the Sibyl music practice rooms. Please be mindful of relevant signage.

The grand piano in the Main Common Room is locked and reserved for special occasions, as well as for use by students enrolled in Music Performance at the University of Sydney Conservatorium. Please check with Reception.

## SNACK AND DRINK MACHINES

Snack and drink machines are in the Reid foyer. They are operated by EFTPOS/credit card or cash. Change is available from Reception.

## RECEPTION

Reception is the busy central hub of College and often the first point of contact for students. It is run by the Reception Co-ordinator, as well as a team of student duty receptionists. Reception opening hours are Monday to Friday 9.00 am – 5.00 pm.

### **Services at Reception include:**

- |                           |                      |
|---------------------------|----------------------|
| • fee payments            | • print credit       |
| • general enquiries       | • purchasing stamps  |
| • mail/parcel collection  | • envelopes          |
| • visitor parking permits | • and changing money |

Payments for the above items should be made by cash/cheque/credit card.

(NOTE: a processing payment fee charge of 1% is applied to all credit card payments.)

Charges to student accounts are only allowed after discussion with the Business Manager.

## MAIL

### Your address is:

The Women's College  
15 Carillon Ave  
Newtown NSW 2042

Reception will email you if you receive a letter, parcel or special delivery. These will be held in Reception for collection on weekdays.

When you leave College, you are required to provide a forwarding address using the **Departure Form** in the student portal. Make sure you advise your correspondents and friends of your new address. A mail forwarding service is provided by the College for one month after departure but only for Australian addresses.

## PARKING

Very limited parking is available within the College grounds. Student parking is not an entitlement, or part of the residency or affiliate contract. The College allocates parking permits on a needs and seniority basis. Once these priority places have been allocated, remaining places are awarded at the discretion of the Principal based on merit, e.g. commitment to College, attendance at Formal Dinners, and academic endeavours.

Applications for Annual Parking Permits are distributed online prior to the commencement of Semester. There is no parking for students in their first year of College, except in exceptional, pre-approved circumstances.

Any student who is allocated a parking space and acquires an Annual Vehicle Access Permit may park one car in College grounds. There is a \$300 vehicle access fee per semester. Permits and boom gate passes are issued at the beginning of the year and all items must be returned at the end of the year.

### On gaining a permit:

- You must park in your allocated carpark.
- You must not park in reserved or visitor spaces, on lawns and in driveways. Illegally parked cars will be booked and owners fined.
- You must not give your permit or boom gate pass to others or your parking permit will be revoked.
- Please inform Reception in writing if you change your car or your car is temporarily replaced while being serviced.
- Loss of a boom gate pass incurs a \$300 replacement fee.

Visitors' parking is available subject to certain conditions. The College Visitors' Parking Policy and application form is available at Reception. It requires approval by the Dean. Cars without permits or with expired permits may not park in the College grounds. They will be booked and owners fined by the NSW Infringement Processing Bureau (not the College).

## COMMUNICATIONS

College communicates with residents in various ways. It is vital that you keep your contact details up-to-date to avoid missing out on important information. Communications from staff to students are usually sent via email. Your university, lecturers and tutors will also email your university address, so it is essential to check your email on a regular basis. Your RA may organise a chat group for your wing. Many committees and clubs of the College communicate using Facebook.

To make an appointment with the Vice Principal or Principal please contact the Executive Assistant on [secretary@thewomenscollege.edu.au](mailto:secretary@thewomenscollege.edu.au).

## SOCIAL MEDIA



@TheWomensCollege

[www.thewomenscollege.com.au/](http://www.thewomenscollege.com.au/)

## WOOGLE

The online intranet for students is called **Woogle**. It can be accessed via the footer on the homepage of the Women's College website. Policies and procedure, SERF forms, merchandise, late dinner requests and the like can be found on Woogle. You will be given the Woogle log in details in Welcome Week.

## ANNOUNCEMENTS AND NOTICES

Announcements are commonly made at Formal Dinner and on pinboards located in central areas throughout College. Notices are regularly posted on pinboards from College's various committees and clubs. Please check the notices regularly so you know what's going on throughout College.

# Academic Program

The Women's College has a long history of exceptional scholarship and academic excellence. Students are expected to obtain results which reflect their academic capacity, and to be enrolled in full-time study at all times. To continue in residence or as an affiliate, a student must maintain good academic progress. Failure in one or more subjects within a semester will usually result in a student being placed on academic warning. Cumulative failures, or failures over multiple semesters, may result in the student not being offered a place beyond the contract period. Repeated late withdrawal from or discontinuation of subjects over more than one semester may entail the same outcome. Failure in one subject in conjunction with unsatisfactory behaviour may result in exclusion. Students should advise the Vice Principal as soon as possible regarding any periods of illness or difficulty which impacts their academic progress. She may be able to assist in seeking Special Consideration from your university, and to find you other useful support.

The Vice Principal coordinates the academic program at College. If you require academic advice about your course or you need assistance with tutorials, changing enrolments or special consideration please speak to the Vice Principal as soon as possible.

The College seeks to support the academic endeavours of all our students and we are concerned to ensure that the processes of transition into and out of College and university life are achieved as smoothly as possible. There are a number of components to our academic program, including:

## TUTORIALS

Early each semester, you will be asked to complete a survey informing the Vice Principal of your enrolment details, and to indicate the subjects for which you would like to have tutorials. While College cannot guarantee that we will provide tutorials in every subject requested, we work hard to find qualified tutors to satisfy student needs. Tutorial groups with three or more students typically meet weekly. Smaller groups may meet for fewer hours across a semester. Tutorial group size is capped so that every student receives the benefit of small class sizes.

Most tutorials are led by current or former Women's College students. Other suitable tutors are drawn from the wider university community. Tutorials are a forum in which to ask questions and discuss ideas and forthcoming assessments. For many College students, tutorials are key to their academic success. Tutorials commence in the third or fourth week of each semester and are usually conducted in person with the tutor. In exceptional circumstances tutorials may be held online. Students are asked to confirm a convenient, fixed time for their tutorial. Any changes to this time must be approved by the Vice Principal. As with your university tutorials, attendance at every scheduled meeting of your tutorial group is expected. You must notify your tutor in advance if – through unavoidable circumstances – you are unable to attend a session of your tutorial.

