WALK IN WISDOM

The Student Guide to Study and Life at Sancta Sophia College 2016

Students are advised that details here are regularly updated and subject to change without notice.
Sancta Sophia College is a residential College for undergraduate women and postgraduate men and women studying at universities in Sydney. The College is situated in the grounds of the University of Sydney, putting us at the centre of Sydney academic life and only moments from the heart of the city of Sydney.

The philosophy of the College is to educate the whole person – we believe the overall University and College experience, not just classroom learning, is what determines the richness of student life and prepares our students to achieve great things.
THE COLLEGE

VISION
To walk in wisdom – as virtue to be sought, as tradition to sustain and as guide to action and contemplation.

MISSION STATEMENT
Sancta Sophia is a residential College within the University of Sydney.

We seek to be a community of faith and learning whose members work together in the spirit of wisdom, friendship and cooperation respecting each person and acknowledging the talents of every one of our residents and staff.

We draw upon the intellectual and spiritual heritage of the Catholic faith whilst welcoming those of other traditions. We pursue a love for wisdom and strive to practise wisdom in our lives.

VALUES AND PRINCIPLES

- Commitment to an engaged and caring Sancta community, guided by Catholic faith
- Ethical decision-making
- Opportunities for learning and leadership
- Commitment to diversity
- Valuing staff
- Excellence in quality and service
- Valuing collaboration and partnerships
- Fiscal responsibility
- Recognising and celebrating participation and achievement

“Welcome to Sancta Sophia College. Together we can ensure that the Sancta community is a place where all our residents feel comfortable, well supported, challenged and enriched.

I know your time here will be rewarding and your friends and memories will be lifelong...”

– Dr Marie Leech, PRINCIPAL
THE COLLEGE

People and Structures

HISTORY OF SANCTA SOPHIA COLLEGE
Sancta Sophia College was founded in 1926 as a Hall of Residence for Catholic women attending the University of Sydney by the Religious of the Society of the Sacred Heart. The Hall opened under the first Principal, Mother Margaret MacRory, with thirty students pursuing degrees or diplomas in Arts, Law, Medicine, Science and Education. In 1929, by an Act of Parliament, the Hall was raised to the status of a College within the University of Sydney. The name Sancta Sophia is derived from Latin and Greek, and means ‘Holy Wisdom’. It also carries a reference to the founder of the Religious of the Society of the Sacred Heart, St Madeleine Sophie Barat, who was canonised in 1925. The College motto In Sapientia Ambulate means ‘Walk in Wisdom’.

The College buildings were erected in several stages over almost eighty years, with the southern end of the College being the earliest part. Sancta Sophia Graduate House opened in 2014.

The most notable benefactor of the College has been the Sheldon family. Lady Sheldon, a foundation member of the College Council, personally covered the cost of the three-storey wing facing Missenden Road, as well as the Sheldon Dining Hall.

Today the College is home to almost three hundred students, continuing its reputation for combining high academic achievement with strong engagement in social, cultural, spiritual, sporting and intellectual activities. We enjoy a unique mix of local, regional and international students and a great balance between undergraduates and postgraduates.

THE OFFICIAL VISITOR
The Archbishop of Sydney is the Official Visitor of the College.

GOVERNANCE OF THE COLLEGE
Founded and conducted as a College within the University of Sydney, we operate in accordance with the Sancta Sophia College Incorporation Act.

THE COLLEGE COUNCIL
Sancta’s Council is the statutory governing body of the College, elected to office, and charged with the formulation and implementation of policy and with ultimate responsibility for the College. The Council is composed of the Principal and elected Councillors. Sub-committees of the Council include the Finance Committee, Building Committee and the Policy, Mission and Philosophy Committee. The Council meets on a regular basis and at the discretion of the Chair, the Senior Student and an elected student representative are invited to attend Council meetings.

2016 COUNCIL MEMBERS

<table>
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<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Ms Cath Crossley</td>
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<td>Principal</td>
<td>Dr Marie Leech</td>
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<td>Mr Greg Cantor</td>
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<td></td>
<td>Ms Iole D’Angelo</td>
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<td>Ms Jann Gardner</td>
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<td>Rev Father Paul Ghanem</td>
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<td>Ms Liz Hannan</td>
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<td>Ms Debbie Knoke</td>
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<td>Rev Father Brendan Quirk</td>
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<td>Rev Father Peter Smith</td>
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<td>Ms Mary Kay Walker</td>
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<td>Ms Sarah Walters</td>
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<td>Dr Catherine Willis</td>
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Fundraising

The Council, Principal and Marketing and Development Manager work together on development initiatives to raise money for scholarships and bursaries, building works and other philanthropic projects to ensure our students receive a quality educational and residential experience at Sancta. The College is a not-for profit organisation which relies entirely on alumni, parents and friends for financial support and donations as it does not receive any income from government or private institutions.

You are encouraged to support the College from the earliest time that you become an alumnus. Having as many of our community contributing to our fundraising initiatives, at whatever capacity they can afford, is key to our ability to keep Sancta an open and inclusive College, with excellent facilities and programs.

Student initiated fundraising should be discussed with the Principal or Vice Principal.
**PRINCIPAL**

**Dr Marie Leech**
9577 2355
principal@sancta.edu.au

The Principal resides in College and is responsible for the complete supervision of the College and its members, for the welfare of all students, for overall planning and implementation of all student programs, for the maintenance of good order, security and discipline within the College, for recruitment and supervision of staff, and for the renovation, repair and maintenance of all facilities.

The Principal is also responsible for strategic planning and the ongoing viability of the College. Another responsibility is liaison with key members of the University (eg Chancellor, Vice-Chancellor, Deans of Faculties); and liaison with other Colleges, nationally and internationally. The Principal maintains a watching brief on educational and wellbeing policies and research, and how they impact on College life. The Principal is available to students via appointment with the College Secretary.

The Principal’s office is located just off the main foyer.

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**VICE PRINCIPAL**

**Maryanne Pidcock**
9577 2331
viceprincipal@sancta.edu.au

The Vice Principal also resides in College, acts as Deputy to the Principal and manages policy and procedures relating to the general welfare and academic progress of students, including matters of scholarship and discipline.

The Vice Principal liaises with students and key University stakeholders to manage various aspects of student interests including, but not limited to, pastoral support, academic matters, extracurricular activities and student safety.

The Vice Principal is responsible for student programs including the Resident Assistant program, tutorial program, peer-to-peer academic mentoring and scholarships. The Vice Principal also coordinates other leadership and training opportunities to enhance residents’ personal and career development and supports an active and engaged residential community.

The Vice Principal’s office is located in lower Octagon.

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**REGISTRAR AND COLLEGE SECRETARY**

**Stephanie Kouloubas**
9577 2354
registrar@sancta.edu.au

The Registrar and College Secretary is responsible to the Principal and looks after enrolments, and also prepares and distributes information to staff and Council. The Secretary coordinates traditional College functions such as formal dinners and other events and meetings in College and is the point of contact for general administration. The Secretary is located at Reception, just off the main Foyer.

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**RECEPTIONIST**

**Laura Kane**
9577 2100
reception@sancta.edu.au

The Receptionist performs reception and administrative support services for the College and the staff and ensures effective and efficient running of the Reception and general office area. The Receptionist is the initial point for general student enquiries, looks after mail distribution and is responsible for room keys.

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**BUSINESS MANAGER**

**David Morris**
9577 2342
businessmanager@sancta.edu.au

Reporting to Sancta Sophia College Council Building & Finance sub-committee, the Business Manager is responsible for overall financial management and accounting, statutory reporting and all finance associated matters.

The Business Manager is located in the Business Office which is located just outside the main entrance to lower Octagon.
THE COLLEGE

Staff of the College

BURSAR
Inga Novak
9577 2350
bursar@sancta.edu.au
The Bursar is primarily responsible for all monetary transactions for the College and the management of all student and guest accounts.
In addition, the Bursar’s duties include staff payroll and assisting the Business Manager with daily accounting and auditing. The Bursar is also located in the Business Office.

FACILITIES MANAGER
Terry Nixon
9577 2344
facilities@sancta.edu.au
The Operations Manager oversees areas of operational support including, but not limited to, Occupational Health & Safety, building construction, maintenance, cleanliness, Information Technology, our in-house portal, sustainability and catering.
The Operations Manager liaises with external contractors and IT support services for the College and is the supervisor of housekeeping and maintenance. The Operations Manager’s office is located in lower Octagon.

MARKETING & DEVELOPMENT MANAGER
Michele Dunn
9577 2347
marketingdevelopment@sancta.edu.au
The Marketing & Development Manager oversees all activities relating to community engagement. This includes fundraising, marketing and communication, promotion and development of the Sancta Sophia College brand, alumni engagement and building greater community and financial support for the College through philanthropy, conferences, events and accommodation.
The Marketing & Development Manager’s office is located in lower Octagon.

FUNCTIONS & EVENTS COORDINATOR
Jessica Horne
9577 2333
conference@sancta.edu.au
The Functions and Events Coordinator’s role is to facilitate internal and external College functions and events as well as ensuring the capacity of the College is optimised through short-term accommodation bookings. Income from this area of activity is crucial for the College as it assists in subsidising students’ fees.
The Functions & Events Coordinator’s office is located in lower Octagon.

ALUMNI & DONOR RELATIONS COORDINATOR
Elizabeth Burns
9577 2326
alumni@sancta.edu.au
The Alumni and Donor Relations Coordinator assists the Marketing and Development Manager with all alumni and donor activities. This includes fundraising activities, alumni communications, database maintenance, reunions, events and archives.
The Alumni & Donor Relations Coordinator’s office is located in lower Octagon.

ACADEMIC, PASTORAL CARE AND SUPPORT
The Principal, Vice Principal, Senior Tutor, Resident Assistants and the College Chaplain are available for all matters of student welfare and support.
The Resident Assistants (RA) Program

Pastoral Care, Social Support and Engagement

Resident Assistants (RAs) assist the Principal and Vice Principal in building a sense of community and providing pastoral care and academic support at Sancta. Each RA is trained in first aid, fire safety, mental health first aid and leadership initiatives. Each student is assigned to a RA at the beginning of the academic year. For advice on personal, academic or College matters, your RA is your first point of contact. The RA Program aims to mentor and support students and ensure that you get the most out of life at the College.

Each RA has an RA group, that is, a number of students, who are assigned to them each year. RAs organise events and meet with individual students in their group each semester. The events are an informal and fun way to get to know your RA and the other students in your RA group. Interviews enable RAs to become familiar with individuals and any specific issues or concerns they might have. Information shared between students and RAs remains confidential. However, in the instance that any information indicates a serious breach of College policy, such as a resident’s safety being put at risk, or the potential occurrence of a criminal offence, confidentiality cannot be guaranteed. The RA team reports to the Vice Principal. The Senior RA assists with administration, pastoral care and RA team supervision and training where appropriate. Students are also welcome to meet with the Vice Principal when required.

Outside of regular business hours, RAs are responsible for the safety and security of the College and its residents and guests. There is an RA rostered on for RA duty in each building every night, weekend and public holiday. The RA on duty is available to assist residents and deal with emergencies outside office hours. The RA on duty in the Undergraduate Building can be contacted on an internal phone on 7777, including the phone at the entrances to both buildings, or on 0419 479 832. The RA on duty in the Graduate House can be contacted on 0428 661 157.

Please ensure you record the relevant number in your mobile phone, should you need to contact the RA on duty.

Resident Staff Members

The Principal and Vice Principal are available for students who wish to speak to a staff member about any matters relating to their wellbeing, health and safety. If a student finds themselves in extreme circumstances, such as seeking medical attention at a hospital, they are strongly encouraged to notify a staff member or an RA to ensure the College can provide any support necessary.

Students at Sancta are members of either the Senior Common Room or the Students’ Association.

These groups exist to ensure that students are represented in the organisation of the College and to provide opportunities for leadership, academic, social, social justice, sport and cultural activities.

As previously outlined, every student is assigned to a Resident Assistant (RA) and is a member of that RA group. RAs are residents of the College and members of staff. They assist the Principal and Vice Principal with pastoral and academic support and the safety of all residents and visitors in the College. Please respect their role and remember they always have the College’s best interest in mind.

2016 Resident Assistant Team

Senior RA
- Hannah Marshall
- Jessica Aneja
- Akash Arora
- Jordan Brodie
- Madalyn Busby
- Kevin Dong
- Elizabeth Gatens
- Felicity Henderson-Wilson
- Taylor Holland
- Justine Landis-Hanley
- Elizabeth Shaw
- Katie Wales
- Charlotte Webber
- Meghan Williamson

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**STUDENTS’ ASSOCIATION**

The Students’ Association provides all undergraduate students with access to intercollegiate sporting and cultural events as well as Sancta social, cultural, social justice and sporting events. Membership is required for all undergraduates and is payable per year.

**House Committee**

The House Committee leads the Student Association and is elected by the students themselves. Members of the House Committee take on specific roles as well as deal with generalised matters and the running of student functions and events held at Sancta. The Committee meets once a week to discuss issues within the College and sets goals which help plan, evaluate and enhance the many functions and events held here. Students are encouraged to approach House Committee members regarding any areas requiring discussion and may make a request to attend a meeting to present ideas, issues or concerns. The Student Membership fee covers the costs of running the Association, subsidising functions, sport coaches, equipment and uniforms, and resources for other events and functions held by students.

**2016 HOUSE COMMITTEE**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Senior Student</td>
<td>Ali Langford</td>
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<tr>
<td>Honorary Secretary</td>
<td>Alice Dormer</td>
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<tr>
<td>Honorary Treasurer</td>
<td>Lucy Burrows</td>
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<tr>
<td>Social Secretary</td>
<td>Claire Ingram</td>
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<tr>
<td>Sports Secretary</td>
<td>Julia Mathers</td>
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<tr>
<td>Cultural Secretary</td>
<td>Alexis Weaver</td>
</tr>
<tr>
<td>Liturgical Secretary</td>
<td>Rowena Yeung</td>
</tr>
<tr>
<td>Social Justice and Sponsorship Secretary</td>
<td>Georgia Lack</td>
</tr>
<tr>
<td>Senior Year Rep</td>
<td>Kate Dean</td>
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<tr>
<td>Sophomore Year Rep</td>
<td>Isabella Barrett</td>
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<tr>
<td>Intercol Rep</td>
<td>Sophie Matthews</td>
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<tr>
<td>Intercol Rep</td>
<td>Francesca Earp</td>
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**SENIOR COMMON ROOM**

The Senior Common Room (SCR) is the representative body for graduate and postgraduate residents. Membership is required and subscriptions are charged per year.

The SCR is elected at the end of Semester 2 for the following year and positions may include President, Secretary, Treasurer, Sport, Culture, Liturgy, Social Activities and Liaison with the Students Association.

The SCR fosters academic discourse, aims to create a strong community spirit and assists residents to take full advantage of College life.

**2016 SENIOR COMMON ROOM**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>President</td>
<td>Joshua Preece</td>
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<tr>
<td>Secretary</td>
<td>Myriam Song</td>
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<tr>
<td>Treasurer</td>
<td>Jackson McLeod</td>
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<tr>
<td>Social Secretary</td>
<td>Nick Piper</td>
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<tr>
<td>Sports Secretary</td>
<td>Isabella Russo</td>
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<tr>
<td>Cultural Secretary</td>
<td>Elizabeth Gatens</td>
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<tr>
<td>Postgraduate Rep</td>
<td>Ellen Weekes</td>
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</table>

**Advisory Committee**

The Advisory Committee consists of the Executives of the Senior Common Room and House Committee.

