

2026 STUDENT HANDBOOK

ST ALBERT'S COLLEGE



ST ALBERT'S COLLEGE

Postal

St Albert's College
University of New England
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stalberts@stalberts.com.au

Web

www.stalberts.com.au

Facebook

[/albiescollege](#)
[/albiesalumni](#)

Instagram

[@st_alberts_college](#)

Acknowledgement of Country

St Albert's College, within the grounds of the University of New England, acknowledges and respects the Traditional Custodians and First Peoples of the land on which we work, learn and live. We recognise the strength and resilience of the Aboriginal community and pay our respects to Elders past, present and emerging.

FROM THE HEAD OF COLLEGE



St Albert's College welcomes and celebrates you as you join our community to undertake your studies at the University of New England.

Albies has been welcoming UNE students since 1969 and has longstanding traditions of academic, sporting, cultural and community excellence. We have a proud history of receiving First Year men and women who go on to make significant contributions to our College and then local, national and international communities, more broadly. And these young men and women are people who are just like you. So, on behalf of our vibrant, exciting, enriching and outward looking community, I say become part of our narrative and involved in our great community.

St Albert's is named for St Albert the Great *OP* - a towering figure within the Dominican Order and the Catholic church. Albert was a scholar, a scientist and an administrator and a fitting name for a College that lives its life informed by both Gospel values and the example of its patron saint.

St Albert's is distinguished by a sense of community and identity that you will find permeates all that we do and all that we say. Our offering as a traditional, dining room-centric college is unique at UNE. Our resident students live where they study - fully catered and accommodated - led collegially by their peers as you might find at the great British universities in towns like St Andrew's Durham, Oxford and Cambridge.

One might say the same about Armidale - an authentically university-led town, arguably unique in Australia where our larger cities host universities. In Armidale, Australia's university town, there is a very tight town/university nexus.

I encourage you to avail yourself of all that St Albert's visits upon your studentship at the UNE.

Immerse yourself in our values - Compassion, Integrity, Respect, Faith, Courage, Community and become the very best version of yourself by letting the enrichments and enhancements that make our College so special become the pillars of your time with us.

Welcome to St Albert's and may your time here be formational, educational, social and special. Albies for Life. Please do enjoy what will be a wonderful collegial time for you.

Typically, residents at the College display respect, openness and humility while participating in a range of activities and forging life-long friendships through shared experiences.

Our mantra of Endeavour, Evolve, Exceed, encourages our students to pursue a variety of experiences and grow holistically.

With all good wishes,

Steve

FIRE EVACUATION PLANS

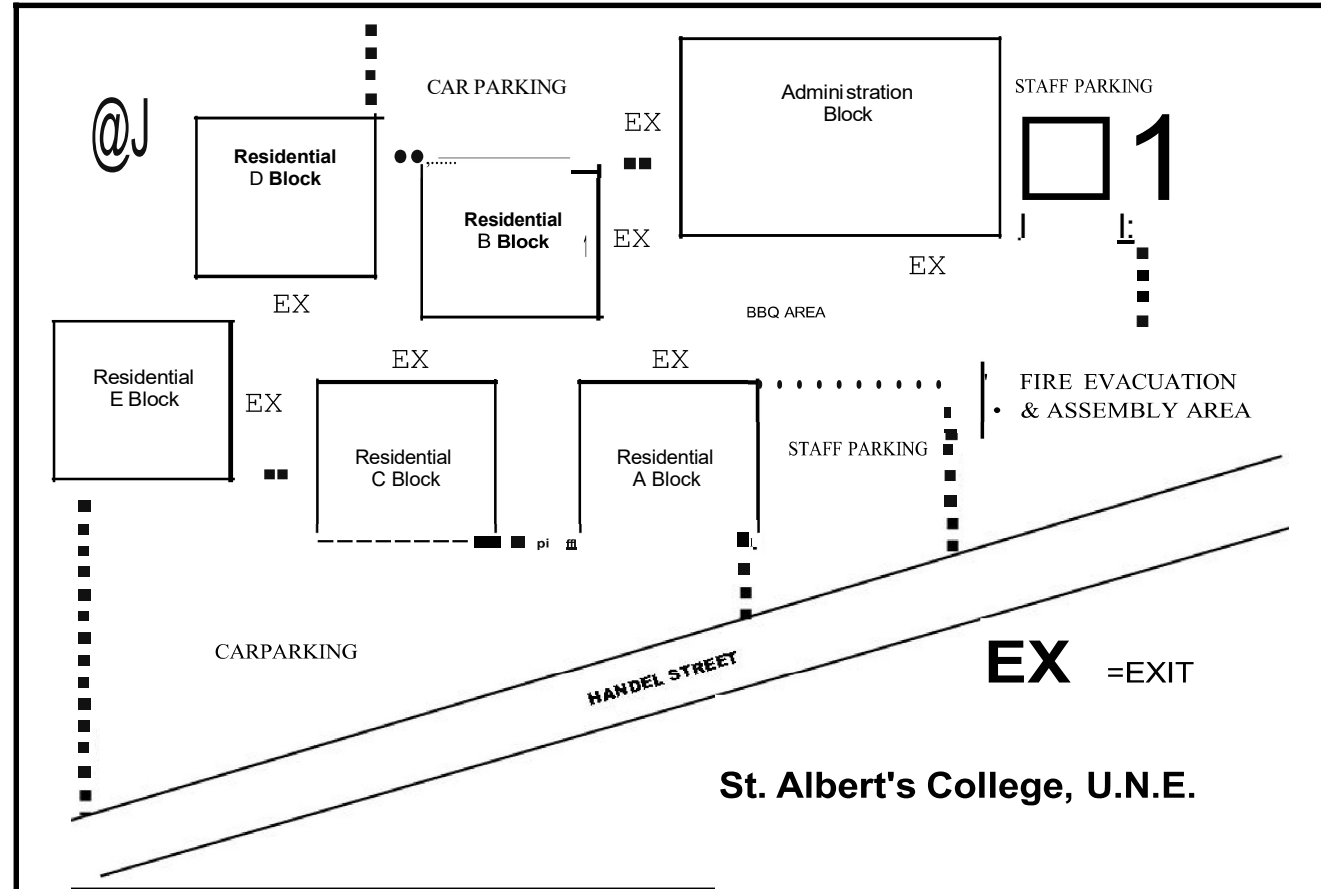
If you discover a fire or the fire alarms sound:

- Tell the people around you immediately.
- Dial 8, 2222 or 000 to Alert Fire Service if alarms do not activate
- Evacuate the building via nearest safe exit.
- Proceed to the Fire Evacuation and Assembly Area (grassed area outside office).
- Do not return to the building until cleared by the Fire Service Officers.

In this room is a sensitive alarm. Do not:

- Do not cover the alarm with any material
- Do not touch the alarm unit
- Do not use fly spray or any pressurized can substance in the room (incl. Deodorant)
- Do not smoke, cook, use candles or burn incense

Intentional alarms or aims resulting in fire call-outs as a result of your negligence will cost you the full invoice from the Fire Service and any fine that is appropriate.



General Safety Tips:

Lock your door and windows on departure even if you are out for a short period (i.e. Going to the toilet/shower).
 Never keep large sums of cash in this room (The office has a safe).
 Mark your personal goods clearly, especially small items such as CD's.
 Do not lend your room key or metallic tag to anyone. Report loss to the office.
 Notify office or Duty Tutor/Floor Tutor of strangers in the block.

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Our Catholic Community

The soul of St Alberts

St Albert's is an independent Catholic College that emphasises Christian values with a true family atmosphere.

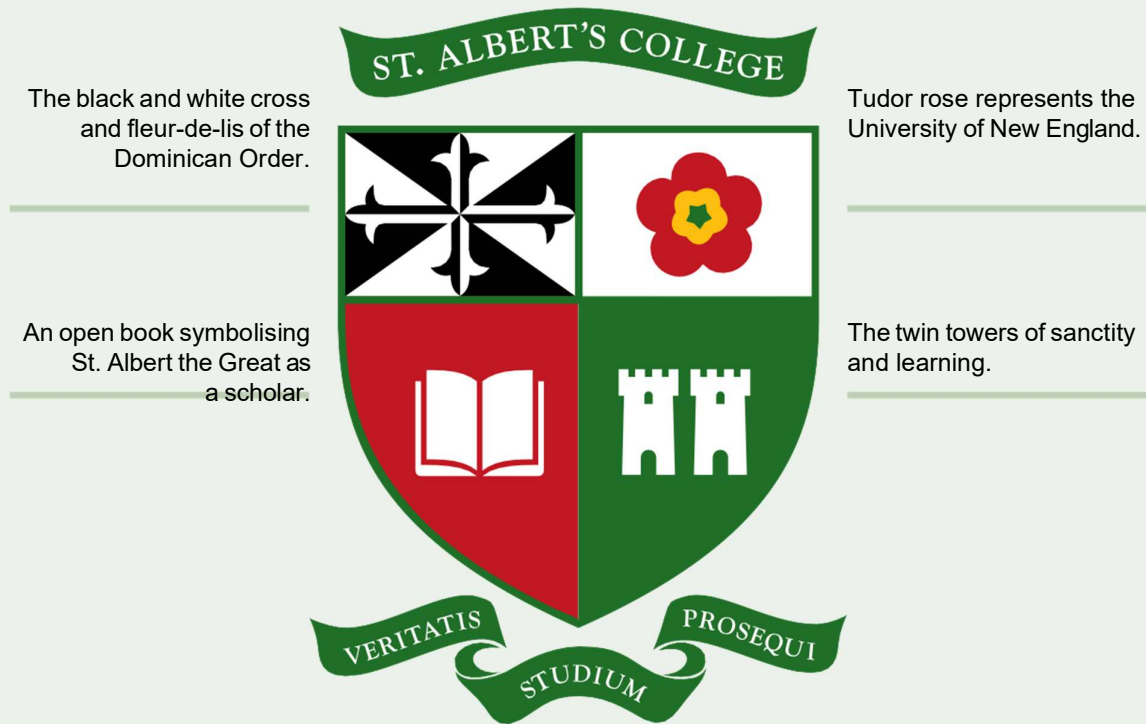
We strive to promote respect, honesty and justice in a friendly and inclusive environment. We welcome students of all faiths although no religious affiliation is required to join the College.