Members of the other University of Sydney colleges sometimes attend our tutorials, and Women's students are welcome to attend tutorials at other colleges. Please be courteous and punctual when attending tutorials managed by other colleges.

Your fees cover tutorials, so take advantage of them. If you feel, or if your university tutors suggest that you need additional academic support, please speak to your Academic Assistant or the Vice Principal for advice.

### ACADEMIC ASSISTANTS

Academic Assistants are assigned to each student in their first year of university study. They are senior students at College with excellent academic records. Each Academic Assistant provides support to a small group of first year students, helping them to make a smooth transition from school to university study. In first semester, AAs provide a brief series of seminars to help first year students navigate university life. They also contribute to tutorials in their areas of expertise. AAs assist with academic and vocational events at College, and they are available throughout the year to assist with organisational skills, advice regarding university requirements, and general tips on study skills and preparation for your career. The Vice Principal runs the Academic Assistant program.

### FIRST YEAR REPORT READING

Following the completion of a student's first semester at university, she will be invited to meet with the Principal and Vice Principal to discuss her results and assess her progress. This is intended to be a positive process which will enhance the College's provision of academic care for every student.

### SIBYL SOCIETY AND SENIOR COMMON ROOM

Students in their fourth or higher year of university study, postgraduate students, Academic Assistants and Resident Assistants, along with senior staff and fellows, are members of the College's Sibyl Society. The Sibyl Society offers senior networking, mentoring and academic support in addition to a program of social activities and access to the Senior Common Room (SCR), situated in the Vere Hole Resource Centre.

### SIBYL ACADEMIC JOURNAL

Each year students are invited to submit academic essays or reports which received a High Distinction result for consideration for publication in the College's academic journal, *Sibyl*.

### SPECIAL CONSIDERATION

Should you fall behind in your subject requirements you may be eligible to request Special Consideration from your university. This requires URGENT action and will not be considered unless university guidelines are adhered to. For details regarding special consideration consult your university's student services office. We also strongly recommend talking to your Academic Assistant and the Vice Principal for help with your application.

# Health and Wellbeing

## ASSISTANCE AT COLLEGE

### STAFF

In many cases, and in addition to the University's student services, the College can provide advice or assistance for students experiencing difficulties. It is advisable to let someone know if you are facing serious problems, be they academic, emotional, physical or financial. The Principal, Vice Principal, Business Manager, Dean of Students, Senior Resident Assistants, Resident Assistants and Academic Assistants are always willing to listen and, wherever possible, provide practical help. In general, the Dean of Students coordinates care for students' wellbeing and security issues, while the Vice Principal provides help and advice on academic matters. Students facing financial difficulties should talk to the Business Manager at the earliest opportunity. It is important that your contact details and student record is kept up to date, for use in emergencies and in order to provide you with support, so please make sure that you contact the Registrar if these details change.

You are welcome to contact staff via email or in person should you need assistance or if you would like to raise a concern. Please treat the College staff with courtesy and respect in all of your interactions with them.

### RESIDENT ASSISTANTS

The Resident Assistants (RAs) report to and work with the Dean of Students to offer wellbeing support to all students. Each residential wing has its own RA who helps students settle into College when they first arrive, promotes activities throughout the semester and is available for consultation on personal or university-related matters. Each affiliate is allocated an RA and wing as well. The RAs assist with security and foster communication between all groups in the College. They can help you if you are experiencing noisy neighbours, feeling stressed about an assignment, feeling ill or homesick, or just wanting to have a chat. They are here to help and will point you in the right direction, or towards someone who can assist.

The Senior RA is on call overnight and on weekends. After office hours you can contact the Senior RA on **0421 016 454**.

### SPORTS, GYM AND POOL

#### **Sydney Uni Sport and Fitness Gold Membership (SUSF) – All College students**

Women's students are eligible for Gold Membership of SUSF which enables students to use the Aquatic Centre or Arena Sports Centre. The Registrar will organise this. Students should bring their student card along to use the facilities.



## ASSISTANCE AT YOUR UNIVERSITY

Each of the universities is organised slightly differently, but most universities provide their students with help with enrolment, timetables, fees and HECS-HELP, getting a transcript, counselling, medical help, financial assistance, disability support, legal assistance and support with your learning. If there is anything you need try your university's student website, or ask a member of college staff, your AA or RA for help.

## EMERGENCIES AND ILLNESS

Always let Reception or your RA know if you or one of your friends is ill and needs medical help. If the emergency is of a serious nature, call an ambulance on 000. If you are unsure of what to do you should telephone Reception on 9517 5000 during business hours or the RA on call immediately on 0421 016 454. All RAs have completed first aid training. They will attend, assess the situation and contact the relevant people, ambulance, university security, etc.

There is a defibrillator located in the Menzies corridor for use in emergencies. Please call 000 for assistance.

### SPECIAL CONSIDERATION

Should you become ill or have a family bereavement, it may be possible to request special consideration from the University. This requires URGENT action and will not be considered unless University guidelines are adhered to. For details regarding special consideration consult your university's student services office. We also strongly recommend talking to your Academic Assistant and the Vice Principal for help with your application.

Daytime medical help is available nearby. It is important to find a doctor you trust and who listens to you. There are different kinds of doctors and billing systems in Australia. For example, some doctors 'bulk bill' students (sometimes all their patients) which means you don't have to pay for your consultation. Other doctors, however, require you to pay for services, and some of that upfront cost is rebated to you by Medicare. It is important to find out whether you will be bulk billed or not as it can be shocking to get a bill you weren't expecting.

At some medical centres, especially those that bulk bill all patients, sometimes you don't get a choice about what doctor you see.

Most doctors' offices now take online bookings.<sup>1</sup>

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<sup>1</sup> These services are provided as a guide only and are not endorsed by the Women's College.

