

WALK  
IN  
WISDOM  
GUIDE

20  
24



SANCTA  
SOPHIA COLLEGE  
WITHIN THE UNIVERSITY OF SYDNEY  
*Walk in Wisdom*

100  
1926-2026

CELEBRATING 100 YEARS



Sancta Sophia College acknowledges the traditional custodians of the land on which we reside, the Gadigal people of the Eora Nation; we pay our respects to their Elders, past, present and emerging. We also acknowledge the traditional owners of country throughout Australia and recognise their continuing connection to land, waters and culture.







Subscribe to the  
College Calendar  
on your device

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# WELCOME

Welcome to Sancta Sophia College, and welcome to a life-long connection with a community that prides itself on providing the richest possible university experience.



You have joined a remarkable community. It is a community that is filled with apparent contradictions: Sancta students are both ambitious and generous; determined and kind; competitive and helpful.

In short, Sancta students achieve at the highest levels academically, whilst recognising values beyond academic achievement. The community, the friendships, the culture, the sport, the social events, and the spiritual all have their place against a backdrop of serious academic endeavour.

Sancta is a Catholic College, founded in 1926 by the Sisters of the Sacred Heart. While the Sisters haven't lived here since the 1990s, their influence remains, and permeates Sancta in the values that define us: respect and dignity for all, academic curiosity, warmth of welcome, personal growth, wise freedom, friendship, community, and the sense that Sancta is a home-away-from-home.

Sancta is a partnership of students, staff, council members, alumni, friends and The University of Sydney. In joining this community, you will be challenged to expand your worldview and develop your capacity to speak up for yourself and others. The world needs smart, ambitious, values-based leaders, and you will be one of them.

Whether you are joining the Sancta community as an undergraduate or postgraduate student, whether directly from school or joining us as a mature age student, whether from near or from afar, you are very welcome.

We look forward to getting to know you and walking in wisdom with you.

**FIONA HASTINGS**  
**PRINCIPAL**



# THE SANCTA STORY

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 in NSW, 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. Our College motto 'In Sapiencia Ambulate' means Walk in Wisdom and has remained the mission of every generation of College leaders throughout our history.

The College buildings were erected in several stages over almost ninety years, with the southern end of Heritage Building being the earliest part. We opened the Graduate House building in 2014 to further diversify the Sancta community.

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, our College is home to over 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 harmonious mix of local, regional, interstate, international, undergraduate and postgraduate students.

## 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 include the Finance, Infrastructure, Student Policy and Mission, Workplace Health and Safety & Human Resources and Governance Committees. The Council meets on a regular basis and makes itself available to meet with students ahead of every meeting.

# SANCTA PEOPLE

## Principal

 Fiona Hastings

 [principal@sancta.edu.au](mailto:principal@sancta.edu.au)

 Foyer

- Your wellbeing and that of your peers
- Permissions as required
- Confidential issues
- Ideas and initiatives affecting the College community

## Vice Principal

 Brigid Carrigan

 [viceprincipal@sancta.edu.au](mailto:viceprincipal@sancta.edu.au)


 Octagon

- Your wellbeing and that of your peers and community
- Ideas and queries related to leadership and student life
- Event planning and permissions as required
- Confidential issues
- Discussions regarding Resident Assistants
- Advice regarding academic life, financial concerns, and specific dietary requirements

## Front Desk Coordinator

 Madeleine Ingham

 [reception@sancta.edu.au](mailto:reception@sancta.edu.au)

 Foyer, Reception

- Issues with your room key (during business hours)
- Enquiries relating to parking, printing, laundry and mail
- Requests to meet with the Principal (if the Principal is not immediately available)


## Business Office

 David Morris, Business Manager

 [businessmanager@sancta.edu.au](mailto:businessmanager@sancta.edu.au)

 Tracy Zhang, Accountant

 [accountant@sancta.edu.au](mailto:accountant@sancta.edu.au)

 Quad, near Octagon

- Matters concerning your student fee account
- Reimbursement requests for Resident Assistants
- Matters pertaining to House Committee and Senior Common Room budgets

## Dean of Admissions

 Mia Trinidad

 [registrar@sancta.edu.au](mailto:registrar@sancta.edu.au)

 Octagon

- Your residential contract at Sancta
- Referral of friends or family for future enrolment at Sancta
- Matters related to scholarships and bursaries

## Dean of Graduate Development

 Will Chan

 [graduatedevelopment@sancta.edu.au](mailto:graduatedevelopment@sancta.edu.au)

 Octagon

- Adviser to students approaching the end of their degrees
- Support to find graduate opportunities, internships, and further study

## Dean of Students

 Pippa Fitzgerald

 [deanofstudents@sancta.edu.au](mailto:deanofstudents@sancta.edu.au)

 Octagon

- All aspects of academic life including academic events and university enrolment
- Support around university policies and procedures, including disability supports and special considerations
- Coordination of Sancta's tutorial program and academic team
- Concerns or advice regarding academic life, study strategies, or degree planning or transfer

## Office of Community Engagement

 Hayden Edwards, Acting Director of Community Engagement

 [development@sancta.edu.au](mailto:development@sancta.edu.au)

 Octagon

- Issues and ideas pertaining to alumni and donors
- Opportunities to volunteer at Sancta's Open Days and other promotional events and trips
- Good news stories from the Sancta community
- Feedback relating to your 'customer experience' at Sancta: food, service, general comfort, facilities and IT

## Facilities, Maintenance & Housekeeping

 Patrick Skagerfalt, Facilities Manager

 [facilities@sancta.edu.au](mailto:facilities@sancta.edu.au)

 John Phillips, Maintenance Manager

 [maintenance@sancta.edu.au](mailto:maintenance@sancta.edu.au)

 Marinka Krivograd, Head Housekeeper

 [housekeeping@sancta.edu.au](mailto:housekeeping@sancta.edu.au)

 Octagon

- Items requiring repair and maintenance
- Matters pertaining to cleaning and bathroom supplies



### Something needs repairing?

Submit a maintenance request via the 'Maintenance' menu in the [Student Portal](#)





**Fiona Hastings**  
Principal



**Brigid Carrigan**  
Vice Principal



**Hayden Edwards**  
Acting Director of  
Community Engagement



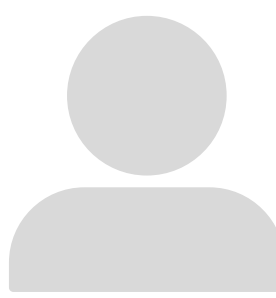
**David Morris**  
Business Manager



**Patrick Skagerfalt**  
Facilities Manager



**Mia Trinidad**  
Dean of Admissions



**Will Chan**  
Dean of Graduate  
Development



**Pippa Fitzgerald**  
Dean of Students



**Madeleine Ingham**  
Front Desk Coordinator



**Tracy Zhang**  
Accountant



**John Phillips**  
Maintenance Manager



**Jack Krivograd**  
Maintenance Technician



**Marinka Krivograd**  
Head Housekeeper



**Maryanne Artemis**  
Housekeeper



**Maria Benitez**  
Housekeeper



**Isabel Coelho**  
Housekeeper



**Gracely DeGuzman**  
Housekeeper



**Suchitra Kundu**  
Housekeeper



**Marcela Ruiz**  
Housekeeper



# RESIDENT ASSISTANTS

Resident Assistants (RAs) are a key point of contact for every student living at Sancta and are essential members of the Sancta community, helping to promote a warm and supportive environment by providing pastoral care.

Each student is assigned an RA every year and becomes part of an RA group. RAs organise events for their group 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.

One-on-one meetings enable RAs to become familiar with individuals and any specific issues or concerns they might have. Information shared between students and RAs is kept confidential unless it is a serious issue of safety or criminal conduct.

Every RA is trained in:

- ✓ Physical first aid
- ✓ Mental health first aid
- ✓ Emergency evacuations
- ✓ After-hours support and safety
- ✓ Pastoral support
- ✓ Creating opportunities to build community

The RA team works with and reports to the Vice Principal. The Senior RA assists with administration, pastoral care and RA team supervision and training. Students are also welcome to meet with the Vice Principal at any time.

If you are having a rough time at College, feeling like you do not fit in, or are unsure of how you can get involved, simply chat to your RA. They are here to help you and all conversations will be dealt with respect and sensitivity.



## 2024 RA TEAM

### Heritage Building

Estelle Cassegrain  
Siena Fagan  
Sophie Gill  
May Krishna  
Amy Lalor  
Tatyana Ludwig  
Sophia Murphy (Snr RA)  
Bridget Power  
Sarah Xiang

### Graduate House

Nikita Aistov  
Michael Chian  
Eloise Crawford  
Isabella Holmes  
Isabella Kew  
Sophie Mahlo  
McKenzie Nagle  
Phoebe Price

## AFTER HOURS

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 for RA duty every night, each weekend and every public holiday. The RA on duty is available to assist residents with any issues and deal with emergencies outside of business hours. Simply, call them on:

 **0419 479 832**

# ACADEMIC LIFE AT SANCTA

**Sancta recognises the transformative power of a university education, not just for individuals, but for society as a whole. We are committed to providing an environment that will enable you to thrive, achieve your academic goals, and advance in the skills and attributes needed in life long after university is behind you.**

**While here, you are encouraged to engage deeply with your studies and take advantage of the opportunities here and at university to enhance and extend your learning. While recognising the individual nature of university study, we are here to support you along the way.**

## **Tutorials**

Sancta provides tutorial support for some courses. You will be given more information and invited to sign up early in the semester.

Tutorials can assist by providing a safe space for exploration, questions and discussion, and to connect you with peers in the same subject.

The tutor will provide general advice, and clarify and enhance your understanding of the course content.