The College is part of the Saints' Mary and Joseph Cathedral Parish of Armidale. Bishop Peter Murphy and our parish priests have a keen interest in the spiritual life of the College and the wellbeing of its many stakeholders.

St Albert's students are also welcome to attend Saints' Mary and Joseph Catholic Cathedral and would be a most valued addition to the parish community beyond the College itself. For more information about the parish including Mass times please go to [link below](#) for the Saints Mary & Joseph Cathedral.



COLLEGE CREST



The heraldic shield of St Albert's College was adopted in 1969 and combines elements from the shields of the University of New England, the Dominican Order and symbolic elements that represent St Albert the Great.

Refreshed in 2016, the upper right corner holds the Tudor rose of the University of New England and the upper left the black and white cross and fleur-de-lis of the Dominican Order. The lower half of the shield holds the twin towers of sanctity and learning and an open book to symbolise St Albert the Great as a scholar.

The College motto, **Veritatis Studium Prosequi**, means to *pursue the study of truth*.

COLLEGE HISTORY

St Albert's College was founded in 1969 by the Dominican Order at the invitation of the University of New England (UNE). St Albert's started as an all-male college, becoming co-educational in 1976, currently housing up to 300 students.

St Albert's is the only independent college on campus. It is integrated into the life of the University and the other five colleges, which are all owned and operated by UNE. Whilst St Albert's has a strong Catholic identity, the College welcomes students of all faiths.

The Dominican Fathers filled the roles of Principal and Dean and went on to provide academic, pastoral, spiritual, and moral support to thousands of university students over the next 23 years. During its history there have been four Dominican Fathers who have served as Principal of the College:

1969 – 1977	Fr Tom Fitzgerald, AO, OP
1978 – 1986	Fr Denis Hallinan, OP
1987 – 1989	Fr Ian Waite, OP
1990 – 1997	Fr Kevin Saunders, OP

At the end of 1997, the shortage of suitable priests in the Dominican Order saw the position of Principal of the College passed onto lay staff. Since then there have five lay Principals. In 2026, the Board appointed the first Head of College and CEO, Mr Stephen Foley.

1998 – 1999	Dr Paul Thornton
2000 – 2003	Mr Sean Brito-Babapulle
2004 – 2015	Mr Geoff Johnston
2015 – 2020	Mr Jason Lincoln
2021 – 2025	Mr Michael Holland
2026 – Current	Mr Stephen Foley

COLLEGE VALUES

St Albert's College prides itself on offering a harmonious and supportive environment where a fundamental care for the beliefs, feelings and property of others is of utmost importance. Responsibility for consistently maintaining such an environment rests with each and every one of us, and it is through a strong commitment to the College's values that we can offer a community-based College experience founded on compassion, integrity, respect, faith, and courage.





SERVE WITH COMPASSION

We care for ourselves and serve each other, and our environment with compassion and respect.

We give active and generous support to each other

We give active and generous support to the life of the College.

We acknowledge and respect difference in beliefs and values.

We go beyond St Albert's into society to lead, serve and participate; and to help those less fortunate.



ACT WITH INTEGRITY

We act with honesty and integrity in all areas of life.

We do the right thing when faced with difficult decisions and hard choices.

We have strong ethical values; we respect Catholic beliefs and teachings.

We have clear behavioural expectations where respect, moral courage, authenticity and honesty are valued, recognised and modelled.

We hold ourselves and each other to account for both positive and negative behaviours.



SHOW RESPECT

We show respect and consideration for one another.

We consider the impacts of our choices.

We value the contribution of each person, and we celebrate diversity of experience and interests.

We treat all with dignity and kindness.

We make conscious efforts to assist one another.

We step up to protect others and assist those who are in need.



LIVE BY FAITH

Everything we do flows from our faith in God and His love for us.

We respect the dignity of every human person.

We are called to live our lives following Christ's example of humility and service.

We live by the virtues of faith, hope, charity, prudence, justice, temperance, and courage.

We aspire to make a significant difference in whatever we pursue.



ENGAGE WITH COURAGE

We engage with courage with each other and the world around us.

We stand up for ourselves, for others and for what is right.

We are committed to improving our lives and the lives of those around us.

We remain positive when faced with negativity.

We engage fully in the life of the College.

We bring our gifts and talents to enhance College life.



PARTICIPATE IN COMMUNITY

We acknowledge that all residents have a right to live and learn in a safe and inclusive environment.

We have an obligation to participate with cooperation and respect in college life ensuring the safety and inclusivity of all residents.

We accept responsibility and are accountable for how our actions affect others as neighbours.