# MEDICAL ASSISTANCE NEARBY

## DOCTORS

### University Health Service

Level 3, Wentworth Building  
9351 3484

### Broadway General Practice

Level 1, Broadway Shopping Centre Bay Street,  
Broadway  
8245 1500

### Glebe Family Medical Practice

114 Glebe Point Road, Glebe  
9660 8399

## PHARMACIES

### Chemist on King

205 King Street, Newtown  
9557 2646

### Union Pharmacy

Level 3, Wentworth Building  
9660 3338

### Carillon Compounding Pharmacy

100 Carillon Avenue, Newtown  
9519 4247

## HOSPITALS

### Royal Prince Alfred Hospital

Missenden Road, Camperdown  
9515 6111 / 9519 7656

## DENTISTS

### Wentworth Dental Surgery

Level 3, Wentworth Building  
9692 8900

### Dental on King

57 King Street, Newtown  
9557 9299

## UNIVERSITY

### COUNSELLING SERVICES

**University of Sydney:** [sydney.edu.au/current\\_students/counselling/](https://sydney.edu.au/current_students/counselling/)

**UNSW:** [student.unsw.edu.au/counselling](https://student.unsw.edu.au/counselling)

**UTS:** [uts.edu.au/current-students/support/health-and-wellbeing/counselling-service-and-self-help](https://uts.edu.au/current-students/support/health-and-wellbeing/counselling-service-and-self-help)

**UNDA:** [notredame.edu.au/current-students/health-and-wellbeing/counselling/counselling-sydney](https://notredame.edu.au/current-students/health-and-wellbeing/counselling/counselling-sydney)

If you are experiencing emotional or mental health problems that are preventing you from attending lectures or enjoying your normal quality of life, see your GP as soon as possible.

### COUNSELLING SERVICE

#### Headspace

[headspace.org.au](https://headspace.org.au)

Level 2, Building K (Brain and Mind Centre)  
97 Church Street, Camperdown  
9114 4100

#### Mental Health Service

Mental Health Information Service  
1300 794 991

#### Alcohol and Drug Info Service

[campaigns.health.gov.au/drughelp](https://campaigns.health.gov.au/drughelp)  
1800 250 015

#### University of Sydney Crisis Line

After hours support for emotional distress  
1300 474 065 or *text* 0488 884 429  
for SMS option

These services are provided as a guide only and are not endorsed by the Women's College.

# SEXUAL ASSAULT AND HARASSMENT

**At Women's College, every report of assault or harassment will be taken seriously.**

**We will respect your confidence and support your decisions.**

**We can help you make a formal complaint, or simply listen – it's up to you.**

**How to report:** Every member of the Leadership team (House Committee, RAs and AAs) has received training as first responders, as have senior members of staff including the Principal, Vice Principal and Dean of Students. Simply speak to someone with whom you feel comfortable and safe.

All members of College and senior staff are ready to be a first point of contact, or to help if you want to report an instance of assault or harassment, including if you are unsure about whether your experience constitutes assault or harassment. We will keep all matters confidential and only share information with your explicit permission.

If you prefer, you can contact the following services or your university directly. You are still welcome to talk to College staff and members of the leadership team at any point. We have collated these contact details for ease of reference. **If you would like our support with contacting any of these services please reach out.**

## COMMUNITY SUPPORT:

- RPA Hospital Sexual Assault Service (a 24 hour service): provides counselling as well as medical services and testing to people aged 14+ who have been sexually assaulted.
- 1800 Respect: **1800 737 732 / 1800RESPECT** is available for free, 24 hours a day, 7 days a week to support people impacted by domestic, family or sexual violence.
- NSW Rape Crisis Centre: **9819 6565**
- FullStop Australia: **1800 385 578**
- SARO: Sexual Assault Reporting Option, NSW Police. For online reporting email [SARO@police.nsw.edu.au](mailto:SARO@police.nsw.edu.au) or online: [portal.police.nsw.gov.au/adultsexualassault/s/sexualassaultreportingoption?language=en\\_US](https://portal.police.nsw.gov.au/adultsexualassault/s/sexualassaultreportingoption?language=en_US)

## UNIVERSITY OF SYDNEY STUDENT LIAISON OFFICERS

You can report sexual assault and harassment directly to the University of Sydney, over the phone or via an online reporting form.

- 1800 SYD HLP (1800 793 457)/ 8627 6808
- [sydney.edu.au/report-sexual-misconduct](https://sydney.edu.au/report-sexual-misconduct)
- [safer-communities.officer@sydney.edu.au](mailto:safer-communities.officer@sydney.edu.au)
- Jane Foss Russell Building G02

### **Other resources for help and psychological support at the University of Sydney:**

- CAPS (Counselling and Psychological Services): provides free one-on-one counselling if you have survived sexual assault and connects you with other support options.
  - Located: Level 5, Jane Foss Russell Building, City Road, University of Sydney
  - Operating hours: 9-5pm, Mon-Fri
  - Appointments: 8627 8433
- Student Liaison Officers: provide one-on-one support in the form of case management and advocacy for those who have experienced sexual assault/harassment, located in the Safer Communities Office, the same building as CAPS.

### **UNIVERSITY OF NEW SOUTH WALES**

You can report to the UNSW Student Integrity Unit, a complaint process guided by UNSW Student Complaint Procedure Student complaints | Planning & Assurance – UNSW Sydney.

- You can make an anonymous and informal OR formal report online:  
[edi.unsw.edu.au/sexual-misconduct/make-report](http://edi.unsw.edu.au/sexual-misconduct/make-report)

### **Other resources for help and psychological support at UNSW:**

- UNSW Psychology and Wellness: free and confidential service  
[student.unsw.edu.au/counselling](http://student.unsw.edu.au/counselling)
- UNSW Health Services: medical support – test and treat for any sexually transmitted infections and assist with any injuries – if an assault occurred recently and you wish to report the incident to police, they can carry out a forensic examination.
- Campus Security Safety Escorts: you can request a security escort from campus to parked cars, bus stops and taxi ranks and some other locations surrounding the campus – a free service available 24 hours a day. To request a safety escort, call 9385 6000.

### **UNIVERSITY OF TECHNOLOGY, SYDNEY**

A student or staff member can report an incident of sexual assault, indecent assault or sexual harassment at any time. Student Online Report to UTS (via the UTS counselling service) online: [forms.uts.edu.au/web/index.cfm](http://forms.uts.edu.au/web/index.cfm)

- UTS Sexual Assault Support Line: 1800 531 626 – trained professionals talk you through your online reporting submission.
- You can still access information and support without reporting an incident. However, if you do report an incident, in some cases UTS may be required to take action or report to NSW Police. The University treats all reports of sexual assault and harassment confidentially.
- You can also make a report through the on-campus University Health Services' doctors.