Tutorials do not replace your classes at university, and tutors won't do the work for you. Tutorials are for everyone – they are of use to those wanting to turn distinctions into high distinctions, those struggling to pass, and everyone in between.

## **Study Spaces**

As well as within your own bedroom, Sancta has a variety of study spaces that may suit your individual study style. The Library, Octagon Tutorial Rooms, Rooftop etc. each have their own character and level of (quiet) sociability. Try out a few different areas to find what works for you.

## **Study Hall**

Between 8 pm and 10 pm every Tuesday and Thursday evenings during semester, the Dining Hall becomes a Study Hall. Affectionately known as 'Nerd Night', if you like studying amongst a large group of people doing the same thing, this one is for you. There are often snacks on offer too.

## **One-on-one Support**

Sancta's Dean of Students, Pippa Fitzgerald, is available for one-on-one consultations. Whether it is for help understanding how to structure an essay, how to navigate an administrative problem at uni, degree planning, or what to do when you feel like you are in the wrong course altogether, book an appointment with her via email or drop by Octa to see her.

## **Professional Mentoring**

For students in the final phases of study, this program is available for those who are serious about their career development and want to grow their network of professional contacts. We regularly share the profiles of interested students with our global alumni network, who may find that they are able to support individuals or groups in their career journeys. To learn more, contact Will, Sancta's Dean of Graduate Development, in Octa or via email.



## SANCTA'S ACADEMIC REQUIREMENTS

Sancta requires all students to be enrolled at university on a full-time basis. In some circumstances, the Principal will allow students to remain at Sancta with a reduced study load. Make an appointment with the Vice Principal to discuss if you need to reduce your study load.

Very deliberately, Sancta does not impose a level of academic achievement that must be maintained to continue within the College. Instead, we focus on commitment and forward momentum. Should a student fail one or more subjects in a semester, they may be invited to meet with a member of Sancta's academic team to discuss what may have gone wrong and, if needed, to develop a plan for improvement over the course of the ensuing semester. If there is then no indication of academic improvement, the Vice Principal or Principal may seek a meeting with you and consider your continued enrolment at Sancta on the basis that you are not progressing in your course, and may need to take time out of uni.

## ACADEMIC AWARDS AND ACHIEVEMENTS

Each year, Sancta acknowledges outstanding academic achievements at our Annual Academic Dinner, presided over by the Chancellor of The University of Sydney. This includes students achieving high distinction averages, the dux of each undergraduate year group, and the dux of the new and returning postgraduate cohorts.



# STUDENT LEADERSHIP

All undergraduate residents are members of the Students' Association, and all postgraduate residents are members of the Senior Common Room. 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, liturgical and cultural activities.

## STUDENTS' ASSOCIATION

The Students' Association provides all students with access to intercollegiate sporting and cultural events as well as Sancta social, cultural, social justice and sporting events.

### House Committee

The House Committee leads the Students' 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.

### 2024 Leaders

<b>Senior Student</b>	Sphephelo Shembe
<b>Honorary Secretary</b>	Madeleine English
<b>Honorary Treasurer</b>	Edwina Reilly
<b>Social Secretary</b>	Sophia Bird
<b>Sports Secretary</b>	Daisy George
<b>Cultural Secretary</b>	Rose Sutherland
<b>Liturgical Secretary</b>	Philippa Makeham
<b>Social Justice &amp; Sponsorship Secretary</b>	Niamh Wood
<b>Intercol Representative</b>	Ava Sinclair
<b>Senior Representative</b>	Josephine Hughes
<b>Sophomore Rep.</b>	Zoe Price
<b>Fresher Representative</b>	Amelia Croker

## SENIOR COMMON ROOM

The Senior Common Room (SCR) is the representative body for graduate and postgraduate residents. The SCR fosters academic discourse, aims to create a strong community spirit and assists residents to take full advantage of College life.

Like the House Committee, members of the SCR take on specific roles as well as deal with generalised matters and the running of postgraduate student functions and events held at Sancta.

### 2024 Leaders

<b>President</b>	Heath Macleod
<b>Secretary</b>	Georgia Cox
<b>Treasurer</b>	Thomas Alexander
<b>Sports Representative</b>	Rae Anderson
<b>Cultural Representative</b>	Xiaojing (Lily) Ren
<b>Social Justice Rep.</b>	Sudipta Datta
<b>Social Representative</b>	Elizabeth Odria

All students are encouraged to approach House Committee and Senior Common Room members regarding any areas requiring discussion and may make a request to attend a meeting to present issues, ideas or concerns.



# STUDENT COMMUNICATION



## EMAIL

Emails are the official form of communication at Sancta. Should a staff member of Sancta wish to communicate with you directly regarding any matter, they will most likely contact you via email in the first instance. Whole of College communications will also be sent via email to all residents.



## SMS TEXT MESSAGE

We use our SMS text messaging system to deliver messages to residents of an urgent or time-sensitive nature. If there is an impromptu event, onsite emergency or an issue with a particular College service, you will receive a text message in the first instance.



**Remember to keep your contact details up to date!**

**Update your email address and mobile phone number through the [Student Portal](#). If you're an international student, please update your contact number when you receive your Australian sim card and mobile number.**



## FACEBOOK GROUPS

Facebook Groups are used as a means of informal communication among students and staff of the College. Groups are effective for students and student leaders to post reminders, invitations and community messages.

All students should request to join:

- Sancta Noticeboard 2024

Postgraduate students should request to join:

- Sancta Postgrads

Other groups you should join based on your year level or participation:

- Sancta Ambassadors
- Sancta Freshers 2024
- Sancta Food



## WEEKLY NEWSLETTER

Each week, you will receive an e-newsletter in your email inbox containing important news and information about upcoming College events, notices from the Principal and other staff, and a range of opportunities pertaining to College, academic and professional life.

## COLLEGE CALENDAR



The College calendar can be synced to the calendar app on your smartphone or computer. It contains the dates for most College events to which you are either invited or required. Subscribe, view or request to add events to the calendar via the link in the [Student Portal](#).

# FOOD & DINING

## MEAL TIMES

	Monday - Friday	Saturday	Sunday
<b>Breakfast</b>	6:30 am - 9:30 am	6:30 am - 8:30 am	6:30 am - 8:30 am
<b>Brunch</b>	---	8:30 am - 11:30 am	8:30 am - 11:30 am
<b>Lunch</b>	12 pm - 2 pm	12 pm - 2 pm	12 pm - 2 pm
<b>Dinner</b>	5:30 pm - 7:30 pm	5:30 pm - 7:30 pm	6:15 pm - 7:30 pm

## OUR FOOD PRINCIPLES

All meals are catered in our Dining Hall by our onsite caterers, 'gather'. We ask 'gather' to uphold our food principles of safety, inclusivity and sustainability in their daily meals and event services.

## LATE DINNERS

The late dinner ordering service is available on weeknights except Formal Dinner nights (most Mondays) and other whole of College special events. Use the form link in the [Student Portal](#) or the QR code displayed in the Servery and Dining Hall to request a late meal. Cut-off times apply.

## FORMAL DINNERS

Formal Dinners are whole of College events that occur on most Monday evenings during semester. Business attire (good pants and tops, dinner dresses, heeled shoes, shirt and tie, hair is neat and groomed) and academic gowns are required.

If you are unable to attend any Formal Dinner, you must email an apology in advance to the relevant secretary (Postgrads: [sanctascr@gmail.com](mailto:sanctascr@gmail.com); Undergrads: [honsecretary.sancta.hc@gmail.com](mailto:honsecretary.sancta.hc@gmail.com)) and CC the Vice Principal ([viceprincipal@sancta.edu.au](mailto:viceprincipal@sancta.edu.au)).

## DIETARY REQUIREMENTS

Vegetarian, vegan and gluten-free options should be available at every meal. All students are surveyed annually regarding their dietary needs and allergies.

## MENU

'gather' have a digital menu that is viewable on the electronic displays in the Servery.

## FOOD FEEDBACK

There is both an Undergraduate and Postgraduate 'Food Secretary' elected each year – their role is to represent the student voice on food at Sancta. You can reach out to your student representative should you have feedback or suggestions. You can also provide 'gather' with feedback and suggestions directly by utilising the communication channels on display in the Dining Hall and Servery.

If you have raised a concern or request with 'gather' and you are not satisfied with their response, please contact the Vice Principal or Acting Director of Community Engagement to raise a complaint.



# YOUR GUESTS



Your guests are welcome at Sancta



Your guests are expected to follow all guidelines while at Sancta



You are responsible for your guests and their behaviour



For security reasons, only allow your own guests onto College grounds

## OVERNIGHT GUESTS

You are permitted to have guests stay with you in the College for a maximum of three nights per fortnight. Please discuss with the Vice Principal if you wish for a guest to stay longer. Roll-away beds and linen can be ordered via the 'Maintenance' menu in the [Student Portal](#) at a cost of \$20 per night (advance notice is required).

## MEALS FOR GUESTS

When a guest joins you for a meal, you must sign the visitor register located near the Dining Hall entrance to ensure you pay for your guest's meal. Your account will be charged accordingly (breakfast \$8, lunch \$12, dinner \$15).

# FACILITIES

## INTERNET

Wi-Fi is available throughout the College. To connect, join the 'SSC-CONNECT' network from your device and enter the password provided during check-in. If you are having trouble connecting to Wi-Fi, please contact CompNow by telephone, Monday-Friday:

- Between 8 am and 5:30 pm, please call 1300 366 557 (option 2).
- Between 5:30 pm and 8 pm, please call 1300 366 778.

Please note that CompNow are only able to provide technical support in relation to Wi-Fi connectivity.