**STUDENT COMMUNICATION**

Generally staff communicate with students via phone, email or SMS, and occasionally with leaflets under doors or signs in the Dining Hall. Please check for new communications regularly and respond to requests from staff in a timely and courteous manner. The Vice Principal emails all students each week, highlighting events, outcomes and timely requests for action. If you have any concerns or suggestions, feel free to fill out the relevant online form via our website or email staff directly. The website contains many forms that students require under Student Life/Current Students/Forms and Documents.

We regularly post news on the website about the College and student achievements. We are always keen to hear news about your achievements, awards and recognition or if you have any comments, content ideas or photos you can email our Marketing and Development Manager directly. Most internal discussion is on our Facebook noticeboard page.

Students are encouraged to add themselves as a friend on Facebook as soon as they have been accepted for residency. You can also follow the College on Twitter@ SanctaSophiaSyd.

For upcoming and current notifications, students should check the website for external events and Facebook for information on College events and functions. It is expected that students take individual responsibility for familiarising themselves and checking for information on what is happening around College and to participate and support as many events as possible: this is how you will maximise your College experience.

To ensure appropriate content, and the absence of content which could lead to harassment, bullying or potential damage to the College’s reputation, all social networking sites, pages and groups that are affiliated with the College must be linked to an appropriate staff member. For example: all College related groups and events such as Fresher Group or Sancta Formal must include a Sancta Sophia Staff member as an administrator.
# Student Enquiries Guide

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<td>Guest Speaker Secretary</td>
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<tr>
<th>Description</th>
<th>Contact Person/s</th>
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<tbody>
<tr>
<td><strong>Housekeeping</strong></td>
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| Forgotten/lost key, day or night | Business hours: Reception  
After hours: RA |
| Maintenance issues | Sancta Portal |
| IT issues | Cirrus Support line (02) 4336 2075 |
| Allocation of room keys | Reception |
| General student mail | Reception |
| Student packages or deliveries | Reception |
| Overnight guest bedding | Sancta Portal |
| **Financial** | |
| Enrolment fees | Bursar |
| Payments regarding College Scholarships and Bursaries | Bursar |
| Student accounts and invoicing | Bursar |
| Student printing credits | Bursar |
| Other monetary transactions regarding the College | Bursar |
| RA, Tutor and other staff pays | Bursar |
| Meal vouchers | Reception |
| **Emergency** | 9351 3487 or  
Emergency 9351 3333 |
| Campus Security | 000 |
| Police, Ambulance, Fire | 0419 479 832 Undergraduate Building |
| RA on duty after hours | 0428 661 157 Graduate House |
| **Other** | |
| Volunteering for College marketing and promotional purposes | Marketing and Development Manager |
With a mix of residents from regional and country NSW, interstate, international students and local Sydney-siders, the Sancta community reflects a real-world mix of people. With around 300 students, Sancta is a relatively small community where there is the opportunity for everyone to get to know and to provide support for one another, whilst being diverse enough for every individual to flourish.

Living at College provides students with a high quality academic environment. We also offer many social events and intellectual, sporting, cultural, liturgical, social justice and leadership opportunities. The College experience grants students extra support, immediate and long lasting friendships, coupled with the convenience of on-campus living. Living at Sancta Sophia College offers a lifestyle like no other, and creates memories that will last a lifetime.
Orientation Week (O-week) is an opportunity for new residents to settle into their new environment. It is the perfect time to see what University and College life has to offer and it also gives you time to get to know others starting at Sancta before lectures commence.

Moving into Sancta – and perhaps starting university for the first time – is a generally a big transition for students. The College understands that you need time to adjust and settle into your new surroundings and our Orientation Program is designed with this in mind. Sancta's program occurs a week before lectures start and usually fits with other University orientation programs. These Sancta Orientation Committees are comprised of students returning to College. The Committees will ensure you have fun, get access to all the information you need about university life and help you settle in. They are available to advise and assist you with questions about timetables, textbooks, lecture locations and social events.

All University of Sydney students are invited to attend the Chancellor's Welcome at the University's Great Hall, and explore the main campus and the many stalls and information booths, and join clubs and societies that are of interest.

When undergraduates arrive at College on the Saturday of O-week, students and parents are invited to attend Mass in the College Chapel, followed by a Commencement Dinner in the Dining Hall. The Commencement Dinner for postgraduates is held on the Monday night of O-week.

Orientation Week activities and functions at other Colleges include barbeque lunches, Formal Dinners, breakfasts, and other social events. Student organisers from Sancta liaise with the other Colleges’ O-week committees to organise a full program of fun social events.

**HANDY HINTS FOR LIVING AT SANCTA SOPHIA COLLEGE**

- QE Foodstore supermarket, directly across from the College via the Missenden Road Door (MRD).
- Cafes and restaurants within walking distance include IRO Cafe, Cafe Missi, Papaya Thai and The Corner on Missenden Road.
- There is a 7-Eleven store on the corner of Missenden and Parramatta Roads, inside the service station.
- ATM facilities are available at the QE Foodstore supermarket, at RPA Hospital, on Missenden Road, 7-Eleven and the Alfred Hotel.

Nearby King Street, Newtown has many more cafes and restaurants, clothing stores, boutiques and the Dendy Cinema. Turn left when you come onto Missenden Road from MRD and King Street is a five minute walk away.

Broadway Shopping Centre is a major retail and entertainment centre and is a 15-20 minute walk from the College. Here you will find many major chain stores including Coles Supermarket, Harris Farm Market, Target, JB Hi-Fi, Harvey Norman and a Hoyts Cinema complex.

Nearby Glebe Point Road also offers great eateries and weekend markets.

The Seymour Centre on City Road is part of the University Campus and has live performances, including the annual University Faculty Revues.

You can catch a bus straight into the city from Parramatta Road. They run every 10 minutes.

**GETTING AROUND TOWN:** Sites to Bookmark while at Sancta

- [www.131500.info](http://www.131500.info)
  This site gives directions and timetables for getting from point A to point B.
- [www.cityrail.info](http://www.cityrail.info)
  This site provides train routes and timetables.
- [www.sydneybuses.info](http://www.sydneybuses.info)
  This site provides bus routes and timetables.
  This site provides the latest information on live theatre space in Newtown.
  This site provides the latest information about what's on in and around our locality.
LINEN
Most undergraduate rooms have king single beds so students are advised to bring king single sheets. You will also need to supply your own pillows, pillow cases, blankets and/or doona, bedspread, towels and desk lamp. Ensuite rooms in Graduate House have king single beds and kitchenette rooms have queen beds. A pillow, bedspread, mattress cover and bed lamp are supplied in Graduate House. Students have the option of buying a linen pack which consists of a pillowslip, a fitted sheet, a loose sheet and a towel. Students who wish to purchase a linen pack should email the Registrar.

OPTIONAL ITEMS
- Personal electrical items including computer, stereo, hair dryer, alarm clock
- Decorative items eg: photographs, posters, ornaments
- Personal care including mending kit, first aid kit
- Room cleaning products

FRIDGES
Undergraduate students are permitted to bring mini fridges into the College, however this will incur a charge of $75 per semester to cover running costs. The College should be notified via the Portal so an inspection can be arranged for safety compliance and a drip tray issued (to protect the carpet from any water damage). Failure to lodge any fridges into the Portal will result in a surcharge. Please note, the $75 fee will be charged at the beginning of semester for the full semester or any part thereof. Please note, students are advised that fridges must be removed from rooms on departure. All rooms in Graduate House have a mini fridge; the kitchenette rooms have a full-size fridge.

ARRIVING AND DEPARTING: CHECK IN/OUT TIMES
Students can check-in to their rooms between 12noon–5pm on the day of arrival in College, unless prior arrangement has been made with the Registrar. Check-out should be completed prior to 12noon, unless prior arrangement has been confirmed with the Registrar. Please be advised that the daily rate will apply for early arrival and late departure.

INVENTORY AND CARE OF ROOMS
An inventory will be taken of student rooms at the beginning of each year – this includes all furnishings and fittings. Part of your $1,000 security fee covers the cost of any damage to rooms, furnishings or fittings. Please refer to the Security Fee section later in this guide for more information.

You are responsible for the care of the furnishings and fittings in your room. Blu-Tack only should be used to affix posters and it must be removed completely from the walls when vacating. All items provided with the room must remain in the room. No changes may be made to furnishings or fittings without the prior approval of the Facilities Manager, and a record must be made on the inventory. On departure please ensure your room is left in a clean and tidy state and all rubbish is removed. Any furniture purchase must be removed at the end of the year or on departure.

Pets must not be kept in students’ rooms. Any food kept in rooms should be kept in airtight containers to avoid potential pest problems in the undergraduate building. Fridges are provided on all floors. Due to safety reasons, no radiators or fan heaters other than those supplied by College may be used in your rooms. Also in the interests of hygiene, beds may not be brought into the College.

All other areas of the College are considered shared spaces, so please do not leave items and furnishings out in corridors or in common areas. The College will remove items that do not belong in common areas or corridors and the cost associated with this will be charged to a student’s account as necessary.

INSURANCE AND STUDENTS PERSONAL PROPERTY
Students are advised to check their parents’ or their own home and contents insurance and enquire whether it covers them whilst living on site at Sancta.

Be mindful of the following points to minimise the occurrence of loss or theft:
- Ensure bedroom doors are locked when not in room
- Refrain from leaving keys in door
- Lock bikes away
- Do not leave wallets, phones, laptops or other valuables lying around unattended
- Consider backing up laptops
EXPECTATIONS OF STUDENTS
When you live at Sancta, you are joining a complete community – you are not simply a resident here. Respect for fellow students is paramount to ensuring Sancta remains a caring, supportive home for all our students. Sancta Sophia College has many long traditions that guide our students’ experience and it is fundamental that every member of our community pays due regard to these as an inherent part of our history and culture.

You are expected to be active in and contribute to the College community. Our College calendar is always busy – there are a number of social, sporting and cultural events in which all students are encouraged to attend or participate.

Interaction at meal times is fundamental to College life and you are expected to take your meals in the Dining Hall whenever possible. In general, food, crockery and cutlery are not to be removed from the Dining Hall at any time.

We have Formal Dinners every Monday night and you are expected to attend these unless there are academic commitments that would otherwise prevent your attendance. There are also a number of other special dinners, such as the Chancellor’s Dinner, Archbishop’s Dinner, Christmas Dinner and Vale that you are similarly expected to attend. Generally, there is a Mass held in conjunction with these.

You are encouraged to participate in the College in ways that suit your own strengths and interests – be they academic, sporting or cultural.

CONTRIBUTING TO THE SANCTA COMMUNITY
To maximise your College experience, we encourage you to participate in College life. There are lots of opportunities to contribute and participate in a range of activities such as weekly Mass, musical, drama and dance performances, debating, our vegetable garden, fundraising for charities, organising social events as well as a huge array of sports. No matter your interests, there are so many ways to get involved. You might have an idea for an activity we don’t already do – we would love to hear about it: talk to a House Committee representative or a Senior Common Room executive member.

At Sancta we offer leadership opportunities to students. Undergraduates can be House Committee members, Resident Assistants, Academic Mentors, organise sport, cultural or fundraising activities, while Senior Common Room members can be Resident Assistants, Tutors, or Senior Common Room Committee members. Awards and prizes are given to students by College and House Committee for outstanding contribution. Your contribution to the College community is considered if your residency is under review.

SOCIAL EVENTS
It is a tradition of the University of Sydney Colleges to host an annual informal function or party during the year. Students invite friends and students from other Colleges to attend. Sancta’s Informal is held in a marquee in the Sancta Quadrangle in second semester. The Social Secretary and the Social sub-committee organise the Informal.

The College Formal, held toward the end of the year, is a black-tie event and you must bring a partner. The Formal begins in the Sancta Quadrangle with pre-dinner drinks and photos, followed by an evening at an external venue.

The ‘Freshers Fling’, ‘Sophomore Soiree’, ‘Senior Dinner Dance’ and the ‘Postgrad Pajama Party’ are the traditional year parties and are social highlights on the calendar – not to be missed.

SOCIAL JUSTICE INITIATIVES
Sancta residents engage in community awareness activities and various social justice programs. Fundraising events may include a trivia night, special formal dinners and raffles.

LIFE AS A POSTGRADUATE AT SANCTA
Sancta Sophia offers residency in Sancta Sophia Graduate House to the largest number of postgraduates (male and female) and visiting academics of any College on University of Sydney campus. All resident postgraduates are members of the College’s Senior Common Room (SCR) and fourth and fifth year resident students are associate members of the SCR. The College offers students a friendly and supportive environment.

There is a strong academic cohort, where intellectual rigour and diversity is encouraged and flourishes. A strong sense of camaraderie and community comes from on-campus living. Particular offerings for postgraduates include:

• Access to the Resident Senior Tutor, whose role is to build community, provide academic support and advancement and co-ordinate extracurricular activities.

• Employment opportunities: as an academic tutor to resident undergraduates and/or as a Resident Assistant (RA) at Graduate House.

• All postgraduate rooms have ensuite facilities and are exceptionally quiet with double glazed windows.

• Invitations to the University’s Intercollege postgraduate social functions. Each College may host an annual social event for all postgraduates resident at any of the Colleges.

LIFE AS AN INTERNATIONAL STUDENT AT SANCTA
Almost a quarter of our residents are international students. International students have the opportunity to immerse themselves in Australian, university and collegiate culture as well as meeting other students from all parts of the globe. Sancta has been home to students from China, Singapore, Malaysia, Sri Lanka, Greece, America, Canada, England, Uganda, India, Iran, Malawi, Hong Kong, Thailand and New Zealand.

THEOLOGY AND SPIRITUAL EXPLORATION
We are essentially a Catholic College, although our students come from a variety of Christian denominations and world religions. Founded by the Religious of the Sacred Heart, the College was established in 1926 to cater for young Catholic women in a University environment. It has remained true to this goal since its inception. Occasional speakers and experts are available to discuss and explore with students issues of theology and spiritual and religious ideology. In addition to weekly Mass, the College runs a Bible Study Group.

MASS
Mass is held every Sunday in the Chapel at 5.30pm during semester. Special Masses occur throughout semester such as the Cardinal’s Mass and Dinner, Christmas Mass and Dinner and Vale Mass and Dinner. All students are encouraged to attend Mass. If not attending Mass, students are asked to be as quiet as possible, which includes not using the Chapel Tutorial Room, as this is designated as a time of quiet and reflection within the College. Special Sancta community Masses are held during the year when all members of the College community are in attendance.
SuSTaiNaBiLiTy PrOGraM

In early 2009, Sancta Sophia College launched the Environment Committee which was charged with investigating options for making Sancta green. From this, the Sancta Sustainability Project was established. Headed up by the Facilities Manager, the project has resulted in extensive sustainable enhancements to the College’s bathrooms, toilets, lighting and exhaust fans sensors, as well as extension of Sancta’s bee hives, creation of herb, vegetable and flower gardens, worm farms and composting. We have also implemented a ‘Reduce, Reuse, Recycle’ culture at the College. Students and Staff are advised to turn lights, fans and electrical appliances off when they are not in their room, saving not only electricity but removing the possibility of fire hazards.