### **What to expect when you report:**

- UTS will check you are currently safe.
- Offer support to make a Police report.
- Discuss next steps.

## AUSTRALIAN CATHOLIC UNIVERSITY

All incidents of sexual misconduct can be reported whether you do so to seek support or you want the university to act.

- Options for making a disclosure or submitting a formal report to ACU include:
- In person to an ACU counsellor or trusted ACU staff member
- By calling the National Security Centre on 1300 729 452
- Online via a student portal login, which can be found on their Respect Now Always webpage on the university website.

Formal complaints: ACU's Student Complaint Management Policy aims to provide fair and equitable processes which enable student concerns to be addressed as quickly as possible.

- More information: ACU Respect Now Always website  
[acu.edu.au/emergency-and-safety/respect-now-always](http://acu.edu.au/emergency-and-safety/respect-now-always).

## UNIVERSITY OF NOTRE DAME

- For urgent assistance on campus, call Campus Security: 0406 318 213
- If you have experienced sexual harassment, assault or violence you can reach out and be given a Respect Officer to:
  - Work on your case.
  - Provide you with resources about how to seek help.
  - Provide information about the University's formal reporting mechanisms for sexual assault or sexual harassment, so that the incident can be formally investigated (if appropriate) in accordance with the University's misconduct and disciplinary processes.

**The contact details to get in touch with a Respect office are below:**

- (02) 8204 4687
- [sydney.respectofficer@nd.edu.au](mailto:sydney.respectofficer@nd.edu.au)

## MACQUARIE UNIVERSITY:

- For your immediate safety and medical concerns, contact on campus security: Macquarie Campus Security 9850 9999. After-hours support and assistance for students: 1800 CARE MQ (2273 67).
- Help for students overseas on exchange or placement, International SOS + 61 2 9372 2468
- If you, or someone you know at Macquarie, has experienced sexual assault or sexual harassment, you can talk to their staff or external services. To submit a report online: Macquarie Advocate System ([symplicity.com](http://symplicity.com))  
[mq-advocate.symplicity.com/titleix\\_report/index.php/pid492712?](http://mq-advocate.symplicity.com/titleix_report/index.php/pid492712?)
- Once you have made a report, Student Wellbeing staff will contact you to have a confidential discussion about the situation, and how the University and other supports can assist.

# College life

## FORMAL DINNERS

A continuing tradition from the early years of the College, Formal Dinner on Monday nights is an important event in the week. It is the only time in the week when the whole College community comes together and announcements are made. There is a guest speaker at each dinner.

Students are expected to attend and unexplained absences are noted. Please be aware that attendance at Formal Dinners can be a determining factor when staff choose students for leadership roles. If you cannot attend you **must have extenuating circumstances** and apologise formally by email to the Principal (email: [t.donnely@thewomenscollege.edu.au](mailto:t.donnely@thewomenscollege.edu.au)) by 12.00 noon on the day of the dinner. The College sits in a relaxed pattern with no seniority of places other than with the Principal, Vice Principal and guests at High Table and Little High Table. Dress is academic gown over smart casual (no jeans, shorts, sports shoes or thongs). Formal dining etiquette is expected, including standing for the entrance of guests and High and Little High tables, and not commencing your meal until everyone at the table is served. We strongly suggest leaving your mobile phone in your room. If you must bring yours with you, place it on silent and only use it in extenuating circumstances.

### REGULAR SCHEDULE FOR FORMAL DINNERS

- 6:00pm** Pre-dinner drinks in Main Common Room (for invited guests and Sibyl Society members)
- 6:10pm** Students seated in the Dining Hall for House Committee announcements
- 6:25pm** Formal Guests and Staff Tables enter; musical item
- 6:40pm** Main course served / cleared
- 7:15pm** Principal's announcements and guest speaker
- 7:35pm** Dessert served (attendance of students is taken by the RAs at this time)

## CO-CURRICULAR PROGRAM

The co-curricular program is overseen by the Dean of Students and other staff and run by the Students' Club convenors. It includes the charities, cultural, sporting, interest groups and volunteer programs at College.

## CULTURAL PROGRAM

Women's has a full cultural calendar during the academic year. Singing, debating, dance, drama and instrumental performance are all encouraged at our College, and there are multiple events throughout the year which enable students to display their talents. Active support of Women's participation in the cultural and sporting programs is a crucial part of College life.

### THE PALLADIAN CUP

This competition is held throughout the year and involves the six independent colleges on campus. The competition includes: vocal solo and ensemble, instrumental solo and ensemble, drama solo and group, debating, dance, art and oration. It is a very high standard of competition which attracts many committed supporters. Affiliate students are eligible to compete in the Palladian Cup and are encouraged to audition.

The Cultural Representative oversees the organisation of the Palladian Cup competition, arranging the auditions and rehearsals of the various performers.

## SPORTING PROGRAM

### THE ROSEBOWL

The Intercollegiate women's sporting competition is a fun and fiercely contested part of the calendar. Each year Women's competes in eight sports for the Macleay Archdale Cup, affectionately known as the Rosebowl. The swimming, hockey, netball and rowing competitions are in first semester, and basketball, soccer, athletics and tennis take place in second semester. Team members are chosen after trials, and there is an intensive training schedule leading up to the games. Rivalry between the colleges is intense so be prepared to turn out in your white and blue to cheer on our teams. At this time, affiliate students are not eligible to compete in the Rosebowl events, although they are encouraged to participate in other College sporting events throughout the year.

The Sports Representative oversees the organisation of the sporting program, and each Rosebowl sport has two student convenors who organise training, uniforms and general oversight of their respective sports.

### SOCIAL SPORT

The College will provide social sport opportunities through the University of Sydney Intramural and other social sporting competitions in 2024, as well as a range of smaller ad hoc events.

# PROFESSIONAL DEVELOPMENT

The College offers a large program of professional development as well as career opportunities, including College and external internships.

## LEADERSHIP PROGRAM

Each year the College runs Professional Leadership Programs for aspirational students. The Vice Principal and Dean of Students are responsible for the Professional Leadership Program.

## AMBASSADOR PROGRAM

A number of Student Ambassadors are trained each year to assist with promoting the College and the University to prospective students. Ambassadors are active throughout the year taking tours of College, visiting schools and tertiary expos, hosting school students at Formal Dinners and running our open days. The Registrar is responsible for the Ambassador Program, and is assisted by the Student Ambassador Convenors.