## MAINTENANCE & REPAIRS

If you come across something that is faulty, or needs repairing, submit a maintenance request via the 'Maintenance' tab in the [Student Portal](#).

## LAUNDRY

There are laundries with washing machines and dryers situated next to Missenden Road Door and on the ground floor of Graduate House. Operating instructions are located inside each laundry.

To use the machines, you will need your access fob and 6-digit PIN, and you must have credit on your [Student Portal](#) account. Load funds onto your account via the Student Portal ('Accounts' menu tab). Washing = \$3 per load, drying = \$3 per load.

Irons and ironing boards are located on each floor in Heritage Building and in the laundry in Graduate House. Washing powder is supplied free of charge – you only need a teaspoon's worth of powder for an average load. Students must not hang items out windows, in corridors or in common areas.

# FACILITIES (CONT.)

## PRINTING & COPYING

You can print and copy at the printers located in the Library and level 1 of Graduate House. Add credit to your account via the [Student Portal](#) ('Accounts' menu tab).

To photocopy, present your access fob to the printer. Enter your 6-digit PIN (same as laundry PIN) and press 'next'. Press the 'use copier' button. To print, visit the WebPrint link (<https://monitor.sanctasophiacollege.edu.au/WebPrint>) from the Student Portal. Enter your Student Number and upload the documents you wish to print. Once uploaded, head to a printer to release your print job. Tap your access fob at the printer and enter your 6-digit PIN.

## CAR PARKING

Parking spaces are very limited within the College and allocated to students on the basis of the need for a car in Sydney each semester. If you wish to apply for a parking space, please request an application form from Reception. Please note that the waitlist for spaces is long.

## EVENTS & USING SHARED SPACES

All events at Sancta must give consideration to the impact on the whole Sancta community. No event should disrupt or exclude other members of the College. Organisers must have a plan for returning the shared space to normal (including removal of all rubbish into the appropriate skip bins) after the event. There must also be a plan for the safe management of alcohol. Requesting the use of a shared space starts by submitting a Student Event Request Form (link is in the [Student Portal](#)) to the Vice Principal. Private parties are not permitted.

## MAIL

Mail is delivered to the College during business hours and distributed to the appropriate collection areas:

- Letters can be collected from the pigeonholes in the Sheldon Dining Hall.
- Parcels can be collected from the shelving unit in the Foyer.

Australia Post offers alternative delivery addresses for your convenience, including the ability to have parcels sent to a nearby Post Office (there is one 300m from Sancta) or a 24/7 free and secure Parcel Locker (there is one at Newtown Station). Visit [auspost.com.au](https://auspost.com.au) for more information. Whilst all care is taken, the College does not assume any responsibility for your mail or parcels.

## ADDITIONAL FEES & PENALTIES

- Room change request: \$250
- Electricity cost of small fridge (in Heritage Building): \$150
- Falsely, wilfully, or carelessly causing emergency evacuation: up to \$2,200
- College access fob lost or not returned: \$30
- Parking access fob lost or not returned: \$30
- Linen packs: basic set \$50, deluxe set \$95

## EMERGENCY EVACUATION

In case of an emergency evacuation, a loud alarm will sound. Please evacuate the building immediately and follow instructions from staff and fire wardens. All alarms and evacuations are real unless an announcement immediately prior to the alarm states that it is a test or drill.



# SPIRITUALITY, HEALTH & WELLBEING

## CATHOLIC MASS

Mass is celebrated in the College Chapel every Sunday evening at 5:30 pm during semester. Students from all denominations and faiths are welcome to attend.

There are three Masses per year that we ask all in-room students to attend: Commencement, the Archbishop's Mass & Dinner, and Vale. More information about these Masses is provided to students closer to the date.

The Catholic Parish of St Joseph's is next door to Sancta. Mass and confession times can be found at [stjosephscamperdown.org.au](http://stjosephscamperdown.org.au).

## SPIRITUAL LIFE

Our community supports students of all faith backgrounds and wishes to support the spiritual needs and religious practices of all students wherever possible. Please do not hesitate to speak with the Vice Principal or Principal if you need help accessing support or information.

## SUPPORTS & SERVICES

Sancta is committed to ensuring accessibility and supporting all students. If you need additional support or adjustments to help make your College and university experience easier, reach out to the Vice Principal to start a discussion.

**In an emergency,  
always call 000 first.**

## HEALTH SERVICES

For general health services, including General Practitioners, there are a variety of services in the local community. Most universities provide bulk-billed services for their students (Medicare or Overseas Student Health Cover Scheme). However, these may be in high demand and thus have a waiting period. To find another health service provider, visit [healthdirect.gov.au](http://healthdirect.gov.au).

If you are injured, unwell, or need help, make sure you let your RA or the Vice Principal know.

## SUPPORTS, REFERRALS & COUNSELLING SERVICES

There are a range of counselling, physical, sexual, and mental health services available to students in the local community, including the services of your university. Your RA and Sancta staff have information about how to access these services, and there is also a section within the [Student Portal](#) that provides more information about local, trusted support services.



TO BACK CAR PARK, AND GENERAL WASTE AND RECYCLING BINS

MRD GATE

TO MISSENDEN ROAD



MUSIC ROOM

LAUNDRY

MRD DOOR



SHANAHAN DINING ROOM

EPIPEN

SERVERY



SHELDON DINING HALL

COLLECT YOUR LETTERS HERE

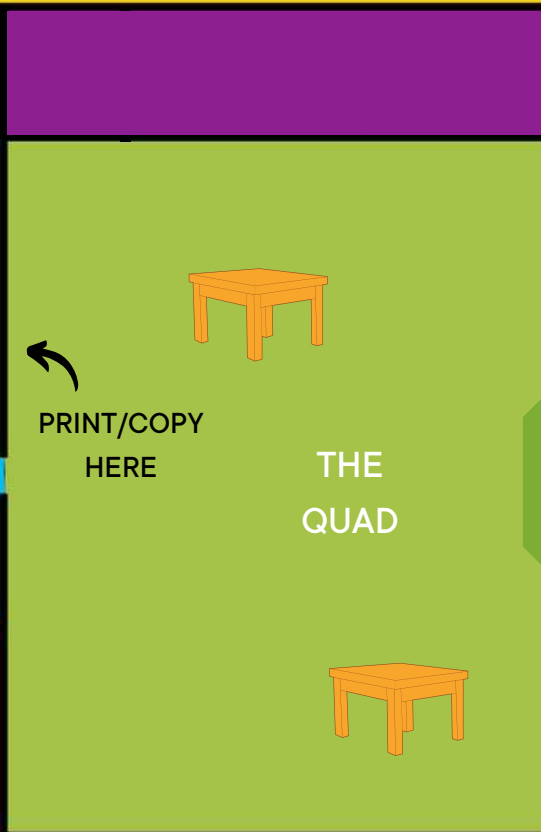


SHELDON TERRACE



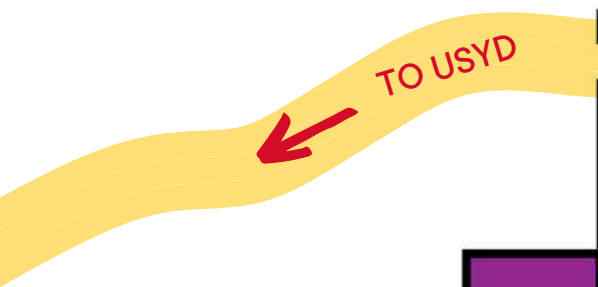
LIBRARY

PRINT/COPY HERE



THE QUAD

CHAPEL (LEVEL 1)



TO USYD



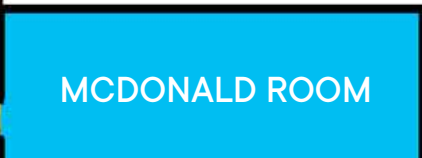
LOWER COMMON ROOM



COUNCIL ROOM



PRINCIPAL



MCDONALD ROOM

**STAY (LOCKDOWN)**

- Gather people together out of sight
- Close and lock windows & doors
- Close blinds & turn off lights
- Switch mobile phones to silent
- Switch off mobile phone vibrate function
- KEEP CALM & REMAIN QUIET
- Barricade door with furniture if necessary
- Await instructions of lockdown completion
- In a life threatening emergency call 000