Recent green initiatives at Sancta have included:

• Water - the College now utilises rainwater harvested for the College’s landscape. Rainwater tanks supply some toilets for flushing and we have water saving devices for showers and toilets.
• Electricity - all lights in the College are energy saving ie ‘cfl’ compact fluorescent lamps, motion sensors turn lights and fans on and off in bathrooms, and lights in common areas are set to timers. Students and Staff pledge to turn off electricity when they are not in their rooms. In 2014, the College commenced a program to replace all lighting with led.
• Recycling - we recycle paper, glass and cardboard. Food scraps are composted for the College grounds. Over 80% of building materials removed during renovations have been reused or recycled.
• Gardening – Sancta has its own beehive system which supplies fresh honey regularly. The College also has a worm farm, herb, vegetable and flower gardens.
• Education - through posters, Facebook posts, talks and other mediums, students’ awareness and knowledge is raised on environmental issues throughout the year. Staff and student leaders ‘walk the walk’ and promote ways to be involved and make a difference.
• Design and Implementation - commercial dryers have been converted to natural gas and the College has connected gas heating to conference rooms. An extensive and detailed power audit, partly sponsored by the NSW government, has been undertaken. A voltage optimisation system, aiming to save 10-20% of power usage across the building, has been implemented.
• Development of Green Travel Plans for students and staff.

Sancta Sophia College Alumni Association

The Sancta Alumni Network provides opportunities to meet inspiring Alumni doing great work around the globe. Students are encouraged to get involved with Alumni events, speaking engagements, fund raisers and networking opportunities to help support their personal development and career progress. Alumni events are held both onsite and at external venues and students are welcome to attend.

All ex-students of the College automatically become members of our Alumni Association. The value of membership is the opportunity to remain connected to Sancta and its vast network of past students who are available for networking and advice.

The Association provides opportunities for collegiate get-togethers, reunions and cultural events which are held both at the College and offsite. The Alumni and Donor Relations – Coordinator works closely with current students and the Association, building relationships which are invaluable building blocks to students after departing College.

All ex-students also become members of AMASC - The World Association of Alumnae and Alumni of the Sacred Heart.
**GROUND AND GARDENS**

The Sancta gardens are a peaceful haven in every season, yet are only minutes from the bustling suburbs of Newtown and Glebe. The main sandstone College building encloses the central Quadrangle. The Library is located at one side of the Quadrangle and the Business Office is located at the other.

**THE QUADRANGLE**

This area serves as a central gathering point for social events and is a pleasant place to relax. Students are able to eat, study, socialise and relax in the Quad. The College also hosts regular informal events and BBQs here. Tables and benches are available for student use.

**ENTRANCE**

The main entry off the circular driveway leads to the main entrance foyer and Reception, where staff members are available to guide and direct students and visitors. The main corridor, with student photos dating from 1926, leads to the Lower Common Room.

**THE LOWER COMMON ROOM**

Students gather in the Lower Common Room for formal and informal events, to play the piano, attend musical performances, and meet for drinks and coffee served on Formal Dinner evenings.

**THE OCTAGON COMMON ROOMS**

Comfortable and casual common social rooms are located within Octa. A large kitchen, two flat screen TVs with Foxtel channels, video and DVD player are available for resident students to use and enjoy time out. There is also a table tennis table available for student use.

**THE SHELDON DINING HALL**

All meals are served in the Dining Hall. Formal Dinners are served every Monday evening. Food and crockery and not to be taken from the Dining Hall.

**THE SHANAHAN DINING ROOM**

A small and elegant dining room is available for lunch and dinner gatherings, meetings and other functions for smaller groups. Bookings should be made through Reception.

**ROOFTOP LOUNGE AND TERRACE**

A large kitchen, dining and lounge occupy the top floor of Sancta Sophia Graduate House. It spills to an open area which includes undercover lounges, dining tables, casual chairs and a BBQ. There are city skyline and Anzac Bridge views from the entire floor.

**FIGTREE LOUNGE AND TERRACE**

On the lower level of Sancta Sophia Graduate House, this area features a full kitchen, dining area and lounge with a large decked area graced by a heritage protected figtree as the central focus.

**TUTORIAL ROOMS**

Our tutorial rooms are used as part of Sancta’s Tutorial Program and for private study. They are spacious and include whiteboards for individual and group engagement. The Chapel Tutorial Room and the McDonald Wing Conference Room are also utilised for student tutorials.

**MUSIC PRACTICE ROOMS**

We encourage students to utilise the music practise rooms available at the College. Sancta has a designated room for music students to practice playing piano and other instruments. Other rooms available for music practice by music students or students interested in music, which also include a piano, are the Lower Common Room, Chapel and Council Room. Music practice is allowed between the hours of 8am and 10pm daily.

**MAIL**

Mail is delivered between 12noon and 2.30pm – Monday to Friday. Mail is sorted at Reception and put into the student pigeon holes in the Dining Hall.

The area for collection of parcels is in the Octagon common room. Please be aware all care is taken with parcels, but the College cannot assume any responsibility for them. If at all possible, students should arrange secure delivery of packages to a local post office.

**Redirection of Mail**

All student leavers should arrange with the Post Office for their mail to be redirected. The College will not forward external mail to students who have departed.

**LAUNDRY**

There are laundries with top loader washing machines and dryers, situated next to the Missenden Road exit door and one on the lower level of Graduate House. Payments for washing can be made through the Portal and accessed through your swipe card or fob key. Irons and ironing boards are located on each floor in the undergraduate building and in the laundry in Graduate House. Washing powder is supplied free of charge. Students must not hang items out windows, in corridors or in common areas.

**MAINTENANCE/REPAIRS**

If you come across something that is faulty, requires maintenance or repair, please lodge the issue on the Sancta Portal.

**CAR PARKING**

Parking space is strictly limited. Students may be issued with parking passes based on a suitable application and availability. Priority is given to those students attending university or placements off-campus. Parking requests must be made via application. All requests will be handled on a needs basis. You will be notified via email if your request for car parking has been approved in the first half of February.

**STUDENT ROOMS**

Undergraduate student rooms are lightly serviced on a fortnightly basis. In Sancta Sophia Graduate House, rooms and ensuite bathrooms are routinely serviced fortnightly.

There is an inventory list of all items included in your room and these should be in place at all times. You may wish to decorate your walls with posters, paintings, prints and photographs. Stereos, computers and other electrical appliances may be installed, but will need to undergo safety and compliance checks, which can be booked through the Portal. Shared computer, printer and copying facilities are provided in the Computer Room.

In the undergraduate building, modern bathrooms are located along each corridor and are cleaned daily.

**SNACK AND DRINK MACHINES**

Snack and drink machines are located near Reception and inside the laundry in Graduate House.
LIBRARY AND RESOURCES
The College Library looks out onto the peaceful Quadrangle. The Library is a popular venue for quiet study and reading day or night. The Library contains a historical collection of books and texts on a wide range of disciplines.

COMPUTER ROOM AND FACILITIES
The Computer Room is equipped with PCs for students wanting an alternate quiet study area or do not have computers in their rooms. Printing and copying facilities are also available for student use.

How to access computers in Sancta’s computer room
All students have access to the computer room with their swipe card or fob key.
Login with username and password.
Your username is the first initial of your first name followed by surname
ie: Name: Rose Smith Username: rsmith
Your password is your Portal login number (a 6 digit number).
If you have forgotten your password please contact Reception during business hours.

PRINTING
All students are able to print from the computers in the Computer Room once logged on and have sufficient funds in their account. Money can be added to your account for printing via the Portal.

Costs for Printing
A4 BW $0.15
A4 COL $1.00
A3 BW $0.30
A3 COL $2.00
There is also a coin operated printer/copier which is available for casual guests to use, however students may use this machine if they do not have sufficient funds in their printing account.

COIN CHANGE MACHINE
A change machine is situated in the Sancta Library next to the glass doors to the Computer Room. The machine dispenses $1.00 coins only.

COPIING
For all copying requirements, simply log on to the copier with the same username and password you use for the computer and press the “Copy” button to the left of the LCD panel. As with printing, sufficient funds are necessary in order to make photocopies.

INTERNET
High speed Internet is available within the College, in public areas and private rooms via Wireless Connectivity, and in all private rooms via Ethernet (cable) connection to ensure that students always have ready and reliable access to use online resources for study and communication. Further information on connecting to the Internet is available from the computer room (main building) and first floor (Graduate House)
The College uses Cirrus to provide Internet connectivity, and an account will be established, for you as part of your residency within the College. Use of this service is governed by the a Code of Conduct and Conditions of Use.

SANCTA PORTAL
Students can access the Sancta Portal to view or pay accounts, top up cards for use in the library or laundry, report maintenance/ IT/WH&S issues, update contact details, order extra bedding for casual guests and view room inventory.
The Sancta Portal, can be accessed via the Sancta website. Click on the portal tab on the top right hand side of the screen and follow the prompts.
Use your active email address for the “username field” followed by your pin. This is your six digit student number which you would have received when applying to Sancta. If you have forgotten your password, click on the appropriate link on the Sancta Portal login page. This automatically generates an email with pin, which will be sent to the email address the College has on file. Please ensure you check your Junkmail folders for this correspondence.

COMPUTER SAFETY
The best prevention for keeping your computer safe from viruses and hacking is to have appropriate software protection loaded into your device. Please ensure you have up-to-date anti-virus software installed on your machine. There are a number of guides on protecting computers, for example:
General Information: http://www.us-cert.gov/reading_room/before_you_plug_in.html
The College provides three meals a day. It also supplies late dinners for students who return to College after dinner and packed lunches for those who cannot return to College at lunchtime during weekdays because of class commitments. Please note late dinners must be prearranged via the Portal. Vegetarian and gluten free options are available at every meal. The College aims to assist all students with medical dietary needs wherever practical. If you have a medical dietary requirement, please notify the Registrar and present a relevant medical certificate. You should also make yourself known to the kitchen staff.

Meals are served in the Sheldon dining hall, enabling students to maximise their College experience and enjoy shared meals. With the exception of Formal Dinners, meals are served in cafeteria-style, and you are able to choose from a range of options. A salad and fruit bar is provided during lunch and dinner in addition to the hot meals served. Barbeque style lunches are held periodically in the Quadrangle.

For reasons of public health, shoes must be worn at all times in the Dining Hall. Alcohol may not be brought into the Dining Hall.

Food, crockery and cutlery must not be taken out of the Dining Hall. However, in warmer weather, students can enjoy their meals outside in the Quadrangle, provided they return their crockery and cutlery to the clean up area in the kitchen. At the completion of meals, the Dining Hall should be left tidy, and all crockery and cutlery returned to the kitchen and stacked on the trolleys provided. On completion of late dinners, students should place their crockery and cutlery in one of the dishwashers in the common kitchen areas: Octa kitchen, Rooftop Lounge or Figtree Lounge.

Extra facilities for tea and coffee are located in Octa Kitchen, the Rooftop Lounge and the Figtree Lounge. Guests of residents may not use these facilities.

Suggestions regarding catering should be written in the Sodexo comment book which is available in the dining hall.

IN SEMESTER MEAL TIMES

Monday – Saturday

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>6.30am – 9.30am</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.00pm – 2.00pm</td>
</tr>
<tr>
<td>Formal Dinner Monday</td>
<td>6.00pm – 7.30pm</td>
</tr>
<tr>
<td>Dinner Tuesday - Saturday</td>
<td>5.30pm – 7.30pm</td>
</tr>
</tbody>
</table>

Sunday

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7.00am – 10.30am</td>
</tr>
<tr>
<td>Brunch</td>
<td>10.30pm – 1.30pm (hot meals incl)</td>
</tr>
<tr>
<td>Dinner</td>
<td>6.15pm – 7.30pm</td>
</tr>
</tbody>
</table>

OUTSIDE MEAL TIMES

We supply three generous and healthy meals per day. Students are responsible for their own snacks between meals. It is not permissible to take extra food from the Dining Hall for snacks or later consumption between meals.

Snack and drink machines are available in various places around the College buildings. A filtered water dispenser is situated in the Octa Kitchen.

A small supermarket is located across the road from the Missenden Road Door exit, and convenience stores are located at either end of Missenden Road. There are also larger supermarkets at Broadway Shopping Centre and on King Street, Newtown.

PACKED LUNCHES

Packed lunches are provided for residents who cannot return to the College for lunch due to University commitments. Students are able to pack their own lunch in the morning before heading out for the day. Students who pack their lunch cannot eat in the Dining Hall at lunchtime on that same day.

LATE DINNER

Late dinners are available for students who are unable to attend dinner by completing the Late Dinner Form by 4pm on the day. The form is available via our website. All meal request forms are accessed via our website.

All requested meals are labelled to ensure special dietary requests are observed.

Students are advised that any prearranged dinners must be eaten in one of the common kitchen/dining areas. All crockery and cutlery must be placed in the dishwasher in that area upon the completion of the meal.

MEALS FOR GUESTS

All guests are required to pay for their meals by purchasing a voucher from Reception, for more information, please see under College Policies, page 31.

REBATES

Given the College supplies alternatives for every meal, no financial rebates will be paid for missed meals and no exchanges for meals can be given to others. However, rebates in the form of a reduction or consideration in the ticket price when a College function or event is held may occur from time to time.

STUDY VACATION (STUVAC)

Supper is served around 9pm on most evenings in the Octa Kitchen and Rooftop Lounge during StuVac and the first week of exams. Supper is an ideal time to schedule a study break.
KEYS
At the beginning of each year, residents in the undergraduate building are given a set of keys, including their own room key and an individually coded security swipe tag. Residents in Graduate House are issued one individually coded security swipe card, for all common entry doors as well as their room. The security swipe card/tag operates all common entry doors including the Missenden Road Door, the sliding glass doors at the Main Entrance, the wooden door next to the Main Entrance and the sliding glass doors to Graduate House. Swipe cards/tags should not to be kept near ATM or credit cards as it may make them inoperable.

When entering using a swipe card/tag, please ensure the door closes properly behind you. Leaving a door partly open may cause the operating system to malfunction and is a security risk. Be careful not to allow entry to unaccompanied non-residents, who may attempt access while you are entering or leaving the College. This is a serious security risk.

Students experiencing any problems with swipe cards/tags should call the RA on duty and report the problem to Reception during business hours. Malfunctioning swipe cards/tags will be recorded or replaced at no cost. Your swipe card/tag also activates the laundry machines and printers.

LOST ROOM KEYS AND/OR LOST CARDS/TAGS
It is essential that lost swipe cards/tags and room keys are reported to staff or the RA on duty as soon as possible. Failure to do so jeopardises students’ safety. Failure to report a lost swipe card/tag or room key will also have consequences such as community service. If room keys are not found, a resident will be charged for the cost of replacing the lost key. If a student departs from College and does not return keys, the Security Fee will not be refunded until keys have been returned or replaced. The cost to the student for replacement keys can be up to $300, so please treat your set with care.

DUPLICATE KEYS
Residents in the undergraduate building who lock themselves out of their rooms can borrow a duplicate key from Reception, however it will be recorded and must be returned immediately. If this happens outside office hours, please contact the RA on duty. All residents who are let in after 11 pm are registered by the RA on duty. If this is a regular occurrence, the student will receive a fine. It is College policy that no staff or RA is permitted to give out a room key to a student to open another resident’s room. If a resident needs to borrow or retrieve belongings from another room, they must make arrangements with the student in question to do so. Residents of Graduate House who lock themselves out of their rooms or lose their swipe cards should contact Reception in business hours or the RA on duty after hours. Students who regularly lock themselves out of their rooms will be fined.

PERSONAL SAFETY AND SECURITY
If you lend any of your keys to anyone not resident at Sancta Sophia College resident, you risk expulsion. There are potential risks to safety in the areas around College and the University, and all residents must take precautions to maintain the safety of our College.

We recommend you familiarise yourself with the University’s policies and procedures concerning security on and around campus.