## MENTORING PROGRAM

Students in their third year of university and above are eligible to apply for a mentor in the profession in which they aspire to work. Our mentoring program is the benchmark in Australian colleges and is a unique opportunity to explore career options towards the conclusion of your degree. The Vice Principal is responsible for the Mentoring Program.

## PHILANTHROPIC PROGRAM

College's fundraising program includes a range of initiatives organised by the charity convenors. It is overseen by the student Community Representative. There is also an opportunity for volunteering, both within the College and as part of activities organised by the Students' Club to benefit the community.

The Women's College was founded through the generosity of donors who believed in its mission of encouraging young women to succeed at university. It receives no direct funding from government or any universities. In order to ensure the College remains a thriving community of female scholars well into the future, regular contributions from our community of Councillors, staff, current and past students—regardless of individual amounts—is vital. Students who receive a College scholarship may consider donating the value of their scholarship back to College once they are in the workforce and in a financial situation to do so. All donations to The Women's College are tax deductible.

## INTERNSHIP PROGRAM

The College is continually developing its internship program, offering a range of professional internships with partner organisations and businesses. In addition, the College employs interns from time to time to undertake project work. Internship opportunities will be advertised as they become available.



## EMPLOYMENT OPPORTUNITIES AT COLLEGE

From time to time the College advertises for casual positions to be filled from the student body, for example:

- Tutors
- Resident Assistants
- Academic Assistants
- Duty Receptionists and Conference Receptionists
- Events Assistant
- Bagdrag (weekend cleaning)
- Wait staff
- Administration Assistant
- Social Media Intern
- Tutorial Administration Assistant
- Graduate Librarian

**If you are applying for a job or a position external to the College and require a reference from a staff member, please give them plenty of notice and be prepared to provide them with the necessary information to write the reference for the position you are applying for. Staff will not write a generic reference for you.**

## STUDENT EVENTS

All student events must be discussed with the Dean of Students and approved by the Vice Principal on behalf of the Principal using the Student Event Request Form (SERF) or the Student Event Notification Form (SENF) available on Woople (see 'Important Forms').. These forms must be submitted **two weeks in advance of the event date** to the Events Approval Committee and, once approved, the Conference & Events Manager will be notified. These conditions apply to all events to be held within the College, regardless of the venue or number of guests. Unapproved gatherings in any College spaces will be closed down, and you and your guests will be asked to move elsewhere. Please do not bring guests back to Women's College after external events – College is not an 'after party' venue. Parties or celebrations are not permitted during Stuvac or the examination periods as many students have exams right to the end of the exam block and are still studying.

# Arrivals and departures

## ROOM ALLOCATIONS

The Vice Principal allocates postgraduate and first year students' rooms. Other undergraduate rooms are allocated by the Students' Club Executive through a room-allocation ballot system (Room Draw). Undergraduate room changes can only be made with the Vice Principal's permission in exceptional circumstances. The main room draw takes place at the close of the academic year and is managed by the House Committee Secretary.

## GUESTS

Your visitors to College are always welcome, and you are responsible for the behaviour of any visitors you bring to College. You are permitted to have guests at College (including occasional overnight visitors) provided you:

- Meet your guest at the main entrance of College
- Stay with your visitors at all times while they are in College. (Guests should never be alone in a communal area of the College, or sleep in any common room, corridor or other communal space.)
- Ensure that the guest behaves in the same manner expected of you; i.e. adheres to the College Code of Conduct.
- Retain possession of your door keycard. Giving your card to another person will incur a \$100 fine.
- Undertake responsibility and liability for any injury, loss or damage caused by your guest.
- Agree that unacceptable behaviour by the guest may be attributed to you and may lead to termination of your residency/affiliation agreement.

**Please be aware that many internal and external areas of the College have CCTV cameras fitted.**

**Occasional** overnight visitors are welcome provided they are **occasional**, i.e. do not stay for more than two nights and are few in number. Please do not abuse this privilege or your guest will be asked to leave. This can be very embarrassing for all involved.

A folding foam mattress, which can be borrowed for guests, is kept on each floor of College. See your RA for mattress arrangements. You can hire sheets for use for \$2.00 per sheet from Reception and these sheets must be returned to Housekeeping.

It is most important for you to remember that many people have chosen to live at Women's College because it is for women only. Male guests are **not** to attend breakfast under any circumstances. Male guests must use the male bathrooms, which are located in Menzies corridor, in the Library, on the spiral staircase between floors in Main Wing and on the ground floor of Langley and the Sibyl Centre.

## VACATION PERIODS

During the July break between the university semesters you are not required to pack up your room. If you have a fridge in your room and you are not in residence for any length of time, your fridge must be left clean, defrosted and turned off, with the door open over the mid-year break if you are not in residence. It is also expected that your room will be left clean and tidy over the mid-year break, with all electrical equipment unplugged and power points switched off if you are not in-house. Housekeeping will conduct room inspections over this period, and undertake any necessary carpet cleaning.

During summer vacation the College has another life as a conference centre (public health orders permitting). If students require accommodation at College during this vacation period, they must inform Reception and the Vice Principal by the advertised notification date. There is no guarantee accommodation will be available over this time and is allocated, according to availability, at the Principal's discretion. Students who have late examinations on the final Saturday of the Residency Agreement, and who wish to extend their stay in College for the additional night, will be liable for an extra room charge at the daily casual rate. Check out times of 10.00am will apply. Students who reside in or near Sydney are required to take all belongings home during the summer break. Returning students who live more than 500km from College will be required to pack all their belongings and transfer them to the designated box room, with a maximum of two clearly labelled boxes per person to be stored. Students who are permitted to remain in residence for this period will incur the normal weekly accommodation fee, payable in advance.

## LEAVING COLLEGE OVER SUMMER

- Remove all blu-tack, pictures and posters from walls and pinboards and all of your boxes, cases etc. Once empty, dust and vacuum your room thoroughly. If your room is left in a mess, a fine will be incurred based on the extra time required to clean the room (\$100 minimum charge). All rubbish must be deposited in the special skip bins provided.
- An RA or staff member will check your room, complete a room checkout form and check you out of College. Be sure to hand your keycard in at Reception or to the RA. In case of a lost card, a \$100 charge will apply.
- Students who store items in box rooms over summer and do not return to College the following semester will be asked to collect their items or have them sent to a designated address at the student's cost. A storage fee may be charged. Students are advised to refer to the abandoned property clause in their Residency Agreement.
- Any outstanding charges on your student account must be settled prior to departure.