**GO (EVACUATION)**

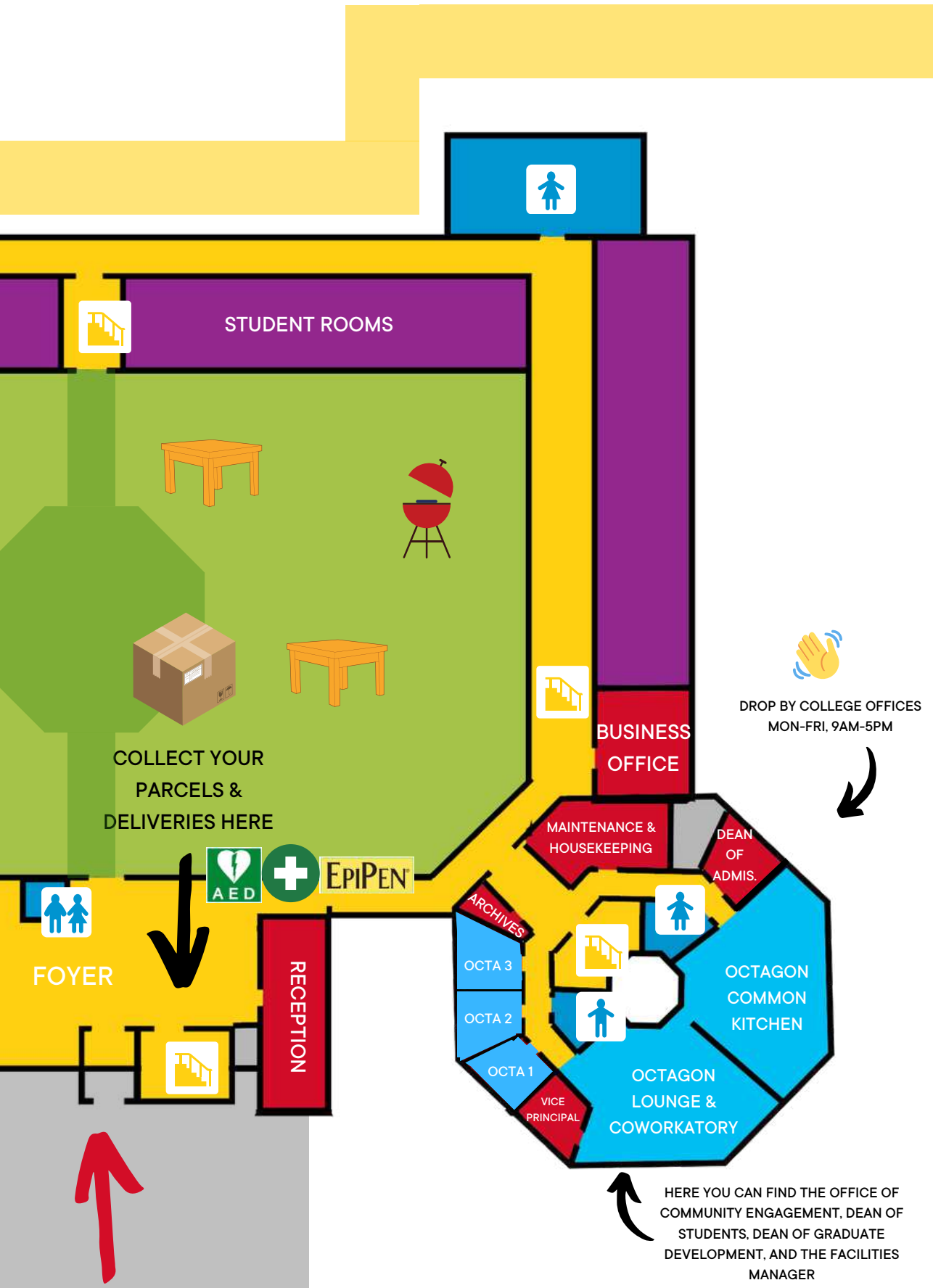
- Commence evacuation when directed
- Switch off plant & equipment
- Assist mobility impaired persons
- DO NOT RUN
- Go to designated assembly area
- DO NOT re-enter building until instructed
- In a life threatening emergency call 000

ADDRESS:  
 SANCTA SOPHIA COLLEGE  
 8 MISSENDEN ROAD  
 CAMPERDOWN, NSW, 2050  
 AUSTRALIA





MAIN DRIVEWAY AND PEDESTRIAN GATE TO MISSENDEN ROAD



DROP BY COLLEGE OFFICES MON-FRI, 9AM-5PM

HERE YOU CAN FIND THE OFFICE OF COMMUNITY ENGAGEMENT, DEAN OF STUDENTS, DEAN OF GRADUATE DEVELOPMENT, AND THE FACILITIES MANAGER

MAIN ENTRANCE

GRADUATE HOUSE

Ground Floor	First Floor	Fourth Floor
Figtree Terrace, laundry, bike storage, common kitchen and lounge	Printer/copier	Rooftop Terrace, BBQ, common kitchen and lounge, W/C



TO ST JOHN'S OVAL

GATE TO PARRAMATTA ROAD

# COMMUNITY STANDARDS



✓ Celebrating individual and collective achievements

✓ Eating together in our Dining Hall

✓ Keeping our College safe and secure

✓ Treating all members of our community with respect and dignity

✓ Academic curiosity

✓ Getting involved in College activities

✓ Always making sustainable choices

As part of your residency, you receive an annual membership to Sydney Uni Sport & Fitness (SUSF) and the following entitlements through to the end of the semester 2 exam period:



**Sydney Uni**  
SPORT & FITNESS

- Both the Sports and Aquatic Centre (SUSAC) and Arena Sports Centre. Visit [susf.com.au](https://susf.com.au) for centre locations.
- Group Fitness classes at SUSAC held in the Group Fitness Room, RPM Studio and Boxing Gym (excludes UNLEASH program). Check class timetables online at [susf.com.au](https://susf.com.au).
- Casual swimming and casual basketball at SUSAC. Check lap lane and court availability at [susf.com.au](https://susf.com.au).
- Access to the Ledge Climbing Centre for indoor rock climbing and bouldering.
- Join any SUSF club (fees apply, refer to individual clubs) and to hire courts for individual use.

To access the gym facilities, simply present at either centre quoting your name and showing your USyd Student Card. SUSF staff will upload your USyd Student Card to their system if you are a USyd student or provide you with a membership card if you are not a USyd student. If you have previously been a SUSF member, your existing membership card will continue to work. You must bring a full-sized towel or hire one from either centre for gym use (and highly recommended for Group Fitness classes). If you have any questions, ask any SUSF staff member.



# COLLEGE LINGO

## **Aca**

An academic gown; worn to Formal Dinners.

## **Bocta**

"Bottom Octa"; middle floor of Octagon.

## **Commencement**

A celebration held at Sancta to welcome new students and their families to the College; the first official College event on the calendar.

## **Dail**

"The Dail"; St. John's College Bar.

## **Figtree Terrace**

An outdoor area on the ground floor of Graduate House; accessible via the ground floor lounge.

## **Formal**

An annual formal social event organised by the student leaders.

## **Fresher**

A first-year undergraduate resident.

## **Graduand**

A student who has completed their degree but not yet graduated.

## **Grose**

"The Grose"; The Alfred Hotel opposite Sancta; a long-time favourite pub of Camperdown locals, hospital staff and students from nearby colleges.

## **Highlander**

"The Highlander"; St. Andrew's College Bar.

## **House Comm**

House Committee; the undergraduate student leadership team of the Students' Association.

## **House Comm Exec**

The executive members of House Committee; Senior Student, Honorary Secretary and Honorary Treasurer.

## **Intercol**

Intercollegiate; a general term for the community of six residential colleges at The University of Sydney that socialise and compete with one another throughout the academic year.

## **Intramural**

A general term for sporting and cultural competitions and social interactions that include all local student residential communities at The University of Sydney, including the colleges, university-owned accommodation, and nearby private student accommodation properties.

## **LCR**

Lower Common Room; a large, shared space in Heritage Building. A great place to practise music and drama.

## **Mac Wing**

McDonald Wing; the wing of Heritage Building between the Lower Common Room and the exit door that leads to the pathway through St John's towards the University.

## **MRD**

"Missenden Road Door"; the door that takes students out to Missenden Road near the ground floor laundry in Heritage Building.

**Octa**

"Octagon"; the 3-level wing in Heritage Building that houses common spaces, staff offices and student rooms; named for its shape.

**Quad**

The Quadrangle; the large outdoor space that is wrapped by Heritage Building; enjoyed by all members of the Sancta community for socialising, eating, relaxing and studying.

**RA**

Resident Assistant.

**Rawson**

The Admiral Sir Harry Rawson Cup, commonly known as "The Rawson Cup"; the pinnacle of male intercollegiate sport at The University of Sydney. The cup is fought for by men representing each of the five colleges with male students.

**Regional Roadshow**

Sancta's Community Engagement team and Sancta's Ambassadors visit regional towns across Australia each year to give the scoop on College life to high school students, as well as to meet and reconnect with local alumni.

**Rooftop**

The Rooftop Terrace on level 4 of Graduate House.

**Rosebowl**

The women's intercollegiate sporting competition. Female participants from each of the Colleges accumulate points toward the Rosebowl Cup in the following sports: Rowing, Swimming, Diving, Netball, Hockey, Tennis, Soccer, Basketball and Athletics. The Rosebowl is more formally known as the Macrae-Archdale Cup, which was established in 1958 and named after the two principals who had left the previous year.

**Sals**

The Sals; Salisbury; St. Paul's College Bar

**Sancta Safari**

Sancta's annual informal social event hosted and planned by the House Committee, featuring popular musical acts and performances.

**Sancta Speaks**

A series of student-led presentations held annually to showcase the various research and projects Sancta students have engaged in as part of their studies.

**SCR**

Senior Common Room; the name of Sancta's postgraduate student association.

**Semi-formal**

An annual social event hosted and planned by the House Committee.

**Senior**

Third-year (and above) undergraduate resident.

**Senior Common Room (SCR) President**

The Chair of the SCR; elected by postgraduate residents.

**Senior Student**

The Chair of the House Committee; elected by undergraduate members of the College.

**Sheldon Terrace**

An outdoor area outside the Sheldon Dining Room.

**Silly Season**

A week of fun and social activities (partly Intercol-related) following the mid-year break, welcoming everyone back for semester two.

**Slev Run**

A trip to 7Eleven on Missenden Road often occurring late at night in pyjamas with a socks and birks combo.



**Sophomore**

Second-year undergraduate resident.

**Study Hall**

Study sessions held every Tuesday and Thursday during semester between 8 pm and 10 pm in the Dining Hall – snacks provided.

**STUVAC**

Student vacation; the period of time during semester that precedes the exam period; usually coincides with Sancta Treat Week and not really a vacation at all.



Sydney Uni Sport and Fitness; the gym of which all Sancta students are automatically members (see page 19 for more information).

**Tocta**

The top floor of Octagon.

**Treat Week**

A week every semester that occurs before the exam period (usually coincides with STUVAC); it is a week dedicated to helping you get through the lead up to exams.