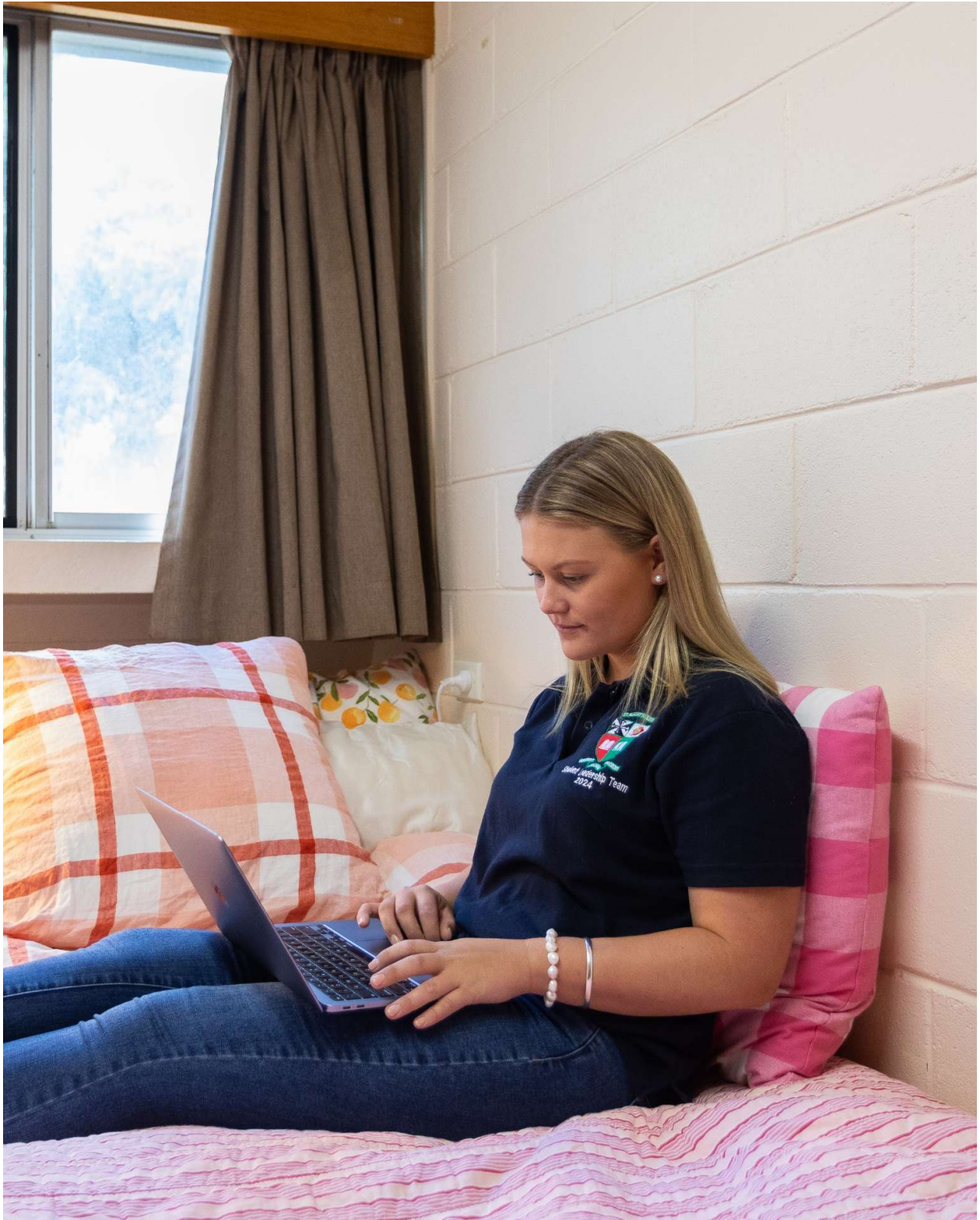
We participate actively to build strong friendships, develop networks, show care and support to one another, co-creating a cohesive and dynamic community together.

PRINCIPAL DATES 2026

TRIMESTER ONE	DATES
First Year Students Arrive to College and Check-In	Sun, 8 th Feb 2026
Welcome Week	Sun, 8 th Feb. 2026 – Sat, 14 th Feb. 2026
UNE O-Week	Mon, 16 th Feb. 2026 – Fri, 20 th Feb. 2026
Returning Students Arrive to College	Wed, 18 th Feb. 2026
Full College Photo	Fri, 20 th Feb. 2026
Lectures Commence for Trimester One	Mon, 23 rd Feb. 2026
Commencement Mass & Dinner	Thurs, 26 th Feb. 2026
First Year Hockey	Tues, 10 th March. 2026
First Year Netball	Thurs, 12 th March. 2026
First Year Rugby	Thurs, 19 th March. 2026
Census Day – Last Day to Withdraw from Trimester One Units Without HECS/Financial Liability	Mon, 23 rd Mar. 2026
Formal Dinner	Thurs, 26 th Mar. 2026
Alumni Race Day	Sun, 29 th March. 2026
Lectures End	Fri, 3 rd Apr. 2026
Mid-Trimester One Intensive & Assessment Period Starts	Tues, 7 th Apr. 2026
Good Friday	Fri, 3 rd Apr. 2026
Easter Sunday	Sun, 5 th Apr. 2026
MID-TRIMESTER ONE BREAK – Friday, 3rd April 2026 – Sunday, 19th April 2026	
Students Return After Mid-Trimester One Break	Sun, 19 th Apr. 2026
Lectures Re-commence for Trimester One	Mon, 21 st Apr. 2026
Formal Dinner	Thurs, 23 rd Apr. 2026
ANZAC Day Ceremony	Sat, 25 th Apr. 2026
UNE Open Day	Fri, 1 st May 2026
Parent's Weekend	TBC (following Rugby Draw confirmation)
Meal Rebate Form For 1 st Half of Trimester One Submission Deadline	Mon, 4 th May 2026
Exam Curfew	Mon, 11 th May 2026 – Sun 31 st May. 2026
Lectures End	Fri, 22 nd May 2026
Exam Period Commences	Mon, 25 th May 2026
End Of Trimester One	Sun, 31 st May. 2026