WITHIN COLLEGE
If you are on College grounds and become concerned for your personal safety, the safety of another College member, or see anyone acting suspiciously within College, it is important to alert a staff member or call the after-hours Resident Assistant on duty from your mobile, or by dialing 7777 from a College phone and ring the University Security Emergency line: 9351 3333. For personal safety of all College residents and the security of personal property, please lock your door when leaving your room and when you are sleeping. Students are advised not to leave bags, laptops or other property unattended in public areas of the College, including study areas.

The College entrances are monitored by 24-hour security cameras. Access to the undergraduate building is through the Main Entrance Doors facing St John’s Oval, or through the Missenden Road Door (known as MRD), using your swipe key. The Main Entrance Doors are open from 9am–5pm, Monday–Friday. They remain closed at all other times unless the Resident Assistant on duty is instructed to open them for conference or events held after hours. External doors at Graduate House are only accessible with a swipe key/tag.

Any resident who chocks open an external door to either College building, will receive a $100 fine.

OUTSIDE COLLEGE
For personal safety reasons, it is recommended that you do not walk alone after dark across St John’s Oval, or any other part of the the University campus, including between Colleges. Residents are encouraged to walk in a group and walk or catch a bus along the perimeter roads, rather than through the campus after dark. The University provides a limited Security Escort service for members of the University moving around the campus at night. Please ring University Security on 9351 3487 for details. When returning to College at night, buses are preferable to trains, as they bring residents closer to the College.

FIRE EVACUATION PROCEDURES FOR COLLEGE RESIDENTS AND VISITORS
1. When the evacuation alarm sounds (whoop-whoop-whoop), everyone must leave their rooms immediately. Residents must ensure they are wearing footwear and weather-appropriate attire. Exit out the main entrance foyer in the undergraduate building or fire stairs in Graduate House and onto the driveway to assemble near the St John’s Oval gate.

2. If the main entrance foyer in the undergraduate building is not safe, leave the College through Missenden Road Door. There are a number of fire stairs in Graduate House that provide a suitable exit. Do not use the lifts in the event of a fire evacuation.

3. Assembled residents should sit or stand quietly, leaving the pathways clear. Residents must obey any directions given by the Chief Fire Warden, other fire wardens and any member of the fire brigade.

4. Once the emergency alert has sounded, the powers of the Fire Wardens override all normal management procedures. All residents and visitors are required by law to obey any instructions issued by a Fire Warden, including an instruction to evacuate.
Academic Performance

While College life provides many enriching and enjoyable activities and distractions, a key focus of the College is to support you to achieve excellent academic results and help you realise your potential.

The College has a comprehensive academic support program to facilitate the personal academic goals of all students.

**ACADEMIC PROGRESS**

There is an expectation that you are enrolled as a full-time student. This may be reviewed by the Vice Principal under certain circumstances. As part of your contract with Sancta, you have authorised your tertiary institution to make available to authorised Sancta staff all information relating to your academic progress and status, including examination results.

You must keep the Vice Principal informed of any problems or changes in enrolment, and you must maintain satisfactory academic progress if you wish to continue in residence. If you are contemplating a subject or course change, you must consult the Vice Principal at an early stage. Changes may affect the retention of scholarships, financial assistance and residency status, and must be discussed.

**PEER SUPPORT AND ACADEMIC MENTORING**

Students have the opportunity to network with older students in the same or similar degrees and liaise with postgraduate students who can offer general and specific academic advice. Throughout the year, faculty/course social groups enable Sancta students to take advantage of peer support and academic networking opportunities.

Sancta has an Academic Mentor for each faculty where appropriate. Academic Mentors are available to assist you with study tips and questions and promote academic and social events happening within your faculty. Academic Mentors also host academic dinners each semester with guests from your faculty and future profession. 2016 Academic Mentors are announced in February and are chosen because of their outstanding academic achievements.

**INDIVIDUAL ACADEMIC SUPPORT**

Students wanting assistance with their study timetables and personal schedules are encouraged to meet with the Vice Principal. These sessions help you create a study timetable that will work for you. Studying at tertiary level is different to secondary school and requires new skills and perhaps some extra discipline to manage the demands on your time such as your studies, university and College commitments, a part-time job, exercise and spending time with family and friends.

**INDIVIDUAL ACADEMIC ADVICE: CHANGES TO COURSE OR SUBJECTS**

The Vice Principal can assist students with concerns about their course and subject choices. It is essential you inform the Vice Principal of any changes to your course or subject areas. If you are considering changing courses or subject areas, we encourage you to discuss it with the Vice Principal as early as possible. The University may impose penalties or deem a student has failed if course changes occur after various cut-off dates. You can change your timetable at Student Services and in some cases, domestic students can make changes online. You must ensure that changes to your degree or course load do not affect your status as a full-time enrolled student, as this can impact on your eligibility to live in College. Once approved, any changes to your enrolment or tertiary institution must be updated through the Portal.

**UNIVERSITY LIAISON AND ACADEMIC DIFFICULTIES**

If you are experiencing academic or administrative difficulties with the University, you should contact the Vice Principal, who will assist you in liaising with the University’s staff. The earlier any problems or concerns are brought to the Vice Principal, the more easily and quickly the issue may be mitigated and resolved for you. You are asked to notify the Vice Principal in advance of any circumstances you think may hinder standard academic progress and results, including extensions on assignments and exams for subjects through the holiday periods.

**UNDERGRADUATE TUTORIAL PROGRAM**

As an undergraduate resident you may attend tutorials within College to supplement tutoring on subjects you are studying at University. Tutorials are one of the benefits of living at Sancta. Students need to apply to be included in the tutorial program.

The tutorial program officially runs from Week Four of each academic semester. An email will be sent early in semester seeking tutorial requests. Please ensure you register your requests accurately and efficiently to assist in the organisation of tutorials. Tutorials are usually held in Sancta’s Library, the Chapel Tutorial Room and MPRD Tutorial Room. You may request a tutorial because:

- It helps you stay on top of your study load
- You find a subject challenging
- You are looking for an edge on your academic performance

If you know of anyone who is studying the same subjects, it is strongly recommended you encourage them to fill out the tutorial request form as well. This is because it may determine how often a tutorial is run, whether it is run, and who can attend. Generally, we need three students to run a tutorial. It is acknowledged that there are a number of students who will be the only student in College studying a particular subject and as such the College may not be able to provide some students with a tutorial. Nevertheless, you should still make a tutorial request. We will aim to find you a suitable tutorial which may be at another College.

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*2016 ACADEMIC MENTORS TO BE CONFIRMED*

- [List of mentors and their specialisation]

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*Sancta Sophia College STUDENT GUIDE 2016 Back to Contents*
Academic performance

If you apply for a College tutorial, your attendance is compulsory. If you cannot attend a tutorial you will need to submit an apology to the tutor and the Vice Principal by email giving at least 24 hours notice. If you fail to apologise you may be charged part of the tutorial cost. You must have a legitimate reason for missing a tutorial, such as illness. A College party is not a legitimate excuse to not attend a tutorial. You may make prior timely arrangements to reschedule the tutorial day or time. Tutorials are not held during the study vacation periods or on public holidays. If a tutorial is scheduled when a Student Association Annual General Meeting or General Meeting is held, the AGM or GM takes precedence and the tutorial will be rescheduled.

To request a tutorial, respond to the email sent in early semester on our website. Tutorial confirmation is sent out via email and tutorial timetables are on our website from Week Four. Not knowing about a change in tutorial time is not a valid excuse for missing a class. You are welcome to attend tutorials at other Colleges at no extra cost to you, however you must obtain permission from the Vice Principal before doing so.

SPECIAL CONSIDERATION
Special Consideration is available through the university to well-prepared students who experience a serious illness or misadventure which prevents them from attempting or completing an assessment or exam. For serious illness or misadventure, the most important thing to do is get a medical certificate, preferably from a GP. Students can access Special Consideration forms online at their respective university’s website. For assistance in this process students can contact the Vice Principal.

UNIVERSITY OF SYDNEY ASSISTANCE
The University of Sydney’s Learning Centre and Mathematics Learning Centre are available to all students at no extra cost. They offer help in developing skills for essay and report writing at tertiary level as well as assistance in their studies in IT training, statistics and mathematics and time management techniques. Sign up for classes or call in at lunch time for help from staff tutors. Find out more at the University’s website.

ACADEMIC RESULTS
Granting the College access to your academic results each semester is a condition of residency at Sancta. Your results are made available to the Principal and Vice Principal. Please enter your University ID number and University email address into the Sancta portal once you are enrolled in your course. Each year we will ask you to sign a form granting your permission for the University to release your results to the College each semester. Due to complications such as late results and accessibility to some universities, the Vice Principal may ask you to advise your results directly. Your results are treated confidentially and are not disclosed to other parties, except for students who receive High Distinctions, as we recognise this achievement at our Chancellor’s Dinner each year.

All residents are full-time students and should maintain an acceptable level of academic progress at all times to remain a resident. The Vice Principal will conduct interviews with individual students throughout the year to assess and monitor student welfare and academic progress.

Students experiencing academic difficulty or who think they may not meet the academic expectations of their university or the College should inform the Vice Principal as early as possible. Poor academic results without good cause may result in your inability to return to College the following semester.

If your results are unsatisfactory and you have not informed the Vice Principal you are having difficulties with your studies, the Vice Principal may ask you to show cause as to why your academic performance does not meet expectations. If you return to College, the Vice Principal may place you on academic probation for one semester.

Academic probation is a serious adverse status in residency. Our focus is on assisting you to improve your academic performance in the subject(s) identified as unsatisfactory. If performance does not improve during the probation period, your eligibility to remain in residence is at the Principal’s discretion.

RECOGNISING ACADEMIC ACHIEVEMENTS
We celebrate students who excel in their studies. Each year Sancta recognises academic excellence at the Chancellor’s Dinner. It is an auspicious annual event when the College community recognises the academic excellence of Sancta’s high achieving scholars and a number of prizes are awarded. Many scholarships and prizes are awarded by the College on the basis of academic achievement.

SCHOLARSHIPS AND BURSARIES
Scholarships are awarded each year to both incoming and returning students. Scholarships are awarded for achievement in academia, sports, creative arts, excellence and participation. Additional scholarships are available for specific students or degrees. The College also awards bursaries for students in financial need. For more details on scholarships, bursaries and how to apply, we encourage you to refer to our website.

In addition to College scholarships, the universities and some external bodies offer a range of scholarships and prizes. The Vice Principal and Academic Mentors will advertise opportunities as they arise. You are encouraged to check your university and faculty websites for information about opportunities available to you.

The University of Sydney offers an extensive scholarship program. Many College residents apply for, and are awarded, grants based on outstanding ability, overseas study, Indigenous student programs, remote living access, faculty specific programs and many other federal and state awards. If you receive a scholarship or award outside of College, please advise the Vice Principal of your achievement. You should search your university website for details of their scholarship offerings and eligibility.
If you are unwell or injured, ensure that you inform your RA or the Vice Principal. The management of your illness or injury remains your own individual responsibility. The College will provide support as appropriate.

**HEALTH SERVICES**

University Health Service (UHS) is a bulk billing general practice health service on Sydney University Campus (Medicare or Overseas Student Health Cover Scheme). You do not need an appointment unless you would like to book a doctor of your choice. The UHS is located in the Wentworth Building and can be contacted on 9351 3484.

For University of Technology Sydney (UTS) students, the UTS Health and Counselling Services are located at Level 6, Tower Building, Broadway Campus. Telephone contact is 9514 1177.

For an after-hours service call General Practice Casualty, Balmain on 9395 2165 or Broadway General Practice 92815085.

**COUNSELLING CENTRES**

University of Sydney
Camperdown
Telephone: (02) 8627 8433
E-mail: counselling.servicessydney.edu.au

Cumberland
Telephone: (02) 9351 9638
E-mail: cumberland.cssydney.edu.au

International Student Support Unit
Telephone (02) 86278437
E-mail: info@issu.usyd.edu.au

University of Technology Sydney (UTS)
Telephone: (02) 9514 1177
E-mail: student.services@uts.edu.au

University of New South Wales (UNSW)
Telephone: 9385 5418

University of Notre Dame (ND)
Telephone: (02) 8204 4429

Australian Catholic University (ACU)
(02) 9739 2390 (North Sydney Campus)
(02) 9701 4395 (Strathfield Campus)

All university counselling services are free. It is preferable to make a phone call or drop in rather than send an email. At some universities, students may get an immediate appointment, at others they may take bookings or have a short waiting period. If you are experiencing an emergency, please tell the Receptionist and you will receive prioritised attention.

**24 Hour Crisis Phone Counselling:**

LIFELINE: 131 114
SALVO YOUTH LINE: (02) 9360 3000
Mental Health Access Line: 1800 638 825

Sexual Assault:
NSW RAPE CRISIS CENTRE: (02) 98196565 or 1800 424 017
CRISIS SERVICE-ASK FOR AFTER HOURS CRISIS WORKERS
(RPA): (02) 95166111

Emergency Services: 000
CODE OF CONDUCT, COLLEGE POLICIES AND FEES
1. Statement of General Principles

1.1 Sancta Sophia College is proud to be home to residents from different backgrounds, cultures, countries and religions. Valuing this diversity, Sancta Sophia College encourages individuality and expects all students to fulfil admirable behavioural standards. As an educational community, respect and consideration for all residents is an integral component of the College ethos. Each resident has the right to live and study in an environment that is free from harassment and discrimination, a right to be treated with dignity and respect, regardless of one’s background, beliefs and culture.

1.2 It is the policy of Sancta Sophia College that any form of harassment, including sexual harassment, discrimination and bullying (including cyber-bullying), is not tolerated and is a breach of Sancta Sophia College’s rules and ethos. Such behaviours are also against the law. It is the expectation and responsibility of every resident to ensure they uphold the College values, aspire to demonstrate the highest level of personal integrity at all times, and do not promote or engage in harassment, discrimination or bullying.

2. Harassment

2.1 Harassment is any type of behaviour that:
• the other person does not want; AND
• offends, embarrasses or scares them; AND
• is sexual OR targets them because of their race, sex, pregnancy, marital status, transgender, sexual preference or orientation, disability or long term illness, age, family or carer’s responsibility, social origin, political belief or lack of political belief, religious belief or lack of religious belief; AND
• In the circumstances, a reasonable person should have expected would offend, embarrass or scare.

It is also harassment to:
• bully or intimidate someone in a way that offends, embarrasses, humiliates or offends them; AND
• endangers that person’s health or safety; AND
• In the circumstances, a reasonable person should have expected would offend, embarrass, humiliate or offend them.