University of Sydney Union; an organisation that provides key programs, services and facilities that enhance campus life. All Sancta students are able to receive a FREE USU Rewards membership (valued at \$45) which gives access to USYD clubs and societies, USU programs and services, as well as discounts at food and retail outlets all over campus. To opt-in for a USU Rewards membership, send an email to [registrar@sancta.edu.au](mailto:registrar@sancta.edu.au).

**Vale**

Valedictory Dinner; an annual event whereby we farewell departing students and congratulate graduating students.

**VD**

Victory Dinner; a special dinner to celebrate a win in Palladian, Rosebowl or Rawson.

**Wisdom Forum**

A panel event exploring local and world issues, organised by Sancta students.

# POLICIES, PROCEDURES & GUIDELINES

## CODE OF CONDUCT

Sancta Sophia College is an academic community founded in values of respect, integrity, ethical decision-making and care for others.

Sancta Sophia College recognises that everyone in our community has the right to live, study and work in a safe and supportive environment. All members of the College community have a role in creating and maintaining a safe and respectful environment.

The Sancta Sophia Code of Conduct requires familiarity with and adherence to College Policies and Procedures. While most issues are dealt with pastorally, students need to be aware that serious breaches of this Code of Conduct and with associated Policies can result in disciplinary action, up to and including suspension or expulsion from the College.

### **Required conduct:**

Sancta requires all members of the Sancta community (students, staff, Council members and guests) to:

1. Act honestly and with integrity
2. Treat all people with dignity and respect
3. Be respectful of property
4. Uphold the academic purpose of the College
5. Abide by Sancta policies and procedures
6. Act in accordance with the requirements of the University and the laws of the land
7. Uphold Sancta as a safe and supportive community

### **Acting honestly and with integrity**

Honesty and integrity are attributes that enable trust and confidence. Acting with integrity means being accountable for your own actions and taking responsibility when you make poor choices. It means openly advocating for what you would like to see in the College environment and expressing your views honestly and in good faith.

Treating people with dignity and respect  
Sancta is a home-away-from-home for students from across NSW, Australia and the world. It is known for the sense of community and positive relationships it engenders in all. This is because there is no tolerance within the community for transgressing anyone's entitlement to dignity and respect.

Sancta does not tolerate any form of discrimination, bullying, harassment or hazing of any person, for any reason, at any time.

### **Being respectful of property**

Many people over many years have worked to create the beautiful environment of Sancta that we enjoy today. Sancta recognises that we all have a responsibility to be stewards of our environment, and to protect and preserve it for our fellow community members, and for those who will join our community in years to come.

### **Uphold the academic purpose of the College**

Everyone at Sancta is investing in their future through their academic endeavours. Pursuing an academic goal is not always easy and we are all challenged to maintain balance and focus. Upholding the academic purpose of the College requires all residents to take studies seriously, meet course requirements, and attend class. It also means supporting the academic efforts of others within the College, minimising distractions or disruptions, and using study spaces as intended. Sancta supports a culture that is curious, open to rigorous discussion and debate, respectful and challenging.

### **Abiding by Sancta policies, procedures and guidelines**

Sancta's policies, procedures and guidelines are designed to maximise a positive student experience, promote respect and dignity for all, and support the safety and wellbeing of everyone. Sancta's policies and procedures are reviewed annually, and all students are invited to provide feedback to aid in the review process.

There are key policies which all students are required to be familiar with and to uphold. To act contrary to these policies would represent a major breach of this Code of Conduct and result in disciplinary action.

These policies are:

- The Sancta Sophia College Sexual Misconduct Policy
- The Sancta Sophia College Bullying, Harassment and Hazing Policy
- The Sancta Sophia College Alcohol and Other Drugs Policy



These policies are supported by The Sancta Sophia College Complaints and Investigations Procedure, which articulates the process to be followed by students and staff in the event of a complaint, grievance, or breach of the Sancta Sophia Code of Conduct and related Policies.

Guidelines and other policies are published in Sancta's Walk in Wisdom Guide. Serious, repeated or wilful breaches of such guidelines may also attract a disciplinary response.

### **Act in accordance with the requirements of the University and the laws of the land**

Sancta Sophia College supports and requires students to act in accordance with the policies of The University of Sydney and other learning institutions where applicable. This includes matters of conduct and behaviour, academic integrity, and health and safety issues. It also includes conduct and behaviour in relation to Intercollege events and activities. Students need to be aware that the Principal may be obliged to refer serious breaches of University codes or policies by any College student to the University, as well as investigating or taking disciplinary action themselves.

All members of the Sancta community, wherever they are, are also subject to the law, which applies in College as it does in the wider community. The College will report serious indictable offences to NSW Police.

### **Uphold Sancta as a safe and supportive community**

Sancta has a strong reputation for being a safe and supportive environment for the students who call it home. This reputation has been earned over many years and is the result of the culture embedded by our founders, strong leadership at both student and management level, and our continued zero tolerance approach to behaviour that sits outside of broader community expectations.

Students, their families and the university community have confidence in Sancta because our culture does not tolerate the mistreatment or endangerment of others: this is parallel to their knowledge that our students and staff will take action should they become aware of any conduct contrary to our values. It is the responsibility of every single community member to ensure that this culture continues.

It is important that students do not conduct themselves in a manner that brings the College into disrepute, because it undermines the sense of security to which our students are rightly entitled.

Internally and externally, Sancta has access to a broad range of supports and services that can help students manage physical and mental health issues, academic challenges, and just about anything else that may arise. Students are encouraged to seek help for themselves and each other when it is needed.

# BULLYING, HARASSMENT AND HAZING POLICY

## 1. Principles

Sancta Sophia College recognises that everyone has the right to live, study and work in a safe and supportive environment. All members of Sancta Sophia College (including students, staff and Council) have a role in creating and maintaining a safe and respectful environment.

Any form of bullying, harassment or hazing, is a serious breach of Sancta's values and Code of Conduct: it is not tolerated.

## 2. Scope

This policy applies to the Council members, staff, students (residential and associate) and guests of Sancta Sophia College. It covers behaviours that constitute bullying, harassment and hazing.

## 3. Definitions of terms

### 3.1. Bullying

Bullying is repeated and unacceptable behaviour directed towards a person or group of people that:

- belittles, intimidates or threatens;
- creates a risk to health, safety or dignity;
- a reasonable person, having regard for the circumstances, would see as unreasonable, victimising, offensive, humiliating or threatening.

Bullying can occur face to face, by telephone, email, text, social media, through another person or by any other means. Some examples are:

- verbal abuse, threats, intimidation;
- shouting, ordering, belittling;
- swearing at a person, putting down, humiliating;
- deliberately excluding or isolating someone, being particularly cold or distant;
- name calling, insulting jokes;
- spreading misinformation, rumours, gossip, or innuendo;
- pressure to change personal life, beliefs, opinions;
- continually ignoring or dismissing someone's contribution;
- physical abuse or intimidation.

### 3.2. Harassment

Harassment is any type of behaviour that:

- the other person does not want; and
- offends, embarrasses, insults, humiliates, intimidates or frightens them;
- targets them because of their race, gender, marital status, sexual preference or orientation, disability, illness, age, family or carer responsibility, social origin, political belief (or absence of political belief), religious belief (or absence of religious belief); and

- in the circumstances, a reasonable person would consider offensive, embarrassing, insulting, humiliating, intimidating or frightening.

Harassment can occur in the form of verbal, non-verbal and physical behaviour. Although harassment is often repeated, a single action can be enough to amount to harassment. Examples include:

- making fun of someone because of their race, disability, age, sex, sexuality etc.;
- spreading innuendo, gossip rumours, including about someone's sexual relationships or practices;
- imitating someone's accent or disability;
- repeated, unwanted or unwelcome invitations to go out with someone/sleep with someone etc.;
- offensive jokes;
- repeated, unwelcome questions about someone's personal or sexual life;
- obscene, racist, sexist, homophobic etc. phone calls, emails, text messages, social media posts or other communication;
- displaying or sharing pornographic, sexually suggestive, racist or other offensive, degrading or insulting materials;
- unnecessary physical contact such as pinching, patting, hugging, touching, kissing or brushing up against a person against their will;
- offensive hand or body gestures.

Some types of harassment, as well as being against Sancta policy, are also illegal under criminal law. For example:

- indecent, sexual or physical assault of any type;
- displaying the sexual parts of one's body, and unwanted touching of the sexual parts of someone else's body); and
- stalking.

Note: Sancta has a policy that specifically addresses sexual misconduct and sexual harassment. Please refer to this document (Sancta Sophia College Sexual Misconduct Policy) for further information, definitions, processes and available supports in the event of an incident of this nature.

### 3.3. Hazing

Hazing is defined as:

'Any action taken, or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of a person's willingness to participate.' (1)

and

'An activity that a high-status member orders other members to engage in or suggests that they engage in, that in some way humbles a newcomer who lacks the power to resist, because he or she wants to gain admission into a group.' (2)

An activity may be deemed to be hazing even though there is willingness to participate or the giving of consent. In many situations, individuals may be told they do not have to participate in an activity; however, group dynamics and a desire to fit in can make refusal or opting out a seemingly impossible option.

To assess whether a practice is hazing, the following will be considered, noting that not all conditions have to be present for a behaviour or practice to be deemed as hazing:

- Is there a real or perceived power imbalance between those proposing the activity and the participants in the activity? Is there anything in the activity that strengthens the power or authority of one over another?
- Do participants feel a degree of pressure to go along with the activity? Does the participant have to risk their sense of belonging to say 'no'?
- Does this activity stand up to the scrutiny of a reasonable person outside the situation?
- Does the activity have a reasonable probability of causing emotional, physical, reputational or other harm to participants either in the moment or at a later point in time?