PRINCIPAL DATES 2026

TRIMESTER TWO	DATES
Mid-Year Intake Check-In	Fri, 19 th Jun. 2026
Students Return Back to College	Sun, 21 st Jun. 2026
Albies Week Commences	Sun, 21 st Jun. 2026 – Fri. 26 th Jun. 2026
Lectures Commence for Trimester Two	Mon, 22 nd Jun. 2026
Mates Weekend	TBC (following Rugby Draw confirmation)
Meal Rebate Form For 2 nd Half of Trimester One Submission Deadline	Mon, 6 th Jul. 2026
Career's Week	Mon, 14 th Jul. 2026 – Fri, 19 th Jul. 2026
Census Day – Last Day to Withdraw from Trimester Two Units Without HECS/Financial Liability	Mon, 20 th Jul. 2026
Lectures End	Fri, 31 st Jul. 2026
MID-TRIMESTER TWO BREAK – Friday, 31st July 2026 – Sunday, 16th August 2026	
Students Return After Mid-Trimester Two Break	Sun, 16 th Aug. 2026
Lectures Recommence for Trimester Two	Mon, 17 th Aug. 2026
Formal Dinner	Thurs, 20 th Aug. 2026
Meal Rebate Form For 1 st Half of Trimester Two Submission Deadline	Mon, 31 st Aug. 2026
Exam Curfew	Mon, 31 st Aug. 2026 – 27 th Sep. 2026
Rugby Grand Final	Sat, 5 th Sep. 2026
Valedictory Dinner	Thurs, 10 th Sep. 2026
Netball Grand Final	TBC
Hockey Grand Final	TBC
Rugby Presentation Dinner	Fri, 11 th Sep. 2026
Women In Sport	TBC
Returners Application/Offer Deadline	Mon, 14 th Sep. 2026
Lectures End	Fri, 18 th Sep. 2026
Exam Period Commences	Mon, 21 st Sep. 2026
Returners Enrolment Confirmation For 2027	Fri, 25 th Sep. 2026
End Of Trimester Two	Sun, 27 th Sep. 2026



COLLEGE STAFF

Stephen Foley
Head of College/CEO
sfoley@stalberts.com.au

Jonathan Grace
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Brendon Thomas
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Lauren Hassett
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Shaughn Manning
Admin Assistant
smanning@stalberts.com.au

COLLEGE OFFICE

College Office Hours	Monday to Friday 9:00am – 5:00pm
College Office Number	02 5733 5200
After Hours Contact	02 5733 5200 [from 5:00pm] College office phone is diverted to College Duty Phone
Email	admin@stalberts.com.au
Photocopier	A printer is available next to the College office. A printing account can be set up with the College Office.
Laminator	Laminating is available at the College office, costing: \$2.00 per A4 page \$3.00 per A3 page
College Office Area	Residents may not enter the college office area unless meeting with a member of the college executive.
EFTPOS	The College has EFTPOS facilities, fees can be paid by credit card or debit card.
Appointments with the Head of College/CEO	Appointments can be arranged through the College Office or made directly with Head of College/CEO.
Mail & Mailing Address (Students in receipt of parcels/mail will be notified by SMS)	Mail is delivered once daily on weekdays. Mail is sorted and placed in pigeon holes in the College Office. Should a student receive a parcel, a SMS will be sent notifying them. Parcels can be collected from the College Office. Outgoing mail can be placed in the red bag next to the College Office. Postage must be paid with stamps or reply paid envelope. Internal mail (on-campus only) can be sent via the red bag also.
Mailing Address for Residents	Residents Name St Albert's College 131 Handel Street University of New England Armidale NSW 2350

IMPORTANT CONTACT DETAILS

St Albert's College	College Office	Phone: 02 5733 5200 Email: admin@stalberts.com.au
St Albert's Accounts	College Office	Phone: 02 5733 5200 Email: accounts@stalberts.com.au
Stephen Foley	Head of College & CEO	Phone: 02 5733 5200 Email: sfoley@stalberts.com.au
Jonathan Grace	Executive Dean	Phone: 02 5733 5200 Email: jgrace@stalberts.com.au
Brendon Thomas	Executive Manager of Finance & Operations	Phone: 02 5733 5200 Email: bthomas@stalberts.com.au
Jason Babington	Chef Manager	Phone: 02 5733 5200 Email: jbabington@stalberts.com.au
Duty Resident Advisor/RSO	After Hours	Phone: 0421 739 600
UNE Safety & Security		Phone: 02 6773 2099 Phone: 02 6773 2299
Armidale Police		Phone: 02 6771 0699
Fire Brigade		Phone: 000
Ambulance		Phone: 000
Armidale Hospital		Phone: 02 6776 4777
UNE Medical Centre		Phone: 02 6773 2916