2.2 Harassment can occur in the forms of verbal, non-verbal and physical behaviour. Examples of verbal behaviour that could amount to harassment are:
• Sexual or suggestive remarks, including remarks with double meanings
• Making fun of someone because of their race, disability, age, sex, sexuality etc
• Spreading innuendo, gossip, or rumours, including about someone’s sexual relationships or practices
• Imitating someone’s accent or disability
• Unwanted sexual propositions

Examples of non-verbal behaviour that could amount to harassment are:
• Displaying pornographic, sexually suggestive, racist and/or any form of offensive, degrading or insulting materials on the walls, computer screensavers, faxes, e-mails, etc
• Suggestive looks or leers
• Strip-o-grams or any other form of striptease or naked display of sexual parts of one’s own or someone else’s body
• Unwelcome practical jokes
• Mimicking someone with a disability
• Ignoring someone, not sharing information with someone, or being unnecessarily leaning over someone or standing too close to them
• Putting a hand or an object into someone’s pocket
• Uninvited entry into rooms including banging on doors, walls and windows of a student’s room, sacking of rooms and wilful destruction of property including vandalism of cars
• In addition to the harassing behaviour already mentioned, sexual harassment may arise from a range of behaviour, including unwelcome:
  o Implicit or explicit demands or requests for sexual activities
  o Physical contact such as patting or pinching, through to more hostile conduct
  o Observations by a ‘peeping Tom’
HARASSMENT AND DISCRIMINATION POLICY, GUIDELINES AND PROCEDURE OF SANCTA SOPHIA COLLEGE continued

3. Discrimination
3.1 Discrimination is:
• Any practice that makes a distinction between individuals or groups so as to disadvantage some people and advantage others
• Discrimination can be ‘direct’ or ‘indirect’
• ‘Direct’ discrimination is where a person is treated less favourably because of their race, sex, pregnancy, marital status, transgender, sexual preference or orientation, disability or long term illness, age, family or carer’s responsibility, social origin, political belief or lack of political belief, religious belief or lack of religious belief than a person without that characteristic in the same or similar circumstances
• ‘Indirect’ discrimination results when a requirement, rule, policy or practice that appears to treat everyone the same, has a disproportionately unfair impact on particular people or groups of people when it is applied, and is unreasonable.

4. Bullying
4.1 Bullying is repeated behaviour towards an individual or group that:
• Belittles, intimidates or threatens and
• That a ‘reasonable person’ would consider to be offensive, humiliating or threatening
• Intention is irrelevant- how behaviour impacts on recipient
• Is a threat to health and safety

4.2 Examples of behaviour that could amount to bullying are:
• Verbal abuse, intimidation or threats
• Shouting, ordering, belittling
• Ignoring someone, not sharing information with someone, or being particularly cold or distant
• Continually ignoring or dismissing someone’s contribution
• Isolation or segregation of a person or group at meal times or generally for any reason
• Forced/coerced participation in rituals and traditions (eg: sculling, drinking games, fresher induction)
• Uninvited entry into rooms, including banging on doors, walls and windows of a student’s room, sacking of rooms and wilful destruction of property

5. Standards of Behaviour
5.1 Each resident must abide by the following standards of behaviour:
• Uphold College ethos and values
• Respect for and responsibility to self
• Respect for and responsibility to others
• Ethical and honest behaviour; upholding personal integrity and honesty
• Accept the consequences of their own actions
• Apologise where appropriate

6. Embodying the Wider Context of Community Recognition and Concern
6.1 Sancta Sophia College has a variety of contractual and statutory relationships with residents that acknowledge a duty of care to its members, covering such issues as vicarious liability, procedural fairness, confidentiality and victimisation.

6.2 The College’s harassment and discrimination policy embraces other residential College guidelines, operates in conjunction with policies and procedures as stipulated by the University of Sydney and is in line with the following Commonwealth and State laws:
- Anti-Discrimination Act 1977 (NSW)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- NSW Occupational Health and Safety Act 2000

6.3 External agencies also offer valuable advice from which a resident may seek assistance. Relevant external agencies include:
• The Anti-Discrimination Board of New South Wales
• The Commonwealth Human rights and Equal Opportunity Commission
• Fair Work Australia
• The Police

7. Principles in Operation
7.1 Sancta Sophia College acknowledges a statutory and moral obligation to take all reasonable precautions to ensure that all residents of Sancta Sophia College are not subjected to harassment and discrimination. The College has a duty of care to all residents to ensure all reasonable steps are taken to prevent harassment, discrimination and victimisation from occurring. Sancta Sophia College operates on this principle by:
• Having a fair and effective policy and procedure for dealing with concerns and complaints
• Appointing a Harassment and Discrimination Officer
• Making known expectations, rights, responsibilities and standards of behaviour to all residents
• Education and other programs to raise awareness within the College community of what constitutes harassment, discrimination or bullying, and should it occur
• Provide remedies to concerns and breaches when they arise, invoking processes and disciplinary actions and support procedures when necessary
• Investigating alleged breaches and documenting incidents. All written matter relating to the complaint will be retained in a secure place for a period of seven years
• Continually monitoring and re-assessing the College environment for improvements in these matters

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• Continually monitoring and re-assessing the College environment for improvements in these matters
8. Harassment and Discrimination Officer

8.1 The Harassment and Discrimination Officer is appointed in order to ensure appropriate coverage of members of the College and provide clear lines of communication and procedures.

The key tasks of the Harassment and Discrimination Officer are:

- To receive appropriate training and have a sound understanding of Sancta Sophia College’s policies and procedures as well as the policies and procedures of other residential Colleges within the University of Sydney.
- To formulate and be supplied with approved information and material to disseminate to enquirers.
- Meet regularly with their counterparts from the other Colleges and the University of Sydney, in order to discuss common issues and provide generic information about activities. Where appropriate, this information could be forwarded to the intercollegiate delegates Committee and the Intercollegiate Council.
- Be a primary point of contact for members of the College community in matters of Sexual Harassment and Discrimination. Their role is to be available to listen in a sensitive and understanding manner, to inform, support and advise complainants of options and, when appropriate, to refer alleged incidents of harassment to the Principal, whilst treating all complaints seriously and in strict confidence.

9. Breaches of Policy

9.1 Conduct not in line with Sancta Sophia College’s ethos, harassment and discrimination policy will be the subject of processes and disciplinary actions.

Once informed of a possible breach of policy, Sancta Sophia College may decide to investigate the circumstances giving rise to the alleged breach, make a determination about those circumstances, and impose consequences where applicable. This includes when a breach of conduct is suspected whether or not a person has made a complaint.

10. Complaints Procedures

10.1 Incidents of harassment and discrimination may include, but are not limited to, have involved a fellow College resident, a member of another University of Sydney Residential College, occurred on College or University grounds or outside in the wider community.

Anyone who believes that they have been the victim of harassment or discrimination is encouraged to approach the Harassment and Discrimination Officer. This is particularly important if the complainant is not sure how to handle the problem themselves, or just wants to talk confidentially about the problem and get more information about what to do. It is also important for the purpose of preventing a recurrence or continuation of the alleged conduct.

10.2 If a serious breach appears to have occurred, the complainant should be encouraged to contact the Principal. If such a complaint is received, the Principal will ascertain the nature of the complaint and determine how best to resolve the matter.

11. Process for Lodging a Complaint

11.1 All residents of Sancta Sophia College who are approached by someone wishing to discuss a specific instance of possible harassment or discrimination should refer that person to the Harassment and Discrimination Officer. If a serious breach of Sancta Sophia College’s codes of behaviour appears to have occurred, the complainant should be encouraged to contact the Principal.

11.2 Matters will be treated with sensitivity and kept confidential as far as is possible. Action will be taken to address the offending behaviour until it stops or the matter is mutually resolved. It is not necessary for complaints to be in writing, but it is necessary for complainants to identify themselves to the Officer so that the matter may be resolved.

11.3 When a complaint is brought to the attention of the Harassment and Discrimination Officer, the following avenues can be undertaken:

- Help the person clarify if the behaviour perceived as offensive may have constituted harassment or discrimination and, if so, whether such harassment or discrimination was perceived to be intentional or unintentional.

- Explain to the complainant the mechanisms of the complaints procedure within this policy.
- Explain to the complainant the confidentiality provisions of the procedures.
- Explore possible strategies by which the person might resolve the difficulty.
- With the complainant’s consent, and where appropriate, to attempt to resolve the matters giving rise to the complaint using Sancta Sophia College’s Grievance Procedures.
- Encourage the complainant to resolve the matter themselves, if appropriate.
- Advise the complainant of their rights under the relevant legislation.
- Explore with the complainant whether or not the matter should be referred to the Principal; AND
- Advise the complainant of the advantages and disadvantages of pursuing, in the circumstances of the particular complain, each of the available procedures.
- With the complainant’s consent, and where appropriate, to attempt to resolve the matters giving rise to the complaint using Sancta Sophia College’s Grievance Procedures.
- Encourage the complainant to resolve the matter themselves, if appropriate.
- Advise the complainant of their rights under the relevant legislation.
- Explore with the complainant whether or not the matter should be referred to the Principal; AND
12. Complaints Handling Step-by Step

12.1 Informal Procedures

There are a number of means a person can utilise to address and resolve matters in this regard. The following informal avenues and procedures at Sancta Sophia College are:

- Advise the complainant of the advantages and disadvantages of pursuing, in the circumstances of the particular complain, each of the available procedures.
- Person attempts to sort it out directly with the offending party.
- Discuss a complaint confidentially with a friend and take no further action;
- Speaks to Contact Person (Sexual Harassment and Discrimination Officer; Resident Assistant; Vice Principal) who will ascertain the nature of the incident, whether there were witnesses, the impact of the complaints, whether Sancta Sophia College’s Policy covers the issue, and the desired outcome(s) of the individual making the complaint;
- Contact Person provides guidance, advice and support;
- Person attempts to sort it out with the offending party with or without mediation by the Contact Person; OR
- Contact Person speaks to Harasser/ Bully with the option of complainant present. If the Contact Person is an RA, they may escalate the complaint to the Sexual Harassment and Discrimination Officer;
- The Sexual Harassment and Discrimination Officer will advise residents of their rights and give support by outlining the help that is available, explaining the mechanisms of the complaint procedure within this policy;
- Contact Person takes notes; AND
- If not resolved at this stage, or appears to be a significant or serious breach, the formal complaints process will be enacted.

12.2 Formal Procedures:

- Residents can lodge a complaint with the Sexual Harassment and Discrimination Officer or Principal;
- A formal complaint may also be lodged to the Equal Opportunity Commission, Police, or the Anti-Discrimination Board of NSW.

12.3 The formal procedure for Sancta Sophia College entails the complaint being brought to the attention of the Harassment and Discrimination Officer or the College Principal.

This can be done in the following ways:

- Directly by the complainant;
- Referred by the Harassment and Discrimination Officer;
- If the situation has not been redressed to the complainant’s satisfaction by the respondent if s/he feels that due process has not been observed;
- Where a complaint has not been formally made but it has come to the notice of the Vice Principal, Resident Assistant, House Committee, or a member of staff.

12.4 Sexual Harassment and Discrimination Officer or College Principal informed then:

- Complainant interviewed, notes taken to ascertain the nature of the incident, whether there were witnesses, the impact of the complaints, whether Sancta Sophia College’s Policy covers the issue, and the desired outcome(s) of the individual making the complaint. The Principal may seek external assistance, suggest the complainant seeks a resolution through the informal mechanisms of Sancta Sophia College.

Grievance Management Procedure Policy and may refer the matter to the University authorities or other authorities as appropriate.

- Allegations put to alleged offender and alleged offender given chance to respond;
- Advise about confidentiality, victimisation;
- If dispute over facts, statements from witnesses and other relevant evidence is gathered;
- Findings made whether complaint has substance and investigator recommends disciplinary action to the Principal;
- Principal informs parties of findings and any disciplinary action;
- Investigator submits report to the Principal.

13. Likely outcomes to breaches of College Policy in these matters:

- Counselling;
- Formal apology;
- Formal written warning;
- Community service within College or other appropriate disciplinary action;
- Suspension;
- Expulsion.

13.1 If the matter is serious, threatening the duty of care of the resident body and the Principal deems it appropriate, the Principal may become the complainant. This would occur only in extreme circumstances where it is deemed necessary to avoid future issues and support the ongoing safety of students.
ILLNESS, INFECTIOUS AND COMMUNICABLE DISEASES POLICY

Given the close living environment, prevention of the spread of infectious and communicable diseases from a person, to others, is an essential control strategy for the College. For this reason, anyone diagnosed with an infectious or communicable disease should inform the RA on duty or a staff member so safe and appropriate measures are taken. The Infection and Communicable Diseases Policy aims to facilitate the protection of staff and students in College from contamination or infection and instigate specific measures to prevent and minimise the exposure of any contagions. The policy includes details of nationally recommended vaccines and immunisations.

Infectious and Communicable diseases can spread readily to others in the community. Under the Public and Environmental Health Act 1987, Medical Practitioners must notify authorities of certain communicable diseases, which present a serious threat to the community and have been declared Notifiable Diseases (e.g. Severe Acute Respiratory Syndrome).

Prevention of the spread of these infectious and communicable diseases from a person, to others, is an essential control strategy for the College.

The objectives of this Policy are:

- To facilitate the College’s responsibility to protect all staff and students in the College community so far as is practicable from the effects of infectious and communicable diseases, whether the infection is from other people, an animal or from research material;
- To assist in the identification of the causative agent and modes of transmission;
- To instigate specific measures to combat the disease and to minimise the exposure of susceptible individuals to contagious individuals;
- The protection of others from contamination;
- To prevent discrimination and harassment of persons with an infectious and communicable disease.

The harassment of persons with an infectious or communicable disease, or those assumed to have an infectious or communicable disease, will not be tolerated (see Harassment And Discrimination Policy).

This policy applies to all staff, students, contractors and visitors (and volunteers) to the College who may be exposed to, or contract, an infectious or communicable disease, or be exposed to human blood or body fluids, in the course of their employment.

Definitions

Communicable Diseases are defined as an illness, the causative agents of which may pass or be carried from a person, animal or the environment to another susceptible person directly or indirectly. Modes of transmission include direct body contact with blood or body fluids, indirect contact with inanimate objects such as drinking glasses, or vectors such as flies or mosquitoes or other insects capable of spreading the disease.

Incubation is defined as the provision of proper conditions for growth and development of micro-organisms or the period of time from when a pathogen enters the body to the time the first signs and/or symptoms appear.

Infection is defined as invasion and multiplication of micro-organisms in body tissues.

Infection Control is defined as the utilisation of procedures and techniques in the surveillance, investigation and compilation of statistical data in order to reduce, halt or control the spread of infection.

Infectious is defined as being caused by or capable of being communicated by infection.

Infectious disease is defined as a disease resulting from the multiplication of micro-organisms in the body. It may be contagious in origin or not contagious.

Notifiable Diseases are defined as communicable diseases, which present a serious threat to the community.

Standard precautions (Universal Precautions) are defined as a set of standard procedures required to achieve a basic level of infection control and are recommend best practice. They include good hygiene practices such as washing the hands, the use of protective barriers such as the use of gloves, mask and gown when dealing with a potential infectious agent or person, and appropriate handling and disposal of sharps and other contaminated or infectious waste.

Vaccination is defined as a suspension of killed or attenuated organisms administered for prevention or treatment of infectious diseases.

Vector is defined as an animal or insect that carries organisms or parasites from one host to another either of the same species or to one of another species.
**Responsibilities**

Sancta Sophia College:

- Must ensure local and State Legal Statutes are in place to allow public health intervention in the case of potentially deadly disease outbreak.
- Is responsible for the development and management of health and safety, hazard identification and risk management in all area matters in consultation with affected workers. Staff and students must be trained in correct infection control techniques.
- Should identify appropriate facilities if needed and establish procedures for monitoring health status of the College community who may have been exposed.

Staff and students have the responsibility to use standard precautions when handling potentially infectious material and to follow all guidelines relevant to their area or the College community.

Individuals have the responsibility to exercise a duty of care to prevent the spread of the disease to others in the College community as far as possible and to in no way breach any quarantine guidelines. This duty may necessitate the individual disclosing to the College that they have an infectious or communicable disease; however there is no onus of disclosure on any person to reveal their medical history unless they pose a danger to other individuals of the general College community.

Sancta Sophia College is committed to preventing the spread of infectious and/or communicable diseases and to taking all reasonable steps to ensure the health and safety of the College community. This will be done in a non-discriminatory and equitable fashion.