Often the word "tradition" is used to justify conduct or behaviour that would otherwise be identified as hazing. Whilst traditions have their place in any community, at Sancta this is not an acceptable excuse for hazing behaviour.

#### **4. Sancta's response to incidents of bullying, harassment and hazing**

Bullying, harassment and hazing are not tolerated at Sancta Sophia College.

Sancta is committed to maintaining an environment in which bullying, harassment or hazing do not occur.

Allegations of bullying, harassment or hazing will be responded to by the College Principal or Vice Principal or appointed delegate in accordance with the Sancta Sophia College Complaints and Investigations Procedure.

Disciplinary action will be taken against students who have been found to have engaged in bullying, harassing or hazing behaviours, up to and including expulsion from the College.

#### **5. Resources available to support students**

Students are encouraged to share concerns they have with their Resident Assistant, Vice Principal, Principal or any other member of staff. Staff will listen without judgement, provide support, respect any decisions for action and guide victims to the right services or processes.

In the event that a student raises concerns regarding bullying, harassment or hazing the processes described in the Sancta Sophia College Complaints and Investigations Procedure will be followed in consultation with the student alleging the behaviour and with reference to that student's needs.

After hours, students can call the RA Duty phone, Principal or Vice Principal directly if required.  
Duty RA: 0419 479 832  
Vice Principal (Brigid Carrigan): 0447 821 371  
Principal (Fiona Hastings): 0418 459 583

#### **6. Links to other Policies and documents**

- Sancta Sophia College Complaints and Investigations Procedure
- Sancta Sophia College Sexual Misconduct Policy

1. Hazing prevention n.d., What hazing looks like, Available at <http://hazingprevention.org/home/hazing/facts-what-hazing-looks-like> Cited in Broderick & Co, Cultural Renewal at the University of Sydney Residential Colleges, 2017, and accessed 6 February 2019.

2. Nuwer, H 2001, Wrongs of passage: Fraternities, sororities, hazing, and binge drinking. Bloomington: Indiana University Press. Cited in Broderick & Co, Cultural Renewal at the University of Sydney Residential Colleges, 2017.



# ALCOHOL AND OTHER DRUGS POLICY

## Intent

The intent of this policy is to provide a framework for the effective management of alcohol at Sancta Sophia College. Sancta Sophia College seeks to promote a safe and healthy learning environment for students and recognises the adverse effects of alcohol on self and others. The aim of this policy is to prevent and reduce harm associated with alcohol and other drugs within Sancta Sophia College.

## Principles

Sancta Sophia College recognises that everyone in our community has the right to live, study and work in a safe and supportive environment. All members of Sancta Sophia College (including students, staff and Council) have a role in creating and maintaining a safe and respectful environment.

Consumption of alcohol at Sancta Sophia College must be seen in the wider context of community standards and concern. The service and consumption of alcohol needs to align with Commonwealth and State laws and The University of Sydney Alcohol Policy.

Responsible consumption of alcohol is permitted at Sancta Sophia College. It is recognised that alcohol consumption is part of the College's social environment, but Sancta Sophia College will not condone alcohol consumption that has harmful physical, behavioural or social outcomes.

Only students and their guests over the age of 18 years may consume alcohol. It is a criminal offence in NSW to supply alcohol to a person under the age of 18 years. There are no circumstances in which a person of 17 years or younger may be offered or may consume alcohol – to do so is considered a major breach of this policy and will result in disciplinary action for all parties involved, up to and including expulsion from the College.

Smoking, vaping and the use of any drugs other than alcohol is strictly prohibited at Sancta.

## 1. Liquor license

At Sancta Sophia College, alcohol may only be served and supplied under the terms of the liquor license held by our caterers. Alcohol may only be sold or served to students (and their guests) under that license.

All service of alcohol at Sancta must comply with the requirements of the Liquor Act 2007 (NSW) and the University of Sydney Liquor Accord.

All students (and guests) may be required to present identification (proof of age) on any occasion should they wish to be served alcohol.

## 2. Availability, sale & promotion of alcohol

Any Sancta Sophia College event that includes alcohol must have the prior approval of the College Vice Principal or Principal. In addition, all events:

- must adhere to the liquor license held by Sancta's caterers on behalf of the College;
- must include the provision of free water as a minimum, and other non-alcoholic drinks must be available for free or for sale (as the context of each event dictates);
- must have appropriate security and risk mitigation procedures in place.

The following alcoholic beverages may not be served without the express permission of the College Vice Principal or Principal:

- Spirits that are served straight or mixed on site.
- Ready-mixed drink products with more than 5% alcohol.

Any promotion of alcohol products or brands is prohibited at Sancta. Sancta events may not receive sponsorship that entails the promotion of alcohol products or brands.

The consumption of alcohol must be ancillary to, and not the primary purpose of any Sancta event.

House Committee and Senior Common Room funds may not be used for the purchase of alcohol without the express permission of the Vice Principal or Principal. If approval is granted for HC and SCR funds to be used, all alcohol must be purchased through our caterers.

Strict Responsible Service of Alcohol (RSA) guidelines will be applied to any event involving alcohol, to be exercised by Sancta's contracted caterers, supported by College Management. The Principal or Vice Principal may, at their discretion, impose additional oversight or limitations on the provision or consumption of alcohol to promote safety and wellbeing.

## 3. Physical spaces where alcohol may be served

Alcohol may not be consumed in any public area within the College without the express permission of the Vice Principal or Principal. A public area is defined as any area outside of student bedrooms. This includes areas such as corridors, dining areas, the Quadrangle and the rooftop of Graduate House.

Students may drink in their bedrooms as this is considered private space.

- Students may not transgress any rules pertaining to the safety and security of themselves, others or property while drinking in their bedrooms.

- Should students wish to host friends in their bedroom on any occasion where alcohol will be consumed, they must avoid any disruption to anyone else in the College at that time, and immediately comply with any request from a fellow student, RA or staff member to minimise noise or other disturbance. Sancta staff (including RAs) may ask guests to leave at any time. Failure to support such a request will result in disciplinary action against the host student.

#### 4. Standards of behaviour

The following standards around the consumption of alcohol apply to all students of Sancta and their guests. Failure to meet the following standards will result in disciplinary action up to and including exclusion from the event or College grounds, or suspension or expulsion from the College.

- Students (or their guests) under the age of 18 will not consume alcohol.
- Students (or their guests) will not drink with the aim of becoming intoxicated.
- Students (or their guests) who are intoxicated will not continue drinking.
- No-one will provide or serve alcohol to anyone who is intoxicated irrespective of the context.
- Students (or their guests) will not be subjected to pressure of any kind to drink alcohol.
- Students (or their guests) will not be involved in drinking games or competitions within Sancta.

#### 5. Alcohol & disciplinary matters

Intoxication will not be considered as a defence or as a mitigating factor in any disciplinary action against a student.

All students are expected to comply with College policies and respect the College ethos. The Vice Principal or Principal may apply disciplinary consequences for the good order and conduct of the College. How these consequences are applied is determined by the nature of the behaviour in question. Serious breaches of these rules will result in disciplinary consequences up to and including expulsion from the College.

#### 6. Roles and responsibilities

As a student of Sancta Sophia College, you are responsible for:

- managing your consumption of alcohol, and limiting it to appropriate occasions and activities;
- acting appropriately before, during and after the consumption of alcohol, and ensuring your behaviour does not cause harm to yourself or others;
- being free of the influence of alcohol (or its after-effects) when it may impact your academic performance;

- referring yourself to appropriate support if your use or consumption of alcohol impedes your ability to work or study or presents a risk to yourself or others;
- confidentially seeking advice from College staff when you become aware of other students being harmed by their consumption of alcohol.

#### 7. Drugs other than alcohol

The inappropriate use of drugs is strictly prohibited at Sancta. Inappropriate drug use should be understood to be:

- any drug prohibited under NSW or Australian Law;
- any prescription medication not used as prescribed or used by someone other than the person to whom it was prescribed;
- any over-the-counter drug, product or substance not used in accordance with medical advice, the manufacturer's instructions and/or for its officially promoted purpose.

The provision, supply, trafficking, selling or possession of any drug is strictly prohibited at Sancta. The possession or use of any drug related paraphernalia is prohibited at Sancta. Smoking and vaping is prohibited on Sancta grounds. Any breaches of Sancta's policy regarding drugs other than alcohol will result in disciplinary action, up to and including expulsion from the College.

#### 8. Changes to this policy

The College reserves the right to alter this policy or associated procedures as it sees fit. Additional alcohol restrictions will be introduced should it be found that the above is not serving the interests of the College or its students.

#### 9. What to do when things go wrong

From time to time, a student or guest of the College might consume of alcohol (or other substances) to a degree necessitating medical attention. It is essential that everyone in the College recognises that the safety and wellbeing of the individual concerned is of primary importance. Students should not hesitate to seek assistance from College staff (including Resident Assistants) or emergency services in times of need. When in doubt, staff (including Resident Assistants) will call an ambulance to ensure student safety.

#### 10. Sancta resources available to assist students

The College Vice Principal, Principal, Dean of Students, and Resident Assistants are equipped to support students who are experiencing difficulties (whether immediate or longer term) to access services related to alcohol or other drugs.

After hours students can call the RA Duty Phone, Vice Principal or Principal directly if required:

Duty RA: 0419 479 832

Vice Principal (Brigid Carrigan): 0429 030 041

Principal (Fiona Hastings): 0418 459 583

# COMPLAINTS AND INVESTIGATIONS PROCEDURE

## 1. Introduction

Sancta Sophia College recognises that everyone in our community has the right to live, study and work in a safe and supportive environment. All members of Sancta Sophia College (including students, staff and Council) have a role in creating and maintaining a safe and respectful environment.