Fees & Charges – 2026

	Commencing Student	Returning Student
Levies & Charges¹	\$540	\$490
Refundable Deposit²	\$850	\$850
February – June Billing Period³	\$12,049	\$11,201
July – September Billing Period⁴	\$7,637	\$7,637
Discounts for early payment⁵		
Full payment in advance	\$394	\$376
Trimester 1 in advance	\$181	\$167
Trimester 2 in advance	\$115	\$115
Rebates (per night)⁶		
Practicum Rebates		\$42.42
Meal Rebates		\$23.91

****Please Note**** An email will be sent to confirm your check-in times in January 2026. Check out time at the end of Trimester 2 is 10.00am unless otherwise arranged in writing with the College.

¹ Includes Gown hire, Scholarship & Bursary levy, JCR levy, IT Services levy, Alumni subscription and Student Accident Insurance levy. All levies and charges are mandatory and cannot be opted out of.

² Includes Room, Gown and Key deposits. Deposit will only be refundable if room, gown and keys are returned in the same condition as at the start of the relevant billing period.

³ Commencing students arrive in time for Welcome week (08/02/2026 – 15/02/2026). Returning students arrive on 18/02/2026. Any variation to the arrival dates must be discussed with the College. While no admin fee will be charged, any arrivals outside the billing dates stipulated will incur a fee commensurate to the daily accommodation rate.

⁴ Students are required to check out on 27/09/2026. Any additional nights will incur a fee commensurate to the daily accommodation rate.

⁵ Payment must be made on or before the relevant billing period start date.

⁶ Prac. and Meal rebates must be applied for using the "Rebate Form". Terms and conditions are set out on the "Rebate Form".

Fees & Charges – 2026 – Joint Medical Program

	Commencing Resident	Returning Resident
Levies & Charges⁷	\$540	\$490
Refundable Deposit⁸	\$850	
February – July Billing Period⁹	\$12,049	
July – September Billing Period	\$7,637	
September – November Billing Period¹⁰	\$3,718	
Discounts for early payment¹¹		
Full payment in advance	\$469	
Semester 1 in advance	\$181	
Semester 2 in advance¹²	\$171	
Rebates (per night)¹³		
Practicum Rebates	\$42.42	
Meal Rebates	\$23.91	

****Please Note**** An email will be sent to confirm your check-in times in January 2026. Check out time at the end of Trimester 2 is 10.00am unless otherwise arranged in writing with the College.

⁷ Includes Gown hire, Scholarship & Bursary levy, JCR levy, IT Services levy, Alumni subscription and Student Accident Insurance levy. All levies and charges are mandatory and cannot be opted out of.

⁸ Includes Room, Gown and Key deposits. Deposit will only be refundable if room, gown and keys are returned in the same condition as at the start of the relevant billing period.

⁹ Commencing students arrive in time for Welcome week (08/02/2026 – 15/02/2026). Returning students also arrive on 08/02/2026 due to JMP semester start date. Any variation to the arrival dates must be discussed with the College. While no admin fee will be charged, any arrivals outside the billing dates stipulated will incur a fee commensurate to the daily accommodation rate.

¹⁰ Billing period from 28/09/2026 to 27/11/2026 is self-catered as kitchen will be closed.

¹¹ Payment must be made on or before the relevant billing period start date.

¹² Combined July to November billing period amount must be paid in advance to access the Semester 2 in advance discount.

¹³ Prac. and Meal rebates must be applied for using the "Rebate Form". Terms and conditions are set out on the "Rebate Form".

SEXUAL HARM & HARASSMENT

St Albert's College values and respects all members of the College community. The College maintains a zero-tolerance policy regarding sexual assault and/or harassment.

If you have been the victim of sexual assault or sexual harassment, or have witnessed sexual assault at any time it is vital to report the incident to protect yourself and your fellow students.

It is important for anyone wishing to come forward that all reports will be treated seriously and with confidentiality. Within the College there are several people that you may choose to report your incident to:

Jonathan Grace, Executive Dean
Phone 02 5733 521
Email jgrace@stalberts.com.au

College RSO's
5:00pm – 4:00am
(most days)
Phone 0421 739 600

Your Resident Advisor (RA)

Respect X

The College subscribes to Respect X, a portal which allows you to lodge anonymous reports securely and without your being identified.

URL:
<https://www.respectx.com.au/reporting>

The College also recommends that all students visit the **Respect.Now.Always** page on the University website. This page provides contacts to which incident reports may be made.