### For students returning in the following year, box rooms are allocated as follows:

<b>Maples</b>	Box room in Maples
<b>Back Alley</b>	Box room in back of house (in corridor near Housekeeper's office)
<b>Main 200</b>	Box room in back of house (in corridor near Housekeeper's office)
<b>Main 300</b>	Box room in Main 300
<b>Reid</b>	Langley basement box room
<b>Langley</b>	Langley basement box room
<b>Williams</b>	Williams box room on your floor

## BECOMING AN ALUMNA

Students who leave the College permanently at the end of each semester are considered 'valedicts', regardless of the duration of their College membership, and become members of The Women's College Alumnae. These students are farewelled at the final Formal Dinner of the semester. The official Valedictory Dinner is held at the conclusion of Semester 2 annually. Be sure to join the College LinkedIn Alumnae group, 'like' the Women's College on Facebook and Instagram and keep your contact details up to date with College to ensure you are invited to future events and receive The Women's College magazine.

In Semester 2, College requires you to indicate in writing whether or not you intend to seek continuation of your residency/affiliation agreement the following year. Failure to advise the Registrar by the designated date will forfeit your automatic inclusion on the returners' list and your place will not be guaranteed for the next year. If you are leaving permanently you will be required to provide a forwarding address using the **Departure Form** in Woogle. Security deposits will only be refunded subject to completion of this form, and compliance with all terms and conditions of the Agreement. Deposits may be retained by the College if not claimed within the designated time from the student's departure.

## GOING ON EXCHANGE

Every year a number of students participate in an exchange program as part of their university studies. If you intend to do this, please notify the Principal and the Registrar in writing as soon as possible. For the following year, this notification should be made by Week 10 of each semester. It is essential that any contact details are kept up to date while you are away from College.

## AFFILIATE STUDENTS

Since the College's foundation, a number of affiliate (non-resident) students have been an important part of our community. Today, affiliate students include:

- students who live locally and do not need accommodation but would enjoy and benefit from taking part in College life; or
- students seeking a residential place at College who may have priority should such position become available, subject to academic progress, College involvement and at the discretion of the Principal; or
- current residents who may wish to move out at the end of their contract and return as an affiliate.

Affiliate students are able to take part in College life by accessing tutorials, meals, Formal Dinners, the Palladian Cup competition, Mentoring and Leadership programs, and by attending sporting, cultural and social events and College functions. They are also issued with a keycard to access the College, which includes the library and Sibyl Centre, and with a locker to keep personal belongings on site. Affiliate students will be eligible to receive a University of Sydney Union (USU) Access card and membership of Sydney University Sport and Fitness (SUSF).

# Policies

The Women's College is a supportive and inclusive community and all students live and study together in a spirit of courtesy and respect. Your continued residence/affiliation at the College is at the discretion of the Principal. Students renewing their Residency Agreement each year agree to comply with the College's policies and procedures. New students will be provided with a copy of the College Handbook and access to the College's policies and procedures and will agree, as a condition of the Residency/Affiliate Agreement, to comply with the requirements set out in the College's Handbook and to abide by the College's Student Code of Conduct, policies, procedures, rules, conditions and guidelines. In addition, students will be introduced to the College's policies and procedures at induction. All students have access to the policies via Woogie.

## **These policies include, but are not limited to:**

- Student Code of Conduct
- Alcohol Policy and Procedures
- Bullying, Harassment and Discrimination Policy, Guidelines and Procedures
- Student Grievance Management Policy, Guidelines and Procedures
- IT/Social Media Policies
- Parking Policy
- Intercollegiate Code of Conduct
- Privacy Policy (also available on the College website)
- Sexual Misconduct Policy
- Stakeholder Policy

## **SMOKE-FREE ENVIRONMENT**

In line with the University of Sydney's Smoke-free Environment Policy, smoking is prohibited on the campus, including the grounds of The Women's College. Smoking on College grounds will incur a fine.

For safety reasons this extends to the use of vapes (e-cigarettes), candles and incense, which are not to be used in any room of the College, and if found will be confiscated by Housekeeping. Please note that in the case of a fire alarm being triggered by the smoke detectors due to a student's negligence or failure to abide by the College policies, they may be liable for the Fire Brigade call out fee of \$1800.

## **DISCIPLINE**

The Resident Assistants manage minor issues which may arise on their wing. The Senior RAs, Senior Student, Vice Senior Student/Secretary or Treasurer of the House Committee may manage minor problems or incidents of a more general nature within the student body. More serious incidents or repeated incidents will be dealt with in the first instance by a College staff member. If the matter escalates, it will be managed as per the Grievance Management Policy. The Principal has overarching responsibility for managing disciplinary issues in College.

# Safety and security

The safety and security of the College community is the responsibility of every member of the College. Please ensure that your room door is closed at all times when you are not in your room, and keep your keycard with you. Only admit people into the College who are your guests and for whom you will be responsible at all times. Do not write your room number on your keycard. The College employs an external security officer each Wednesday evening and during special College functions.

## UNIVERSITY SECURITY SERVICE

If you need to cross the university campus at night to go to the library, classes or lectures and are concerned about your safety, call University Security on 9351 3487 and arrange for an escort.

If you see or hear an intruder in or near the College, you should phone the University Security Service: 1800-063487 (FREECALL) or 9351-3333 (emergency after hours). Also alert the RA on call on **0421 016 454**.

## CARS

If you park your car at College, do not leave any belongings visible on the seats, etc. as this encourages thieves. If your car is damaged or broken into on College grounds, the College assumes no responsibility.

## INSURANCE

The Women's College is not responsible for any loss or damage to any laptops, mobiles, baggage, clothing, valuables or other property belonging to students. All students should insure their own contents either through a family policy or a policy in their own name. The College does have a contact through its own insurer who can provide a quotation. Please contact the Business Manager for assistance.

# FIRE

When the alarm sounds be aware that there is a potential emergency in the building.