Sancta Sophia College will ensure that people with a communicable disease are guaranteed the following protections:

- The right to confidentiality of all information relating to their health status, any medical tests carried out and aspects of their personnel behaviour that may put them at risk.
- A study or work environment free from discrimination and/or harassment, and
- Access to clearly defined grievance processes.

**Recommended Vaccinations and Immunisations**

Of the vaccines recommended for adults, currently only seasonal influenza and pneumococcal polysaccharide vaccines are funded under the National Immunisation Program (NIP).

Other vaccines recommended are: Tetanus, diphtheria and pertussis; Measles, mumps and rubella (MMR); Herpes zoster (HZ); and Human papillomavirus (HPV). The government funded catch-up program for human papillomavirus (HPV) vaccination of women up to 26 years of age ceased in December 2009. Young women of this age can still obtain HPV vaccines through private prescription.

Travel is an important time to ensure that a person is up to date with standard vaccinations recommended for their age, including dT, MMR, hepatitis B, polio and influenza.

Travel vaccination requirements differ depending on the travel destination, likely risks of exposure to vaccine preventable diseases and the individual’s previous medical and vaccination history. It is recommended that patients are referred to specialist travel health clinics or GPs with experience in this area.

SMOKING POLICY
Sancta Sophia College and its grounds are strictly non-smoking areas. No student, staff member or guest may smoke within the College buildings or grounds. This policy applies to all forms of smoking including e-cigarettes.

DRUG POLICY
The possession, use of and dealing in drugs is a criminal offence. Any student involved in these activities will be expelled from College and the matter referred to the police.

ALCOHOL POLICY
Consumption of alcohol in Sancta Sophia College must be seen in the wider context of community recognition and concern and in line with Commonwealth and State laws and University policies and procedures. Responsible consumption of alcohol is permitted at Sancta Sophia College. It is recognised that alcohol consumption is part of a College’s social environment, but Sancta Sophia College will not condone alcohol consumption that has harmful physical, behavioural or social outcomes.
Sancta Sophia College’s alcohol policy includes the following:

- Residents under the age of 18 must not consume alcohol
- Residents will not drink with the aim of becoming intoxicated
- Residents who are intoxicated will not continue drinking
- Residents and staff must not provide or serve alcohol to anyone who is intoxicated
- Non-alcohol events are promoted and events that contain alcohol will provide non-alcoholic beverage alternatives.
- Residents will not be subjected to pressure of any kind to drink alcohol
- Residents will not be involved in drinking games or competitions within Sancta
- Residents can make toasts during meal times in a polite, respectable manner, in accordance with the above principles
- No promotion of alcohol within the College
- No events centred around alcohol
- No alcohol at any intercollegiate competition and no pre-drinking in the lead up to any intercollegiate competition
- No alcohol brought into the Dining Hall

NOISE POLICY
There are approximately 170 residents living in a close physical environment in Sancta’s undergraduate building and approximately 128 in Graduate House. This means it is essential we consider each other in relation to noise. There are areas designated and designed for socialising: the Octagon Kitchen and Common Room, the Lower Common Room, the Rooftop Lounge and the Figtree Lounge and, during meal times, the Dining Hall. You are encouraged to socialise in these areas as well as in your room, but please remember that residential areas should be conducive to study. No more than six people can meet in one resident’s room at any time without an approved function request. No noise from the adjoining corridor. Music practice is only permitted from 8am–10pm. All noise must cease at 11pm until 8am the next day. This is not just for other residents but also the wider neighbourhood. Your guests are equally bound by these rules and you are responsible for your guests’ behaviour.

All residents are asked to cooperate with one another at all times. Extra courtesy regarding noise is required during exam periods. Students doing different courses may have exams at different times. Everyone copes differently with stress and noise can exacerbate stress during exam periods. If you live on an upper floor, be aware that students in rooms below may be affected by your noise. Even slight noise in the Quadrangle can affect many residents whose rooms face onto it.

If you are disturbed by an inappropriate level of noise from another resident, you are encouraged to first politely ask the resident to be quieter. If this is unsuccessful, residents are advised to call the RA on duty in that building, who will ask the resident to be quiet. During business hours, students may call the Vice Principal on extension 331. If an unacceptable level of noise continues after a warning has been given, the RA or Vice Principal will file a formal noise complaint and residents causing the noise may face consequences as administered by the Vice Principal, reflecting the disruption caused.

When Mass is held in the Chapel, a sign is placed at the top of the stairs on first floor of South wing, reminding you to be quiet in this area. Students not attending Mass are asked to keep noise levels to a minimum as this is a designated time of quiet and reflection within the College. During Mass, functions or tutorials may not be scheduled and the piano in the Lower Common Room must not be played as the noise travels to the Chapel.

When a function such as the College Informal Ball is held, the organisers will arrange a designated quiet room for study.

Residents need to be considerate of students when conducting gatherings and events. When formalising a function, a resident needs to complete a Department Advice Student Event Form which must be sent at least 10 days in advance to the Functions and Events Coordinator for approval and processing by the Vice Principal. See Page 29 for an example of the Department Advice Event Form. You can download the form from the website.

STUDENT BEHAVIOUR - ACCESS TO RESTRICTED AREAS
A person must not access a restricted area unless specifically authorised to do so. Restricted areas include but are not limited to roofs, secure storage areas or machine rooms. Climbing to or from balconies or windows constitutes accessing a restricted area. Such actions can be met with immediate suspension.

PRIVACY POLICY
APPROPRIATE USE OF FACEBOOK AND OTHER SOCIAL MEDIA

Sancta is a close knit community: trust amongst and respect for all residents is imperative for us to live harmoniously and happily together.

Postings should be honest and truthful. Do not post confidential or proprietary information about Sancta Sophia College, its residents, alumni, or staff. Use good ethical judgment and follow College policies and legislative requirements, for instance The Privacy Act (1988).

You must seek permission from the Marketing and Development Manager before using the Sancta name, crest or any logo. Do not modify the crest or logo in anyway. A member of staff must be a member and administrator of any group that references or represents Sancta Sophia College in any way.

There is no such thing as a “private” social media site. Search engines can turn up posts and images long after publication. Do not post information that may harm the College, staff or other residents.

Avoid posting while feeling emotional about a subject – wait until you are calm and collected.

Keep in mind that your parents, siblings, roommates, internship supervisors, future employers, as well as prospective students, their parents, alumni and university lecturers, can and often do read your social media posts.

Always report any inappropriate posts to the site administrators. If you have any concerns, contact the Vice Principal immediately.

Cyber-bullying is not acceptable behaviour in the College. Using fake profiles for gratuitous posting that impacts on others or the College’s reputation is a serious breach of the College code of conduct. Harassment via social media is viewed as seriously as all other forms.

A serious breach of the College policies or code of conduct can result from use of social media. Consequences include a formal warning with the possibility of suspension or expulsion.

OTHER REGULATORY POLICIES FOR COLLEGE BEHAVIOUR

All residents are expected to comply with College policies and respect its ethos. The Principal or Vice Principal may apply the procedures below for the good order and conduct of individual residents and for the College community as a whole. How these procedures are applied is determined by the nature of the behaviour in question.

COUNSELLING

The Principal and/or Vice Principal may counsel residents formally or informally. Counselling includes, but is not limited to, briefings to residents usually, but not always, before Student Association or Senior Common Room meetings, email messages, and personal interviews and meetings. All residents must attend briefings, unless you receive an exemption from the Principal or Vice Principal. The content of these briefings will be deemed communicated to all residents.

PROBATION

Probation is a serious adverse status in residency and may be applied to a resident whose academic performance or conduct in College is not to a satisfactory level. Probation generally lasts one semester and a resident’s progress is evaluated through regular meetings with the Vice Principal, completion of tasks as agreed in the meetings and an assessment as to whether a resident’s performance improves in those areas considered unsatisfactory. If by the end of the probation period the resident’s performance improves to a satisfactory standard, probation is lifted. If a resident’s performance does not improve during the probation period, their residency may be terminated at the Principal’s discretion.

COMMUNITY SERVICE

As a consequence of breaches of the College’s policies, code of conduct or for other infringements such as repeated late night lockouts (post 11pm), a resident may be given community service within the College. Service is set in one hour units and your assignment is usually to assist a staff member with various tasks.

FORMAL WARNING

A serious breach of College rules may result in a formal warning for a limited or indefinite period. Following a formal warning, any further unacceptable behaviour may result in disciplinary action, including possible suspension or expulsion from the College.

SUSPENSION

In the event of a more serious breach of College rules, including repeated failure to comply with College rules and/or previous agreements with the Principal, you may be suspended from College.

WITHDRAWAL FROM RESIDENCE

A resident whose behaviour is considered to be at variance with the standards of the College will be expelled from residence. Expulsion as the first disciplinary measure is at the Principal’s discretion.
GUESTS
Your guests are welcome at the College, however you are responsible for your guests and their behaviour, and you must remain with them at all times. Please ensure your guest’s sign in the Guest Register Book located in the main foyer. If your guest is not signed in, the RA on duty is not permitted to let your guests into the College. All guests are required to sign the Guest Register Book in the main foyer.

OVERNIGHT GUESTS
Overnight guests must sign the Guest Register Book in the main foyer. The College accepts no responsibility for any person who has not signed into the College using the visitor log book. Guests are charged $20 per night to stay at the College. The charge is applied to the student account. Foldaway beds and/or linen are included in this charge and can be ordered through the Sancta Portal Maintenance tab. Please order at least one working day in advance. The $20 per night charge applies whether or not you order a bed and/or linen. Residents are not permitted to have guests for more than three nights per fortnight, unless there is prior approval from the Vice Principal.

UNDERGRADUATE ROOM ALLOCATION
You need the Vice Principal’s permission to move rooms.
Towards the end of each year, returning undergraduate students have the opportunity to nominate their room preferences for the following year. Room allocation for returning students is the Principal’s responsibility, who may elect to delegate such responsibility to the Students’ Association through a room draw and ranking procedure. Students earn room points for contributing to College life in all its facets, e.g., trying out for or playing on a Rosebowl sports team for Sancta, performing in a Palladian concert, helping fundraiser for Sancta charities, doing well in exams, reading at Mass or helping to organise the College Formal and Informal. The more you contribute to College life, the more points you earn and the higher your ranking for room draw. Your ranking determines in what order you can choose your room for next year.

GRADUATE HOUSE ROOM ALLOCATION
There will be consultation with the Senior Common Room Committee about the process for the allocation of rooms in Graduate House.

FUNCTION ATTENDANCE
Throughout the year there are numerous functions and significant celebrations which build College spirit and sense of community. Attendance at these events is expected of all our students.

EVENTS
Events are advertised on the College calendar which is distributed each semester. At the beginning of each semester, please lock the dates and times of each of these events into your diaries to avoid clashes.

All residents are expected to attend the following College events:
• Commencement Dinner
• Chancellor’s Dinner (Academic Dinner)
• College Visitor’s Mass and Dinner
• Vale Mass and Dinner
• Sports Dinner
• Liturgical and Cultural Dinner
• Christmas Dinner
• All Formal Dinners

All residents are strongly encouraged to attend the following:
• Mother’s Day Mass and Dinner
• Father’s Day Mass and Dinner
• College Informal
• College Formal
• Fundraising and Social Welfare events
• Resident Assistant events

FORMAL DINNERS
The College hosts formal dinners for all students on Monday nights. These dinners take place between 6.30pm and 8.00pm. Attendance is compulsory. On these occasions the dress code is a skirt, dress or dress pants for females and jacket and tie for males, with academic gowns unless advised otherwise. You can order an academic gown as part of your enrolment at Sancta or purchase a gown on campus at the Holme Building. Special themed formal dinners may have different dress codes.

The Senior Student or Senior Common Room Committee invites residents to sit at High Table. Sitting at High Table is a privilege. Each week, those sitting at High Table assemble in the Library at 6.20pm and proceed into the Dining Hall. The College welcomes Guest Speakers to reflect on their experiences and share their wisdom with current residents.

After dinner, everyone is welcome to join our Guest Speaker in the Lower Common Room, have coffee, tea or port, and enjoy some musical entertainment performed by fellow residents.

If you are unable to attend a formal dinner you must apologise as follows:
• To the Principal in person if you are unable to regularly attend due to a University class time clash or for the Chancellor’s, Visitor’s, or Vale Mass and Dinner.
• To the Vice Principal and House Committee Secretary by email at least 24 hours in advance.

There may be consequences as stipulated by House Committee or the Principal for non-attendance.
## Department Advice (DA) Student Event Form

For all students who would like to book a room within Sancta for a function please fill in the below form making sure each box is filled in with the required information. This form needs to be sent via email to viceprincipal@sancta.usyd.edu.au for authorisation.

<table>
<thead>
<tr>
<th>Event:</th>
<th>Organiser:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Event:</td>
<td>Contact on the Day:</td>
</tr>
<tr>
<td>Signage:</td>
<td>Room Set:</td>
</tr>
<tr>
<td>Rooms:</td>
<td>Equipment:</td>
</tr>
<tr>
<td>Numbers:</td>
<td></td>
</tr>
<tr>
<td>Catering Required:</td>
<td>Timings:</td>
</tr>
<tr>
<td>Food – will you be bringing your own or requiring this from Sodexo?</td>
<td>Start time:</td>
</tr>
<tr>
<td>☐ bringing your own</td>
<td>Last drinks:</td>
</tr>
<tr>
<td>☐ Sodexo</td>
<td>Last song:</td>
</tr>
<tr>
<td>If from Sodexo please contact the office to organise.</td>
<td>End time:</td>
</tr>
<tr>
<td>Alcohol – Will this be served?</td>
<td></td>
</tr>
<tr>
<td>☐ Yes</td>
<td>Any other notes:</td>
</tr>
<tr>
<td>☐ No</td>
<td></td>
</tr>
<tr>
<td>If so who will be the designated RSA?</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Access:</td>
<td></td>
</tr>
<tr>
<td>What time will you need the room from to set up and until to clean up?</td>
<td>From:</td>
</tr>
<tr>
<td>How will guests access the room?</td>
<td>To:</td>
</tr>
<tr>
<td>Additional Info:</td>
<td></td>
</tr>
<tr>
<td>Has security been arranged?</td>
<td></td>
</tr>
<tr>
<td>☐ Yes</td>
<td></td>
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<tr>
<td>☐ No</td>
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<tr>
<td>Cleaning arrangements?</td>
<td></td>
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<tr>
<td>☐ Yes</td>
<td></td>
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<tr>
<td>☐ No</td>
<td></td>
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<tr>
<td>Will music be played?</td>
<td></td>
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<tr>
<td>☐ Yes</td>
<td></td>
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<tr>
<td>☐ No</td>
<td></td>
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<tr>
<td>any other notes:</td>
<td></td>
</tr>
</tbody>
</table>

### Functions and Events

Any gatherings of more than six people within Sancta Sophia College grounds is defined as a function and requires staff approval.

In order to have a function approved, you need to complete a Department Advice Student Event Form 10 days prior if alcohol is involved, or 3 days prior to the event if no alcohol is involved. Responsibility for the function rests with the organiser(s). All student functions are approved on the understanding that the event organiser(s) has read and agrees to the Function Preparation and Risk Assessment information. Once you have completed the Department Advice Student Event Form, email it as an attachment to the Vice Principal.

It is against College policies to host an unauthorised function.

**Department Advice Student Event Form**

Responsibility for the function rests with the organiser(s) and the function request will be considered, providing the necessary details have been supplied as per the following Department Advice Student Event Form:

**Function Preparation and Risk Assessment**

When a function is being planned, it is important that the organisers consider the existing controls, the consequence and likelihood of problems occurring. Please tick the dot points on the next page then sign off to acknowledge you have given close consideration and agree to each of the following, and provide additional description pertaining to your function if required and relevant.