UNE Safety and Security
Phone 02 6773 2099

UNE Student Grievance Unit
Phone 02 6773 2897

UNE Counselling and Psychological Services
Phone 02 6773 2897

After Hours Counselling
Phone 1300 661 927

UNE SAFE COMMUNITIES also provides an option for submitting an anonymous online report via <https://www.une.edu.au/current-students/support/student-support/complaints-compliments-and-feedback/grapevine-staff-complaint-management-system>

St Albert's College and the University of New England have a zero-tolerance approach to any form of sexual assault or harassment, and will take appropriate action to ensure the safety and privacy of the student community.

**St Albert's College and the University of New England
have a **ZERO-TOLERANCE APPROACH** to any form of
sexual assault or harassment.**

SEXUAL HARM & HARASSMENT REPORTING

This flowchart has been provided as an overview of the support and reporting process for St Albert's students who have experienced sexual assault or harassment. St Albert's College has a zero-tolerance policy toward any kind of sexual harassment or sexual assault.



WHY IS IT IMPORTANT TO MAKE A DISCLOSURE?

Disclosures of sexual harassment or sexual assault helps us provide students with the support they need and help us keep our communities safe.

STUDENT LEADERSHIP TEAM (SLT)

SENIOR ACADEMIC ADVISOR & DEPUTY

The Senior Academic Advisor (SAA), supported by their Deputy (DSAA), has a special role of leadership among the academic advisors of the college.

The role of the SAA is to lead by example and to help the effective functioning of the academic advisor system in all its aspects as well as liaise between academic advisors and students, and students and the administration.

Residential Support Officer

Our Onsite Residential Support Officers (RSOs) are available to provide overnight first aid and pastoral care. Don't forget you are always welcome to pop into the office for a chat or support.

RESIDENT ADVISOR

The Resident Advisors (RAs) are the first point of contact for any student with enquiries, whether in regard to policies/ procedures or a need for pastoral support.

1. The pastoral duty of RAs is to take a personal interest in each member of the floor and by following their progress, helping them adjust to University and College life and giving encouragement.
2. The community duty of RAs is to develop a community spirit among the members of their floor.
3. The administrative duty of RAs is to exercise some degree of supervision, especially with regard to noise and anti-social behaviour. They have disciplinary authority delegated by the Head of College.

The RAs rotate the function of Duty RA. A roster is placed on the wall outside the office in the administrative building; all emergencies or out of hours enquiries should be taken initially to the Duty RA.

STUDENT LEADERSHIP TEAM (SLT)

ACADEMIC ADVISOR

Academic Advisors (AAs) are appointed by the College to offer academic assistance in their fields of expertise.

AAs assist residents to commence their study right from the start of the year and to persevere.

No one succeeds without real effort and it cannot all be done at the last moment.

To help achieve this they will be available for consultation in their rooms and to conduct support sessions particularly for first year students.

CLUB & COMMITTEE PRESIDENTS

The Presidents of the Rugby Club, Netball Club, Hockey Club along with the Co- Presidents of Charity are members of the SLT. Each of these clubs and committees play an important role in extra- curricular activities available to students

JUNIOR COMMON ROOM (JCR)

JUNIOR COMMON ROOM

All students at St Albert's Albert's College are members of the Junior Common Room (JCR).

The JCR Committee is an elected group of senior students who assist College management in coordinating the social, inter-college sporting and cultural affairs of the student body – the Collegiate life that distinguishes colleges from halls of residence.

The JCR represents its members in matters affecting their interests. It aims to involve the maximum number of students in College activities whilst organising ongoing events of an academic, cultural, social and sporting nature.

The JCR Executive has an advisory capacity in College and works closely with the SLT and College management to ensure all students are supported through their College journey.

JCR fees for 2025 are set at \$240 for first year students (including shirt) and \$190 for returning students. JCR fees are collected through the College office with the payment of fees.

JCR EXECUTIVE 2026

President

Hunter Moore

Vice-President

Molly Salisbury

Treasurer

Jock McCormack

Secretary

Sam Clark

Publicity Officer

Oliver Anderson

JCR COMMITTEE 2026

MB/PT Representatives

SFK Representatives

STUDENT SPACES

DINING HALL

Located on the ground of the Administration Building.

JUNIOR COMMON ROOM

A dedicated student space located on the second floor of the Administration Block.

TUTORIAL ROOMS

Three dedicated study rooms located at the western end of the second floor of the Administration Block.