It is always recommended, where appropriate, that members of the Sancta community seek to resolve issues of conflict directly and informally by approaching the person they believe responsible for the issue, and having a respectful discussion that seeks to resolve the issue. It is recognised that there are some circumstances when complaints need to be investigated and possible disciplinary consequences considered.

This procedure provides a framework for action when:

- matters cannot be resolved directly; or
- an issue is too serious to be able to be dealt with informally.

It provides:

- information as to how to raise a complaint or grievance;
- details as to how Sancta will conduct investigations;
- detail as to consequences of breaches of Sancta policies and Code of Conduct.

## 2. Prior to making a complaint

If desired, Sancta staff (including Resident Assistants) can talk over issues of concern prior to complaints being made. Advice may be provided as to how an issue may be resolved informally or coaching as to having a direct conversation. If the matter is of a serious nature, a formal complaint may be advised.

## 3. Making a complaint

Students who are unable to resolve a problem or concern through informal resolution can make a complaint in person or in writing to the College Vice Principal or Principal.

Complainants are not required to put their complaint in writing in the first instance, though this may be required if an investigation is needed.

Complainants are required to engage with the complaints process, and to provide sufficient details of their complaint to permit Sancta to conduct a preliminary assessment and investigation, as appropriate.

Complaints cannot be made anonymously.

## 4. Preliminary assessment

Upon receiving a complaint, the Principal or Vice Principal will make a preliminary assessment of the complaint to ascertain its seriousness and determine an appropriate course of action to deal with the matter. A preliminary assessment will lead to one of the following:

- No further action
- Assisted resolution
- Investigation

A decision to take no further action may be made if:

- the complaint does not represent a breach of any rule or policy at Sancta;
- the complaint is frivolous, vexatious or malicious;
- the complainant is unable or refuses to provide sufficient detail to enable the matter to be properly assessed;
- the matter has already been appropriately addressed or resolved, and does not warrant further action.

In such a case, the complainant will be advised of the decision, and supported to find an alternate resolution.

A decision to move directly to assisted resolution may be made when:

- the alleged conduct, if found to have occurred, is not serious enough to warrant a disciplinary response; or
- in the case of a more serious matter, the victim/complainant prefers to move to an assisted resolution process rather than investigation, and the Principal or Vice Principal agrees that this can occur without posing unwarranted risk to the victim/complainant or anyone else.

In cases where an investigation is warranted, the preliminary assessment will consider:

- interim measures to protect the complainant, respondent or the general Sancta community while the matter is investigated;
- referral of the complaint to another body (such as NSW Police).

Irrespective of the outcome of the preliminary assessment, all complainants will be advised of appropriate support options.

## 5. Assisted resolution

Where the preliminary assessment determines that assisted resolution is appropriate, resolution may include, but is not limited to:

- clarifying a misunderstanding;
- an apology;
- facilitated discussion, including mediation;
- an agreed plan of action to avoid further incidents;
- implementing awareness raising or educational sessions about behaviour.



## 6. Investigation

Sancta may initiate an investigation:

- for serious complaints (as determined by Sancta in its absolute discretion, taking into account the complainant's views and circumstances);
- where assisted resolution is unsuccessful or not appropriate; or
- in other circumstances where Sancta considers it to be appropriate.

Complaints or grievances may be investigated by the Principal, Vice Principal or a member of the College Executive Team.

The investigator will provide the respondent with:

- the allegation in sufficient detail to ensure they have a reasonable opportunity to respond;
- a reasonable period of time within which to respond to the allegations.

The investigator may choose to interview or seek further information from other sources. The investigator may impose confidentiality requirements on all parties to an investigation.

The investigator assesses all information and makes a finding. Findings can be made "on the balance of probabilities" (the investigator is satisfied that the alleged conduct is more (or less) likely to have occurred than not).

Following the conclusion of an investigation, the respondent is advised in writing of the:

- finding of the investigation;
- any disciplinary consequences emanating from that finding;
- details of any right to appeal.

## 7. Timeliness

Timeliness is an important principle of any investigation. Every effort will be made to provide a speedy resolution to the matter, notwithstanding challenges that may arise in the collection of evidence (e.g. availability of a witness to provide testimony). Both complainants and respondents will be kept informed of the progress of the investigation and advised of any delays in the process that may arise.

## 8. Disciplinary action

Where an allegation is upheld, disciplinary action is determined on the basis of the seriousness of the allegation, the past conduct and behaviour of the respondent, the impact on the complainant, and principles of natural justice.

Disciplinary action includes, but is not limited to:

- reprimand;
- warning;
- removal or rights or privileges;

- moving of rooms;
- suspension;
- expulsion.

## 9. Appeals

If a respondent disagrees with a finding made through investigation, or with any disciplinary action taken, they may appeal, in writing, to the Sancta Council Chair, Ms Cathleen Crossley, at one of the following addresses:

- Level 16, Tower 2 Darling Park, 201 Sussex Street, Sydney NSW 2000
- GPO Box 1615, Sydney NSW 2001

## 10. Vexatious complaints

A student must not make a vexatious or malicious complaint.

For the purpose of this policy a complaint will be considered vexatious or malicious if a student makes it:

1. knowing it to be false; and
2. for the primary purpose of damaging Sancta or the person against whom the complaint is made.

Making a vexatious complaint will result in disciplinary action, up to and including expulsion from the College.

## 11. Complaints or grievances regarding a member of staff

If the complaint relates to a staff member of the College, the matter should be raised directly with the Principal.

Should the complaint relate to the College Principal it should be put in writing to the Sancta Council Chair, Ms Cathleen Crossley, at one of the following addresses:

- Level 16, Tower 2 Darling Park, 201 Sussex Street, Sydney NSW 2000
- GPO Box 1615, Sydney NSW 2001

## 12. Record keeping

All records collected, generated or used as part of the resolution or determination of a complaint under these procedures will be stored confidentially by the College Principal.

## 13. Complaints regarding people outside of Sancta

If a person alleges conduct by a person over whom Sancta has no jurisdiction, Sancta will support the complainant to find an appropriate alternate avenue of complaint.

## 14. Related documents

- Sancta Sophia College Code of Conduct
- Sancta Sophia College Sexual Misconduct Policy
- Sancta Sophia College Bullying, Harassment and Hazing Policy
- Sancta Sophia College Alcohol and Other Drugs Policy

# SEXUAL MISCONDUCT POLICY

## 1. Policy

Sancta Sophia College recognises that everyone in our community has the right to live, study and work in a safe and supportive environment. All members of Sancta Sophia College (including students, staff, guests and Council members) have a role in creating and maintaining a safe and respectful environment.

Any form of sexual misconduct or sexual harassment is a breach of Sancta Sophia College rules and Code of Conduct, and is not tolerated.

## 2. Scope

This policy applies to the Council members, staff, students (residential and associate) and guests of Sancta Sophia College. It covers behaviours that constitute sexual misconduct and sexual harassment, and discusses support options, disclosures and complaints.

## 3. Definitions of terms

### 3.1. Consent

Sexual activities with another person must be by free and voluntary agreement. All parties to any sexual activity must take steps to confirm that consent exists.

A person cannot consent to sexual activity when they are:

- asleep or unconscious;
- significantly intoxicated or affected by drugs;
- intimidated, coerced or threatened;
- unclear about the identity of the person performing the act;
- tricked into doing something they do not want to do;
- detained or held against their will;
- pressured to engage in the sexual act by another person who is in a position of power or authority over them.

Anyone engaging in a sexual act with another person must ensure that consent is clear and obvious. The fact that a person does not say 'no' to, or does not physically resist, a sexual act does not mean they consent to it.

A person is free to withdraw their consent at any time prior to or during a sexual act.

Consent must be present for every sexual act. If someone consents to one sexual act, it does not mean they have consented to others.

### 3.2. Sexual misconduct

The term sexual misconduct is used in this policy to cover a range of unacceptable sexual and physical behaviours.

Sexual misconduct includes, but is not limited to, legal definitions of sexual assault, and may or may not constitute criminal conduct.

Sexual misconduct means any sexual act that a person does not consent to, including unwanted intercourse, oral sex, and sexual touching.

Sexual misconduct also encompasses other non-consensual sexual acts such as showing of genitals (flashing); sending unwanted sexualised still or moving images; masturbation or pretended masturbation in front of another person without their consent. Other examples of sexual misconduct include voyeurism (observing a person who is in a state of undress, using the toilet, showering or bathing or engaged in a sexual act, without their consent, for the purpose of obtaining sexual arousal or sexual gratification).

Sexual misconduct also includes recording or distributing an intimate image of another person without their consent, whether in person or by electronic, digital or other means, including still or moving images.

A person will be considered to have engaged in sexual misconduct towards another person if the other person did not consent to the first person's actions and the first person:

- knew that the other person did not consent;
- was reckless as to whether the other person consented; or
- should reasonably have known, having regard to all the circumstances, that the other person did not consent.

Attempting or threatening to engage in any of the above conduct may constitute sexual misconduct.

### 3.3. Sexual harassment

Sexual harassment is any unwanted or unwelcome sexual behaviour, which makes a person feel offended, humiliated or intimidated.

Sexual harassment can be obvious or indirect, physical or verbal, repeated or one-off.

Sexual harassment may include:

- unwelcome touching, hugging or kissing;
- inappropriate staring or leering;
- sexual gestures;
- sexually suggestive comments or jokes;
- displaying, sending or requesting sexually explicit pictures or posters;
- giving sexually explicit gifts;

- making or distributing a sexually explicit audio recording or photo-shopped image of another person;
- repeated or inappropriate invitations to go out or 'hook up';
- intrusive questions about a person's private life or physical appearance;
- requests or pressure for sexual intercourse, or other sexual acts.