There are a number of benefits at no cost for students when hosting a function including: food and beverage storage, room hire, assistance with set up, furniture and equipment, liquor license, provision of services and catering at cost price by Sodexo, and automatic abidance to WH&S if a liquor license is used.
INTERNET USAGE AND CONNECTION AND PRINTING GUIDE

Internet Usage at College
To ensure the monitoring of appropriate content, and the absence of content that could lead to harassment, bullying or potentially damaging the College’s reputation, all social networking sites, pages and groups that are affiliated with the College must be linked with the College or staff member responsible for monitoring the social media. For example: all College related groups and events such as Fresher Group or Sancta Formal must also include Sancta Sophia as an administrator/friend.

Residents are encouraged to think about the information they publish using new technologies. This might be photos and videos which you upload onto a social networking profile, a video-sharing site or send via a mobile phone. It may include the comments you post on other’s profiles or messages sent over instant messaging applications or mobile phones. Please be advised that once something is created in a digital format and then shared, you lose control over who sees it and what they then do with it.

Residents need to realise that the personal information they share remains online and can be accessed by anyone: friends, family, teachers, future employers, online sex offenders...anyone.

Why is it important to think before you post?
Grooming – the information you share online could be used by online sex offenders as part of the grooming process.

Inappropriate content – sexualised images residents share via mobile phones or over the Internet could come under definitions of child pornography which is a serious criminal offence.

Cyber-bullying – images which are shared online can be altered, distorted or displayed in a different context as a form of cyber-bullying. Residents might also send messages that could be interpreted as cyber-bullying which is not condoned as appropriate behaviour under Sancta policy.

Identity theft – the personal information which you might share on a social networking profile or blog could be enough for someone to steal your identity.

Residents need to think about how their actions online and via a mobile phone can impact upon their identity and their reputation.

What can residents do?
Don’t post any images or videos which you wouldn’t be happy for your parents or grandparents to see. Once something is online, you cannot control who sees it, what they do with it and you may never be able to delete it.

Think before you post a comment, send a text or email, or say something in instant messaging. If you wouldn’t say it to someone’s face, don’t say it online or via text.

Protect your personal information. You wouldn’t give your phone number, address or school details to a stranger on the street, so don’t do it online. Ask a trusted adult before sharing personal information online.

Ask your friends’ permission before posting a photo or tagging them online. You would like them to respect your wishes so do the same for them.

What is inappropriate content?
Under the Broadcasting Services Act 1992, certain types of online content is prohibited. These include, but are not limited to: child abuse images, unrestricted access to pornography, illegal activities, and terrorist-related material.

Advice
If you have come across content which you believe to be illegal or prohibited, you can report it to the Australian Communications and Media Authority (ACMA) via their online form.

Further support
If you have been exposed to inappropriate content and want to speak to someone about it you can talk to:
- ReachOut.com
- LifeLine 13 11 14
- Kids Help Line 1800 55 1800

If the content is on College related sites, please inform a staff member.

General Security Issues
It is an unfortunate fact of life today that computers that are connected to the Internet are vulnerable to attack from hackers, Trojan horses, viruses and other exploits.

This section does not purport to be an in-depth investigation of computer security, rather, it is a brief overview of some steps you can take to protect yourself and your computer against these nasties.

Whilst there is some protection afforded by connecting through the University (their systems will block some of the attacks), there is no guarantee that your computer will be immune.

Therefore, it is prudent to do two things. The first, and probably the most important of these, is to purchase (if you haven’t already) a quality Virus Scanning tool. The College uses Norton AntiVirus, however, there are others available such as Vet, McAfee and so on.

This is only part of the equation to stopping viruses. The next step is to ensure you keep your Virus Definitions up to date. These definitions allow the Virus Scanner to “recognize” viruses – needless to say if your Virus Scanner cannot recognize a virus (ie it is not kept up to date) it will not be able to protect you from it.

Almost all Virus Scanning software includes a method of connecting via the Internet to update Virus Definitions, and this is something that should be done each fortnight, preferably weekly, or even more often, as new viruses are discovered every day.

The other side of the protection scenario comes from denying hackers and other types of script exploits to use or attack your computer. This type of protection is normally found in very high-end equipment costing many thousands of dollars however it is possible to obtain “personal firewall” software that will make your computer almost “invisible” on the Internet. Obviously, if a hacker cannot see your computer, they will not be able to usurp it for personal use.

There are several products available as shareware (ie free) on the Internet. Please be VERY careful as to where you find these tools and download them from – one of the more recent “scams” on the Internet is for a person or “company” to make a free personal firewall available – which actually turns out to be a tool that later allows that person into your computer.
Before following the connection guide(s)

In your room you will find a network patch box. This is a white box about the size of a light switch somewhere near the floor of the room, and you will need to run a network cable from this patch box to the network port in your computer.

With a network cable, it does not matter which end plugs into the computer or wall – each end is the same. It is important to note that this cable is NOT the same as a telephone lead, a network cable has 8 pins on either end, and plugging in the wrong type of lead may cause damage to the network patch box and/or your computer.

Hint: Where you set up your computer, and where the patch box is in your room will determine how long your network cable needs to be. As these are sold in different lengths, it might be prudent to check how long your cable should be before purchasing.

Please note, once you have connected using the guides that follow, and you begin using the Internet, you will be asked for a user name and password – these are supplied by the university of Sydney, and are the same as your Sydney university “My uni” email account. If you are a non Sydney university student, you will need to go to the ICT Access lab located on level 2 in Fisher Library on the Sydney University Campus to obtain account details.

Printing from your room

Students using Windows can easily print from their own computers in their rooms.

In order to do so, you will need to connect to the Ricoh printer in the Computer Room by following these steps:

1. Click on Start, then All Programs, then Run (in Windows 7, Start, All Programs, Accessories, then Run).
2. In the dialog box, type \scr-studentserv and click OK.
3. You will then be prompted for your username and password – your username is the same as that used to log in within the computer room (usually first initial, surname) but you MUST precede this with “SSC-STUDENT\". Thus, if your name is Jane Doe, your username would be “SSC-STUDENT\Jdoe” (without quotation marks). When completing this step you MUST SAVE the username and password!
4. Your password is the same as used within the computer room (usually your telephone PIN number).
5. You will then see the following window open up:

To connect to the printer, locate “RICOH STUDENT” in the list (as shown), right click, and choose “Connect” from the menu that appears. You will need to collect your printing from the Computer Room.

Alternatively, students can save their work to a USB and print directly from the computers available in the Computer Room.
FEE STRUCTURE: STUDENT BENEFITS

For undergraduate students, the College has a 38 week year. For students undertaking exchanges and in other special circumstances, a 19 week term may be considered. This is in keeping with most other colleges nationally. This structure provides a significant benefit and saving to Sancta students, as commercial student accommodation providers and private rental arrangements oblige students to sign 52 week contracts. Our 38 week contract matches the main university academic years and ensures a saving of some 14 weeks rental for students.

For Postgraduate students in Sancta Sophia Graduate House, the College has a fee structure of 40 or 46 week agreements. This is also in line with what is offered in colleges nationally and reflects the structure of study for postgraduates.

Sancta aims to offer value for our residents, whilst still providing a wide range of student support services. We are a not-for-profit institution and income over and above staffing, maintenance and operating costs is directed back into student services and programs. We are fiscally diligent, so as to be able to offer fees at a level that ensures we remain accessible to a diverse community of residents, without compromising expectations of services and standards. This includes offering casual accommodation and conference facilities to external clients throughout the year.

GENERAL SERVICES INCLUDED IN THE SANCTA FEES

- Student room and contents. On average, the rooms are larger than those in other colleges, comfortably furnished and cleaned fortnightly by housekeeping staff. Some have city views, others overlook the tranquil Quad or Figtree Terrace.
- Three meals per day, seven days per week, from Sancta’s caterers. The College caters for a wide range of dietary needs.
- Packed Lunch and Late Dinner Services for those who can’t return to College for lunch and dinner due to academic commitments.
- Formal dinner program – special menus, students served at the table and guest speakers.
- Academic functions to build professional networks within faculty areas of study with students, university staff and alumni practising in that field.
- Full use of the extensive grounds, including the beautiful Quadrangle.
- Use of common areas including the flat screen TVs and Foxtel.
- Use of the elegant Lower Common Room for gatherings and functions.
- Use of the intimate Shanahan Dining Room for small functions.
- Use of the wide range of College facilities, including the Library, Computer Room, Conference Centre (TV and Movie facilities), Chapel and Music Practice Rooms.
- Use of various kitchens – available for cooking, baking, cooking lessons, reheating food, parties.
- Newspapers in the Dining Room every morning; and subscriptions to journals and magazines in the Library.
- Insurance: Sancta provides insurance to cover related costs resulting from injuries to students. These related costs may include non Medicare medical fees, emergency transport and accommodation, travel expenses, and a range of items relating to any injuries sustained. In some cases this insurance cover applies outside of College. Note: The College does not insure students’ property. Some householder’s policies extend to cover members of the household wherever they are temporarily residing. Check this matter with your family.

MEMBERSHIPS

- Membership of Sydney University Sport and Fitness (SUSF) – offers access to University sporting facilities, plus covers the cost of University staff time coordinating Rosebowl and Rawson Cup sporting competitions. It also includes generous insurance cover while students engage in Intercolligate sport.
- Membership of the University of Sydney Union (USU) - offers access to a range of services including the many benefits of the University Access Card (see the USU’s page on the University’s website).

STUDENT SERVICES INCLUDED IN THE SANCTA FEES

- Undergraduate Tutorial Program
  Recent research indicates that one of the key factors differentiating residential from non-residential students is the support residential students receive, especially academic support. There is evidence that residential students have higher retention rates and better academic outcomes than non-residential students. Sancta has a comprehensive, wide-ranging Tutorial Program for undergraduates which responds to individual student needs through:
  - Small group tutoring establishment
  - Individual academic support
  - Individual study timetables
  - Individual support sessions and self-evaluations are also provided to assist, motivate and give students direction in their academic endeavours.

Many students use these opportunities and provide feedback that their marks improve significantly, they experience less stress and their goals are achieved.

- Resident Assistant Program
Sancta has a strong commitment to student academic and social support, based on research evidence, which indicates the value of engagement and support for students. Sancta invests in the Resident Assistants (RAs) program to assist the Principal and Vice Principal in building a sense of community and providing pastoral care and academic support within the College. RAs provide advice on personal, academic or College matters; and the RA on duty is the...
The RA Program has proved its value in many ways, by increasing:
• Pastoral care and social support for all students,
• Support for individual students,
• Social interaction across the College and
• Support for Freshers as they settle into College.

In colleges across the world, RA Programs are a key part of the investment in a support network for students.

• **Academic Mentor Program**
  Academic mentors have an active and key role in developing and supporting the academic life of the College, by building links between students in similar courses or faculties, academic staff and alumni.

• **Support for Sport**
  - Sports Scholarships are provided, sometimes in conjunction with Sydney University Sport and Fitness, to increase sporting capacity at Sancta,
  - Allocation of staff time to provide administrative support,
  - Membership of Sydney University Sport and Fitness.

• **Support for Creative Arts**
  - Creative Arts Scholarships,
  - Allocation of staff time to provide administrative support,
  - Increased musical opportunities including music soirees and performances after Formal Dinners and other College occasions,
  - Prizes for outstanding performances

• **House Committee Executive Financial Support**
  In recognition of their contribution to College activities, members of the House Committee Executive are provided with a 20% scholarship.

• **Senior Common Room Financial Support**
  Each member of the Senior Common Room Executive receives financial support in recognition of their outstanding contribution.

• **Leadership Programs**
  The College provides financial support for students to attend leaderships programs. Sancta students (including postgraduates) attend the National Association of Australian University Colleges (NAAUC) Conference every year; and groups of students attend the high profile National Student Leadership Forum (NSLF) in Canberra, reported as being “life-changing” by students. In 2013, a student was supported to attend World Youth Day in Brazil. All students benefit from increases in leadership capacity.

• **Sancta Alumni Network**
  All students who have been members of the College are invited to become members of the Sancta Alumni Association on leaving the College. Lifetime membership of this network includes many benefits, both personal and professional.

• **Career Guidance**
  Sancta provides students at all levels with career guidance, frequently linking students with alumni and/or mentors, bringing guest speakers to the College, and providing assistance with development of CVs.

• **Healthy Lifestyle/Fitness**
  This is an underlying philosophy which permeates many aspects of College life, including information about nutrition, opportunities for fitness training, information about mental and physical health.

**EMPLOYMENT AND VOLUNTARY OPPORTUNITIES**
Sancta offers a range of employment opportunities, including:
• Catering Assistant roles,
• Resident Assistant roles,
• Academic Tutor positions.

The College also offers a wide range of opportunities to gain skills in voluntary capacities. The College ensures that voluntary contributions are formally recognised. Some recent volunteering examples include:
• Pre-event administration, merchandising and marketing, greeting, manning the promotional booth at the university and guiding tours around the College for Open Day,
• Administration volunteering to assist with major fundraising campaigns,
• Student Association leadership positions,
• Student Advisory Committee positions.

**PRIZES AND AWARDS**
Each semester, prizes are awarded to recognise students’ academic and extra-curricular achievements and contributions.

**RESIDENTIAL COMMITMENT**
The Residential commitment is for a full Academic Year.

A limited number of Semester I, 2016 places may be available for those students whose academic program in Sydney is due for completion at the end of Semester I, 2016; and a limited number of Exchange Program places are available for students on exchange. Students requesting single semester stays must notify the College in writing before the term begins, otherwise a minimum charge of $750 will be levied (see below).

If a student leaves prematurely, either by their own choice or for any other reason, a minimum charge of $750 will be levied. This minimum charge will cover the Principal’s and staff costs for time and preparation, interviews of new students, and any costs incurred for College Council’s time, if involved. In all cases, and in addition to the above, one week’s fees will be charged while the room is being cleaned and prepared for a new student. These minimum charges will be increased by an amount equal to one week’s fees for each week or part of a week that the room remains empty beyond the initial cleaning/preparation week.

**CASUAL ACCOMMODATION**
The College supplements student income with casual accommodation and a conference business; hiring rooms for conferences, meetings, seminars etc, and making some rooms available as casual accommodation for visiting academics, conference guests and other parties. This allows us to subsidise student fees and therefore ensure our fees are as affordable as possible.
Fee Schedule 2016

All Commencing Residents in 2016

<table>
<thead>
<tr>
<th>On application</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$150</td>
</tr>
<tr>
<td>Total Payable with your Application</td>
<td>$150</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On acceptance of Offer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Fee (non-refundable)</td>
<td>$450</td>
</tr>
<tr>
<td>Security Fee*:</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

*$500 is refundable by request on departure from College (provided there are no outstanding costs due to loss or damage of College property; or outstanding fees), $100 is retained for lifetime membership of Sancta Sophia College Alumni Association, and $400 will be allocated by the College to the College Building Fund. This applies to applications received after 31 October 2013.