When you hear the **alarm**—an extended BEEP BEEP BEEP:

- Prepare to evacuate
- Switch off appliances
- Collect room keycard
- Shut windows and internal doors

When you hear the **evacuation alarm**:

WHOOOP WHOOOP WHOOOP; "Emergency – evacuate now"

1. Exit the building quickly, but safely, via the nearest exit, following the details on the back of your room door and illuminated evacuation signs.
1. Make your way outside the buildings to the grass at the front of the Main building.
1. Report to the Fire Warden and have your name marked off the roll (Fire Wardens will be wearing high-vis vests).
1. Do not re-enter the building until the 'all clear' is given. You will hear an air horn.

## WHO RESPONDS TO FIRE ALARMS?

During office hours, the staff in Reception will investigate fire alarms. After hours, the Resident Assistants manage fire alarms. Regular fire drills are held each semester.

Please note that in the case of a false alarm, if a student's negligence has triggered an evacuation, they may be liable for the Fire Brigade call out fee of \$1800.



# LOCKDOWN

On hearing the **lockdown alert** tone—a rapid BEEP, BEEP, BEEP, BEEP, BEEP and warning message—be aware that there is an emergency situation within the College that requires students to seek a safe, and preferably secured, refuge and **not** evacuate the building.

If there is a threat identified by a student, and no alarm has been raised, call Reception 9517 5000 during office hours, or the RA on duty 9517 5577 (or mobile **0421 016 454** after hours) to notify them of the emergency. They will start the lockdown alert tone and call the emergency services.

Please note the instructions on the back of each room door and do not leave your area until the 'all clear' message is given via the PA system and SMS message.

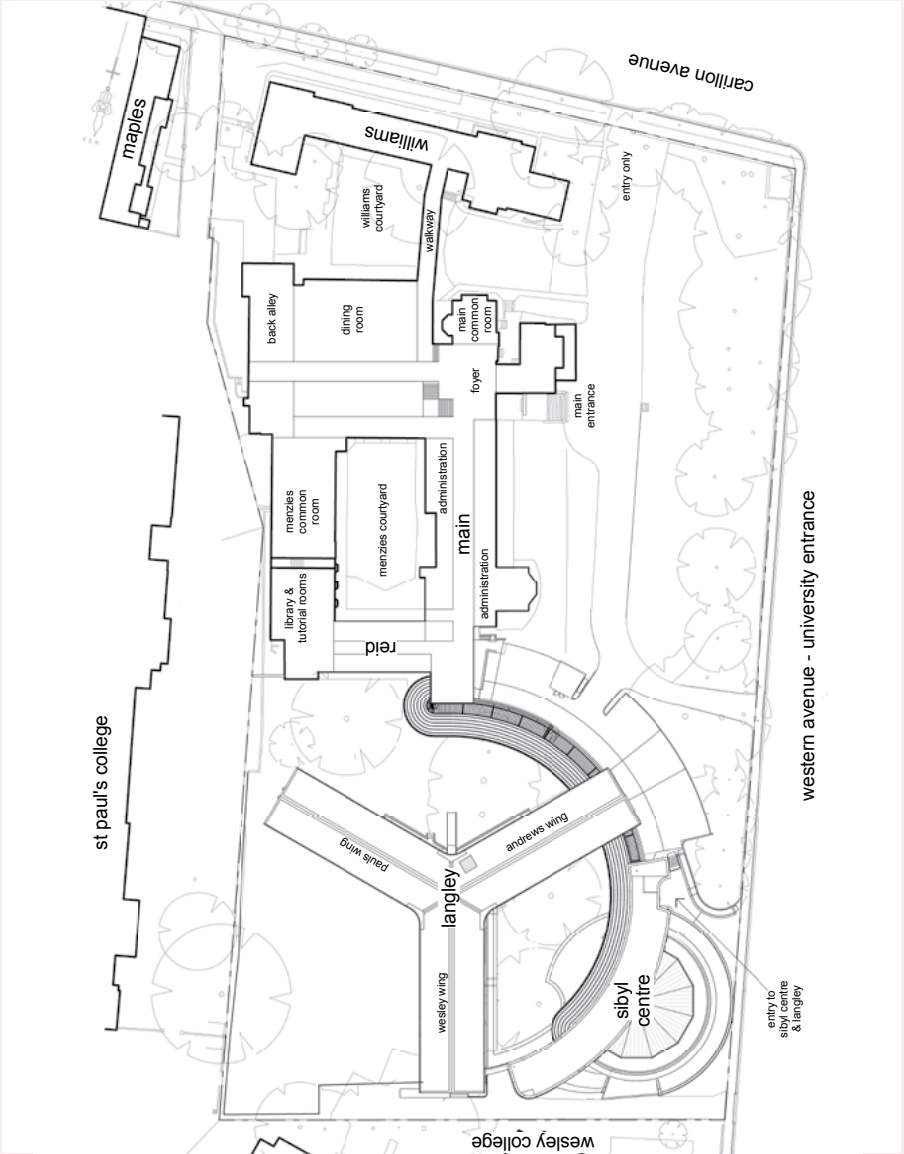
When the College is in lockdown:

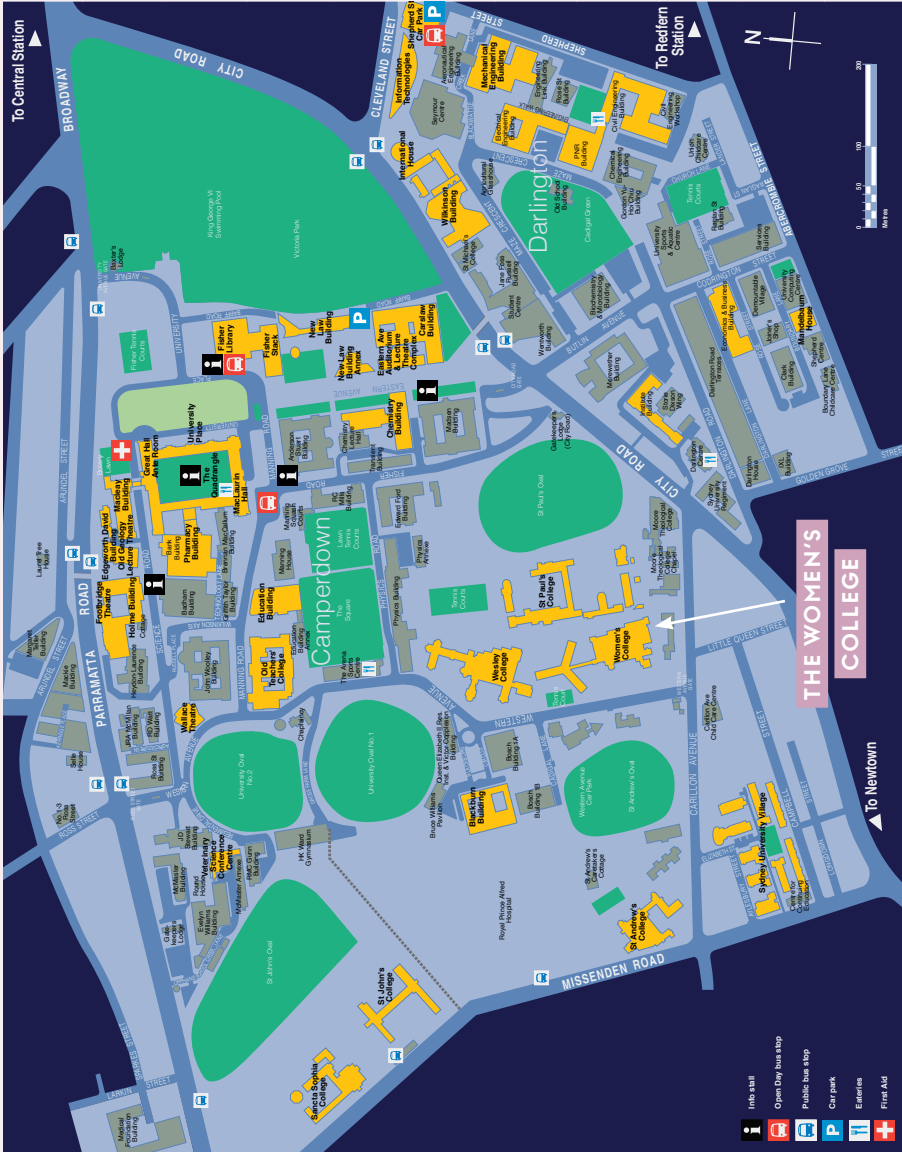
- Do not attempt to leave the building.
- Seek refuge in the nearest lockable space, preferably your room.
- lock the door and windows;
- turn off the lights;
- shut the blinds;
- turn the volume off on your mobile phone but watch the screen for alerts
- Remain quiet and hidden from view where possible.
- If you are in a public area and unable to return to your room, seek the nearest available secure and lockable room.

An SMS message warning will be sent to your mobile phone warning you that a College lockdown is in process. If you receive this and are **not** on the College premises please do **not** attempt to enter the College grounds.

When lockdown has concluded a distinct 'all clear' signal will be given over the PA system and an SMS/text message will be sent to all students and staff.

# Maps





**THE WOMEN'S COLLEGE**

-  Info sign
-  Open Day bus stop
-  Public bus stop
-  Car park
-  Eateries
-  First Aid

# Useful Contacts

## EMERGENCY SERVICES

Police/Ambulance/Fire		000
University Security (Emergency)		9351 3333
Resident Assistant (after hours)		0421 016 454
Women's College Reception (business hours)		9517 5000

## COLLEGE EXTENSIONS

Tiffany Donnelly	Principal	t.donnelly@thewomenscollege.edu.au	9517 5002
Olivia Murphy	Vice Principal	o.murphy@thewomenscollege.edu.au	9517 5028
Meredith Garlick	Dean of Students	deanofstudents@thewomenscollege.edu.au	9517 5011
Jocelyn Palmer	Business Manager	bursar@thewomenscollege.edu.au	9517 5004
Anne-Maree McCarthy	Registrar	registrar@thewomenscollege.edu.au	9517 5018
Melissa Capel	Admissions Assistant	admissions@thewomenscollege.edu.au	9517 5019
Romy Fung	Executive Assistant	secretary@thewomenscollege.edu.au	9517 5002
Tina Leung	Assistant Business Manager	assfbursar@thewomenscollege.edu.au	9517 5007
Danny Wetherall	Facilities Manager	facilities@thewomenscollege.edu.au	9517 5003
Mary McGuirk	Special Projects	m.mcguirk@thewomenscollege.edu.au	9517 5032

<b>Lorna Stah-Reisner</b>	Executive Housekeeper	housekeeper@thewomenscollege.edu.au	9517 5012
<b>Gineke de Haan</b>	Conference & Events Manager	conference@thewomenscollege.edu.au	9517 5030
<b>Karen Thomas</b>	Catering Manager	kitchen@thewomenscollege.edu.au	9517 5013
<b>Trish Sharp</b>	Reception Co-ordinator	reception@thewomenscollege.edu.au	9517 5000
<b>UNIVERSITY SERVICES – UNIVERSITY OF SYDNEY</b>			
<b>The Student Centre</b>		1800 SYD UNI (1800 793 864)	
<b>International Office</b>		1800 SYD UNI (1800 793 864)	8627 1444
<b>Security (non-emergency)</b>			9351 3487
<b>Security (emergency)</b>			9351 3333
<b>Counselling</b>		caps.admin@sydney.edu.au	8627 8433
<b>Financial Assistance</b>		student.financialsupport@sydney.edu.au	8627 4809
<b>Disability Services</b>		disability.services@sydney.edu.au	8627 8422
<b>Learning Centre</b>		learningcentre@sydney.edu.au	9351 3853
<b>University Crisis Line (after hours)</b>			1300 474 065
<b>Sydney Uni Sport &amp; Fitness</b>		<a href="https://susf.com.au/">https://susf.com.au/</a>	9351 4978
<b>University of Sydney Union</b>		<a href="https://www.usu.edu.au/">https://www.usu.edu.au/</a>	9563 6000

## MEDICAL SERVICES

University Health Service	9351 3484
RPA Hospital	9515 6111
Nearest Pharmacy (Chemist on King)	9557 2646
Mental Health Services	9339 6000
Other Numbers	
Taxis – Silver Service	13 31 00
Taxis – Maxi Taxi (up to 10 passengers)	13 22 27
Taxis – Premier Cabs	13 10 17
Rail and Bus Timetables and Information	13 15 00





THE WOMEN'S  
COLLEGE

*Leading the way for women*