Sexual harassment can occur in person or through email, text, messaging, social media posts and other forms of electronic communication.

Acts of sexual harassment may constitute sexual misconduct.

#### **4. Support available**

Students who have experienced sexual misconduct or sexual harassment are encouraged to seek assistance and support. Such support is available within Sancta, at the University of Sydney, and via a range of health and community services. Sancta staff and Resident Assistants (Ras) are trained as first responders and can assist students who have experienced sexual misconduct to access professional help when ready and to explore options to complain about a sexual misconduct incident.

Refer to "Navigating the experience of sexual assault: guidance and support for Sancta students" on the Student Portal for further information about available support.

#### **5. Deciding to make a disclosure or complaint**

Sancta recognises and supports the rights of people who have experienced sexual misconduct or harassment to take time to determine the best course of action for them.

It is common for people who have experienced sexual misconduct or harassment to need time to decide if they want to take action in regard to the matter.

While Sancta encourages anyone who has experienced sexual misconduct or harassment to take action, it will support people to make their own decisions about this, in their own time.

If and when wanted, Sancta will provide support for a person who has experienced sexual misconduct or harassment to determine whether they would like to follow up with Sancta or another institution (e.g. the University or NSW Police) by making a disclosure or a complaint/report.

#### **5.1. Disclosures**

A disclosure is information provided to Sancta (or the University or Police) about an incident or person where the person making the disclosure does not wish for follow-up action to be taken, or if they are undecided. A disclosure can assist a person to access help and support.

At Sancta, disclosures may be made to the Principal or Vice Principal, in person, over the phone or in writing.

While disclosures may be made anonymously, it is recommended that the person making the disclosure makes themselves known so as to ensure that support and help is provided in the right way.

A confidential record of the disclosure will be kept on file. A person who has made a disclosure, may later make a complaint regarding the same incident.

#### **5.2. Complaints**

A complaint (or report) is information provided about an incident or person where the person making the complaint wants action to be taken. A complaint cannot be made anonymously.

#### **6. When a complaint is made against a person at Sancta**

Sancta is committed to responding to incidents of sexual misconduct and sexual harassment in a manner that is balanced, fair, and trauma informed. Sancta will work with the complainant and respondent in a sensitive and confidential manner.

Complaints at Sancta will be responded to or investigated in accordance with the Sancta Complaints and Investigations Procedure.

Complaints may be made to the Principal or Vice Principal, in person or in writing.

A student who has made a complaint of sexual misconduct is free to withdraw it at any time.

#### **7. Disciplinary action and appeals**

When an allegation of sexual misconduct or sexual harassment is upheld, Sancta will impose disciplinary action as per the Complaints and Investigations Procedures. Disciplinary action includes, but is not limited to:

- reprimand;
- warning;
- removal of rights or privileges;
- moving of rooms;
- suspension;
- expulsion.



The wishes of the victim are of consideration when determining disciplinary action.

Appeals against findings or disciplinary action may be made in accordance with the Complaints and Investigations Procedure.

### **8. Sexual misconduct or harassment involving people outside the Sancta community**

Should a Sancta student raise an allegation of sexual harassment or sexual assault against a person outside the Sancta community, Sancta will support the student to utilise such policies or avenues available to them, such as:

- university policies and procedures;
- other College policies and procedures;
- police reporting etc.

Should an allegation against a Sancta student be raised by a person external to the Sancta community, Sancta will respond to reasonable requests for information within the limits of privacy legislation from NSW Police, the University of which the student is a member, or other institution.

### **9. Confidentiality**

Generally speaking, Sancta will keep discussions, disclosures and complaints of sexual misconduct or harassment confidential.

In some limited circumstances, Sancta may need to report an incident of sexual assault to the Police against a student's wishes, to ensure the safety of that student or other members of the College or wider community.

Decisions to share information without the consent of the victim may only be made by the College Principal. In such circumstances, the victim will be informed and given every possible support by Sancta.

### **10. Resources available to complainants and respondents**

The College Principal, Vice Principal, Dean of Students and Resident Assistants (RAs) are provided with First Responder training each year to assist them to support victims of sexual misconduct, harassment and assault. First Responders are not counsellors, but are trained to provide an appropriate initial response. They will listen without judgement, provide support, respect any decisions for action and guide victims to the right services.

After hours, students can call the RA Duty phone, Principal or Vice Principal directly if required:  
Duty RA: 0419 479 832  
Principal (Fiona Hastings): 0418 459 583  
Vice Principal (Brigid Carrigan): 0447 821 371

### **11. Links to other Policies and documents**

- Sancta Sophia College Complaints and Investigations Procedure

Refer to "Navigating the experience of sexual assault: guidance and support for Sancta students" on the Student Portal for further information about available support.

## **RESOURCES OFFERED BY THE UNIVERSITY OF SYDNEY**

### **Campus Security**

9351 3333  
24 hours

### **Confidential helpline (for sexual assault)**

1800 SYD HLP (1800 793 457)  
9am – 5pm; Mon to Fri

### **Counselling and Psychological Services**

8627 8433  
9am – 4:30pm; Mon to Fri  
Jane Foss Russell Building

### **University Health Services**

9351 3484  
8:30am – 5pm; Mon to Fri  
Wentworth Building

### **Student Support Services**

8627 6808 or email  
safer-  
communities.officer@sydney.edu.au

9am – 5pm; Mon to Fri

### **Disability Support**

8672 7422  
9am – 4pm; Mon to Fri

## **OTHER RESOURCES**

**Alcohol and Drug Information Service (ADIS)**  
1800 250 015

**Family Drug Support**  
1300 368 186

**NSW Mental Health Line**  
1800 011 511

**Beyond Blue Telephone Counselling**  
1300 224 636

**Lifeline Telephone Counselling**  
13 11 14

**NSW Rape Crisis Centre**  
1800 424 017  
24 hours

## **1800RESPECT**

1800respect.org.au  
1800 737 732  
24 hours

### **RPA Hospital Sexual Assault Service**

(Ground Floor, KGV Building, RPAH)  
9515 9040 (Monday to Friday business hours)  
9515 6111 (after hours)

### **NSW Police**

Emergency 000

### **Newtown Police**

222 Australia St, Newtown,  
2042  
9550 8199

### **Glebe Police**

1 Talford St, Glebe, 2037  
9522 8099

# ILLNESS, INFECTIOUS AND COMMUNICABLE DISEASES

## POLICY

Given the close living environment, preventing the spread of infectious and communicable diseases from person to person is of critical importance at Sancta.

The purpose of this policy is to minimise the risk of transmission of infectious diseases within the Sancta community as far as reasonably practicable and to support persons who have contracted an infectious disease.

Sancta is committed to:

1. upholding its duty of care to provide and maintain a healthy and safe environment, free from discrimination for all residents, staff, visitors, and contractors.
2. taking appropriate steps to prevent or minimise the risk of infection posed by transmission from person to person.
3. promoting informed awareness through the sharing of relevant information.
4. promoting preventative measures such as vaccination and other precautions for dealing with infectious diseases.
5. supporting residents and staff who have an infectious disease, taking all reasonable steps to accommodate them and ensuring they are not subjected to unfair treatment, discrimination, harassment, or victimisation.

### 1. Shared responsibilities

Everyone within the College has the responsibility to take reasonable steps to prevent the spread of disease in the College community.

Anyone diagnosed with an infectious or communicable disease (including, but not limited to, COVID-19) must inform the Vice Principal or Principal so safe and appropriate measures can be taken to support the affected student and minimise spread of the illness.

There is no onus on any person to reveal their medical history or any non-communicable illness.

Anyone with an infectious or communicable disease can expect to be treated with dignity and respect, and without blame.

The harassment or discrimination of persons with an infectious or communicable disease, or those assumed to have an infectious or communicable disease, will not be tolerated.

### 2. Privacy and confidential information

Generally speaking, anyone disclosing that they have an infectious or communicable disease, will be afforded privacy and their disclosure kept confidential.

Where the presence of the infection or disease within the College community will impact others (for example the presence of COVID-19 may cause other students or staff to have to go into isolation) or where awareness of its presence may help limit its spread, some limited information may be shared with other staff and students. In such cases, it will first be discussed with the affected person. Only the Principal can authorise the sharing of information without the consent of the affected person.

### 3. Quarantine and isolation

In some cases of infectious illness, the affected student may be required to isolate away from other members of the community for the duration of the illness. This includes, but is not limited to, COVID-19.

### 4. Recommended vaccinations and immunisations

From time to time, in response to a health crisis, Sancta may require students to acquire certain vaccinations to remain eligible to reside at Sancta. Students will be given adequate notice of such a requirement, and medical exemptions will be accommodated where possible.

As of January 2024, there are no vaccine requirements at Sancta. However, given the close living environment it is recommended that students be immunised for COVID-19, seasonal influenza, pneumococcal disease, tetanus, diphtheria and pertussis; measles, mumps and rubella (MMR); herpes zoster (HZ); and human papillomavirus (HPV).

For information on the suggested immunisation schedule please go to:

<https://www.health.gov.au/health-topics/immunisation/immunisation-throughout-life/national-immunisation-program-schedule>

# IN SAPIENTIA AMBULATE

Sancta Sophia

Strong In Character

Diverse In Personality

Determined In Cause

Gracious In Defeat

Glorious In Victory

True To Herself

Loyal To Her Tradition

Walking In Her Wisdom



**100**  
1926-2026  
CELEBRATING 100 YEARS