Total payable on acceptance of Offer $1,450

All Residents 2016
Includes accommodation, 21 meals (3 meals per day, 7 days per week), Student Services & Support, College Facilities

Undergraduate College Building

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Weekly Rate</th>
<th>Total for 38 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single room with shared bathroom</td>
<td>$531.00</td>
<td>$20,178</td>
</tr>
<tr>
<td>Share room with shared bathroom</td>
<td>$456.00</td>
<td>$17,328</td>
</tr>
<tr>
<td>College en suite room</td>
<td>$557.00</td>
<td>$21,166</td>
</tr>
<tr>
<td>College apartment style</td>
<td>$568.00</td>
<td>$21,584</td>
</tr>
</tbody>
</table>

Graduate House

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Weekly Rate</th>
<th>Total for 46/40 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate en suite room</td>
<td>$554.00</td>
<td>$25,484</td>
</tr>
<tr>
<td>Graduate en suite room</td>
<td>$573.00</td>
<td>$22,920</td>
</tr>
</tbody>
</table>

Other Compulsory Fees (per annum)

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s House Committee fees (Undergraduates only)</td>
<td>$700</td>
</tr>
<tr>
<td>Senior Common Room fees (Postgraduates only)</td>
<td>$200</td>
</tr>
<tr>
<td>College Formal (charged in 2nd semester fees)</td>
<td>TBA</td>
</tr>
</tbody>
</table>

Commencing Student Additional Fees

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic gown and College jersey</td>
<td>$200</td>
</tr>
<tr>
<td>Orientation Week accommodation (undergraduate only) as per weekly room rate, ie:</td>
<td></td>
</tr>
<tr>
<td>Single room with shared bathroom</td>
<td>$531</td>
</tr>
<tr>
<td>Share room with shared bathroom</td>
<td>$456</td>
</tr>
<tr>
<td>Orientation Week Student Club activities (Undergraduate)</td>
<td>$315</td>
</tr>
<tr>
<td>Orientation Week Student Club activities (Postgraduate)</td>
<td>$100</td>
</tr>
</tbody>
</table>

Other Optional Fees (per annum)

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking (Subject to limited availability)</td>
<td>No charge</td>
</tr>
<tr>
<td>Room change request</td>
<td>$100</td>
</tr>
<tr>
<td>Electricity cost of small fridge (main College building)</td>
<td>$150</td>
</tr>
</tbody>
</table>

Other Charges (Loss or Damage) - Per Occurrence

<table>
<thead>
<tr>
<th>Charge Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falsely or wilfully causing emergency fire alarm</td>
<td>$750</td>
</tr>
<tr>
<td>Room Keys lost (Up to $300, depending on circumstances)</td>
<td>$300</td>
</tr>
<tr>
<td>College Access Card/Fob (Swipe Card/Fob) lost</td>
<td>$30</td>
</tr>
<tr>
<td>Parking Access Card lost</td>
<td>$30</td>
</tr>
</tbody>
</table>

All Residents – New and Returning Fees 2016

Undergraduate College Building

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fees Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1 Fees, 2016</td>
<td>(19 weeks from Sat 27.02.2016 to Sat 09.07.2016)</td>
<td></td>
</tr>
<tr>
<td>Semester 2 Fees, 2016</td>
<td>(19 weeks from Sat 09.07.2016 to Sun 20.11.2016)</td>
<td></td>
</tr>
</tbody>
</table>

Semester 1 Fees are Payable either:
In full by Fri 26.02.2016
OR

Semester 2 Fees are payable either:
In full by Fri 15.07.2016
OR
By FULL YEAR 2016 Paysmart Direct Debit Contract detailed above.

Graduate House

<table>
<thead>
<tr>
<th>Agreement Length</th>
<th>Fees Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>46 week agreements</td>
<td>(46 weeks from Sat 16.01.2016 to Sat 3.12.2016 - notional)</td>
<td></td>
</tr>
<tr>
<td>40 week agreements</td>
<td>(40 weeks from Sat 20.02.2016 to Sat 26.11.2016 - notional)</td>
<td></td>
</tr>
</tbody>
</table>

2016 Fees are Payable either:
50% payable by Fri. 29.01.2016 and 50% payable by Fri. 8.07.2016
OR
By FULL YEAR 2016 Paysmart Direct Debit Contract – requiring a down-payment of $2,500 direct to Sancta Sophia College by 29.01.2016, and 7 equal monthly instalments via Paysmart Direct Debit Contract to be signed by 29.01.2016.

2016 Fees are Payable either:
50% payable by Fri. 19.02.2016 and 50% payable by Fri. 8.07.2016
OR
Instalment Payment Arrangements – via Paysmart Direct Debit Contract

Sancta Sophia offers instalment payment arrangements for the financial convenience of our students and parents at no extra charge. In 2016, students or parents wishing to use these instalment arrangements need to:

- Complete and return the Paysmart direct debit authorisation form either online to Paysmart via Web Express or on hard copy form (download from the College website or available from the Business Office).
- Completed authorisations need to have reached the Business Office using either of these methods by 23/01/2016 (for Graduate House residents with 46 week agreements); or by 20/02/2016 (for all other students).
- The down payment of $2,500 should be made directly to Sancta Sophia Business Office. This charge will be billed to you as soon as your acceptance of our 2016 offer is received at Sancta.
- Note that Paysmart direct debit instalment arrangements will be for the FULL YEAR in 2016, excepting where the Principal has agreed that special circumstances warrant an alternative arrangement;
- Instalment amounts will be calculated as 1/6 of the fees and charges remaining.
- The Paysmart direct debit authorisation is a binding contract. Any request to vary this contract must be made via the Business Office.

Scholarships & Bursaries

Timing of Scholarships or Bursaries credits is done at the discretion of the Vice Principal. The Vice Principal can instruct the Business Office to withhold payment of Scholarships and Bursaries subject to a student’s examination results.

Credit balances of student accounts resulting from Scholarship or Bursary credits can be refunded if requested from the Business Office.

Security Fee

$500 of the $1,000 Security Fee is held by the College to cover the cost of any damage to rooms, furnishings or fittings; or outstanding fees. On a student’s departure from the College, the person responsible for the payment of fees (the indemnifier) may make a written request for a refund of this $500 (provided there are no outstanding costs due to loss or damage of College property; or outstanding fees). Many people choose to make a gift of this $500 to support future students at Sancta through scholarships or programs. We would be most grateful if you would consider doing so.

The remainder of the Security Fee is retained by the College. $100 is retained for lifetime membership of Sancta Sophia College Alumni Association, and $400 is allocated by the College to the College Building Fund to invest in the maintenance and improvements of College facilities.

The College would be grateful if you would consider making a gift of this $500 to support future students at Sancta through scholarships or programs.

If you have confirmed with the Registrar that you are not returning to the College and you wish to claim the funds held as security, you will need to use the Security Fee Advice Form. You can download the form from the College website under Forms and Documents. The person responsible for paying your fees must complete and sign the form. When complete, send the form to the Bursar located in the Business Office.

STUDENT PROCESS FOR END OF ACADEMIC YEAR

Undergraduates

Undergraduate residents are entitled to stay until 12 midday Sunday 20 November 2016. If you wish to stay beyond 12 midday Sunday 20 November 2016, you will need to apply to extend your stay.

A. Extending stay and holiday stay process (including students returning early in 2016)

Undergraduate students are billed up until midday Sunday 20 November 2016. Any stay beyond that time will incur costs. If you wish to extend your stay or check in early the following year, you will need to do the following:

Step 1 – Apply via the Registrar

If students wish to stay beyond midday of their exit date or return to College prior to their notified commencement date in 2017, you will need to make an application via the Registrar.

Vacation stay rates will be the same as students’ semester room rates for that year. Refer to Sancta’s website under Fees for more information.

Step 2 – Prepay extended accommodation via the Sancta Portal

To extend stay beyond midday Sunday 20 November 2016, students must have prepaid their accommodation via the Sancta Portal Accounts tab by the date given. Students are advised to update their holiday address and any other details on the Sancta Portal update details tab.

Postgraduates

Postgraduates have various exit dates; please ensure you are aware of this. Billing will be done to midday of that date. If you wish to stay beyond midday on their exit day, you will need to apply to extend your stay.

Any stay beyond that time will incur costs. If you wish to extend your stay or check in early the following year, you will need to do the following:

Step 1 – Apply via the Registrar

If students wish to stay beyond midday of their exit date or return to College prior to their notified commencement date in 2017, you will need to make an application via the Registrar.

Vacation stay rates will be the same as students’ semester room rates for that year. Refer to Sancta’s website under Fees for more information.

Step 2 – Prepay extended accommodation via the Sancta Portal

To extend stay beyond midday of your exit date, postgraduate students must have prepaid their accommodation via the Sancta Portal Accounts tab by the date given. Students are advised to update their holiday address and any other details on the Sancta Portal update details tab.
B. Re-admission to College for 2016

The College assumes that students enrolled in 2016 will continue into 2017 unless told otherwise. In late September, the Registrar will ask all students to fill out a questionnaire regarding their intentions for 2017. Students who intend to return in 2017 will then need to accept the Agreement with College 2017 and return a signed Guarantee & Indemnity form. Penalties will be in place for students who withdraw later than the given date.

If an undergraduate resident intends to return to College in 2017 before March, they must arrange this with the Registrar. Postgraduate students will make individual arrangements with the Registrar depending on the length of their contract.

C. Room Draw

Students will be able to put in requests for room occupancy for the following year.

Undergraduates including those who will be in their fourth or fifth year as an undergraduate in 2017, will be notified by the Secretary of House Committee of the process.

Postgraduates (students becoming postgraduates in 2016 and current postgraduates) will be distributed their own room draw, separate to the undergraduates room draw, later in October.

All students will be notified of their 2016 room allocation before the end of Semester.

In general, all postgraduate students will be housed in Graduate House. Third to fifth year undergraduates can apply to the Vice Principal for permission to live in Graduate House.

D. Check-out process

Sign in to the Sancta Portal and click on the update details tab and update contact details over the holiday break.

Remove all belongings from the room. No items can be stored in a room unless the room is booked and prepayment has been made.

Please ensure the room is tidy and clean and left in the same condition as when you arrived, otherwise a cleaning fee will be charged. Cleaning materials will be available from the laundry. All posters and blu tac should be removed from walls and doors, the room should be vacuumed and dusted, and all items not belonging to the College must be removed.

Book a room inspection via the Portal in the Maintenance tab at least 48 hours in advance of your leaving date. The room will be checked and signed off by the Maintenance Supervisor. The room inventory can be viewed on the Sancta Portal. Room inspections can also be booked for Saturday 21 November 2016, or your date of exit (postgraduates).

On departure day, check out at Reception and hand in all keys including your swipe card, computer room key, room key and car swipe card. Sign the sign-out sheet and be checked out by a staff member.

Outside of office hours, or if Reception is unattended, you will need to sign out using the sign-out sheets available in the main foyer. Place all keys in one of the yellow envelopes provided and put in the drop off box on the Reception door. The envelope must have your name, checkout date and time, and your student room number. Failing to include these details may mean additional accommodation charges, so please ensure you have provided all of your details.
Comparison between Residential College Living at Sancta Sophia College and Independent Rental Accommodation for Undergraduates

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>COLLEGE</th>
<th>38 weeks</th>
<th>RENTING</th>
<th>52 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ESTABLISHMENT COSTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entrance Fee and Damage Deposit</td>
<td>$1000.00*</td>
<td>$1400.00 (Bond)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O Week fee (incl accom) academic gown and jersey</td>
<td>$1046.00*</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application fee</td>
<td>$150.00*</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrolment fee</td>
<td>$450.00*</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students Club fee</td>
<td>$700.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture &amp; Removals</td>
<td>$100.00</td>
<td>$1200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet connection</td>
<td>$0.00</td>
<td>$50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity connection</td>
<td>$0.00</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>UNDERGRADUATE STUDENT SINGLE ROOM COSTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent</td>
<td>$20,178.00</td>
<td>$350.00</td>
<td>$18,200.00</td>
<td></td>
</tr>
<tr>
<td>Books &amp; stationery</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LIVING COSTS</strong></td>
<td>Per week</td>
<td>38 weeks</td>
<td>Per week</td>
<td>52 weeks</td>
</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$175.00</td>
<td>$9,100.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$20.00</td>
<td>$760.00</td>
<td>$40.00</td>
<td>$2,080.00</td>
</tr>
<tr>
<td>Internet</td>
<td>$9.00</td>
<td>$468.00</td>
<td>$15.00</td>
<td>$780.00</td>
</tr>
<tr>
<td>Utilities</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$20.00</td>
<td>$1,040.00</td>
</tr>
<tr>
<td>Laundry</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$15.00</td>
<td>$780.00</td>
</tr>
<tr>
<td>Household expenses</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$15.00</td>
<td>$780.00</td>
</tr>
<tr>
<td>Entertainment</td>
<td>$50.00</td>
<td>$1,900.00</td>
<td>$50.00</td>
<td>$2,600.00</td>
</tr>
<tr>
<td>Miscellaneous (Insurance, health, gifts, toiletries etc.)</td>
<td>$80.00</td>
<td>$3,040.00</td>
<td>$80.00</td>
<td>$4,160.00</td>
</tr>
<tr>
<td><strong>TOTAL FIRST YEAR A STUDENT IS AT COLLEGE</strong></td>
<td></td>
<td>$30,792.00</td>
<td></td>
<td>$43,505.00</td>
</tr>
<tr>
<td>Average cost per week for the first year an undergraduate student is in College</td>
<td></td>
<td>$810.31</td>
<td></td>
<td>$836.63</td>
</tr>
</tbody>
</table>

*only relevant in the first year at College

**OTHER ITEMS INCLUDED IN COLLEGE FEES**
- Specialised and personalised tutorial programs to support academic achievement and success
- Academic mentoring and networking programs
- Pastoral care and support through the Vice Principal and Resident Assistants
- Intercollege and interfaculty sporting competitions
- Intercollege cultural competitions – dance, drama, singing, musical performances, oration, debating
- Social service and fundraising events, programs and activities*
- Social events from Trivia Nights, Formals, Informals, BBQs, movie nights etc*
- Intracollege events to add to sense of College community
- Fortnightly room cleaning, daily cleaning of bathrooms and common areas
- Insurance for accident and injury

* some additional costs may be incurred
Comparison between Residential College Living at Sancta Sophia College and Independent Rental Accommodation for Postgraduates

<table>
<thead>
<tr>
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<td></td>
<td></td>
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<tr>
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<td>shared bathroom</td>
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<td>$1000.00</td>
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<td>Laundry</td>
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</tr>
<tr>
<td>Household expenses</td>
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<td>$0.00</td>
</tr>
<tr>
<td>Entertainment</td>
<td>$50.00</td>
<td>$1,900.00</td>
</tr>
<tr>
<td>Miscellaneous (Insurance, health, gifts, toiletries etc.)</td>
<td>$80.00</td>
<td>$3,040.00</td>
</tr>
<tr>
<td><strong>TOTAL FIRST YEAR A STUDENT IS AT COLLEGE</strong></td>
<td>$32,288.00</td>
<td>$43,505.00</td>
</tr>
<tr>
<td>Average cost per week for the first year an postgraduate student is in College</td>
<td>$807.20</td>
<td>$836.63</td>
</tr>
</tbody>
</table>

*only relevant in the first year at College

OTHER ITEMS INCLUDED IN COLLEGE FEES
- Academic mentoring and networking opportunities
- Pastoral care and support through the Vice Principal and Resident Assistants
- Intercollege and interfaculty sporting competitions**
- Intercollege cultural competitions –dance, drama, singing, musical performances, oration, debating
- Social service and fundraising events, programs and activities*
- Social events from Trivia Nights, Formals, Informals, BBQs, movie nights etc*
- Intracollege events to add to sense of College community
- Fortnightly room cleaning, daily cleaning of common areas
- Insurance for accident and injury

* some additional costs may be incurred
** some restrictions