FISH TANK

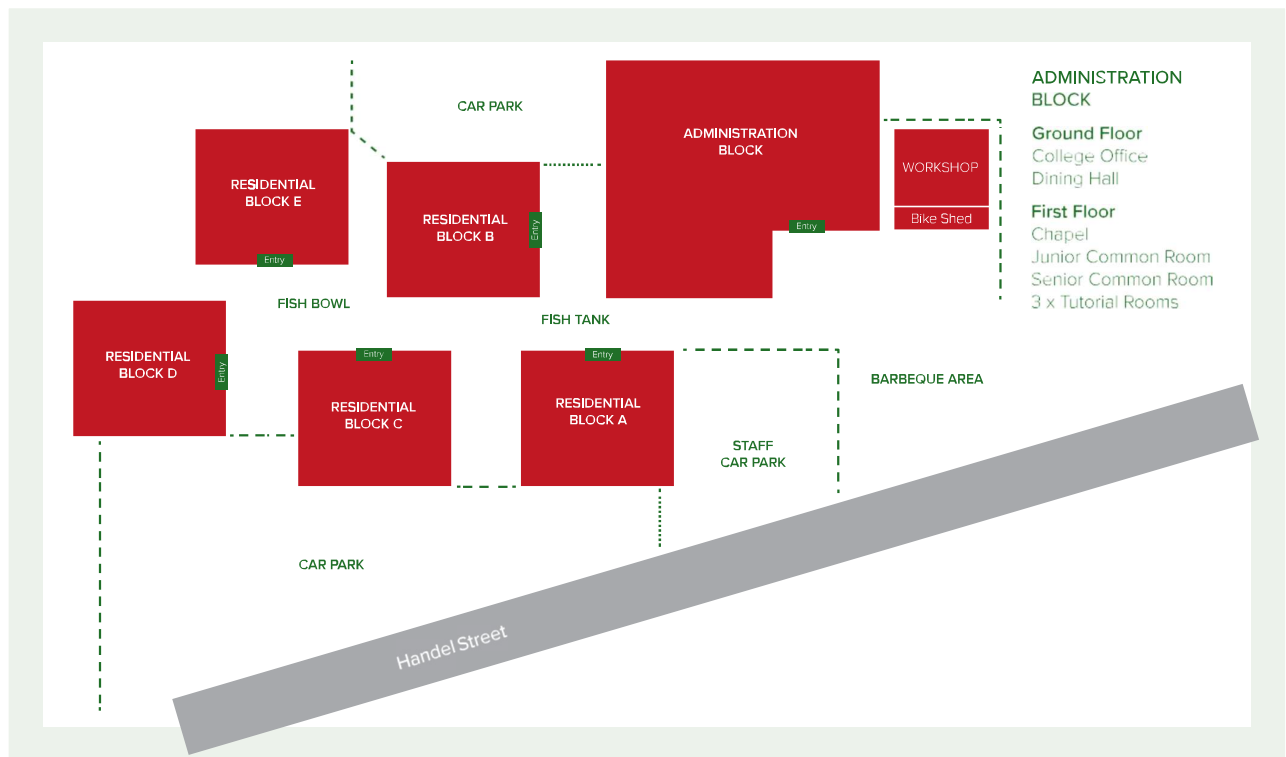
Paved area between the Dining Hall and Block A.

FISH BOWL

Central grassed area between Blocks C, D and E.

BARBEQUE AREA

Near the main entrance.



SPORTING AND CULTURAL PURSUITS

SPORTS

The College has a very good record in the field of sport, with students participating in a range of sports across the region.

The College has dedicated teams in basketball, hockey, netball, and rugby.

CULTURAL

Sir Frank Kitto (SFK) Competition

An inter-college participatory cultural competition also exists, the Sir Frank Kitto (SFK) Trophy.

Competitions in public speaking, debating, poetry, short-story writing, performance, theatre sports, photography, painting, craft and drawing are held at various times throughout the year.

Your participation is encouraged and is a great way to involve yourself in College activities. SFK representatives will be seeking your participation throughout the year.

A calendar of events for SFK is located at the entrance to the Dining Hall.

INTERCOLLEGIATE SPORT

Mary Bagnall (MB) and President's Trophy (PT)

The Mary Bagnall and Presidents Trophy are intercollegiate sporting competitions that have been strongly embedded in the UNE Residential Colleges' sporting traditions for many years.

St Albert's College aims to participate in every sporting event throughout the year. Participation in the MB / PT events helps St Albert's students build strong bonds with students from other colleges.

The MB/PT representatives will be asking for participating a variety of events as the year progresses.

A calendar of events MB/PT is located at the entrance to the Dining Hall.

STUDENT CONDUCT

STUDENT CONDUCT

St Albert's College aspires to offer all its students the best residential collegial experience that it can, in a safe environment where all members of the community can flourish in line with the College's values as a Catholic college within but independent of the University of New England.

The values which St Albert's is committed to uphold, are that its residents serve with compassion, act with integrity, show respect for all, live with faith, engage with courage and participate actively in the life of the community.

To this end, and to protect the rights of the College, its residents, and other stakeholders, the College expects that all residents, affiliates, and visitors behave in ways that best exemplify the College's values.

While St Albert's College has its own set of expectations, its approach to the management of resident conduct is aligned with the following University of New England policies and procedures ('the UNE policies'):

- [University of New England \(UNE\) Residential College Code of Conduct](#)
- [UNE Student Behavioural and Misconduct Rules](#)
- [UNE Sexual Harm and Harassment Prevention and Response Policy](#)
- [UNE Student Alcohol and Other Drug Policy](#)

Whilst St Albert's College works within the guidelines outlined in UNE policies, the College has adopted its own process for investigation of instances or allegations of misconduct, the imposition of penalties in respect of misconduct and the conduct of appeals in respect of penalties. Consequently, the provisions of Sections 5 and 6 of the UNE Code do not bind the College. The exception to this is sexual misconduct (including Sexual Harassment and Sexual Assault as those terms are defined in the UNE policies), allegations of which will be referred to the UNE Student Grievance Unit to be dealt with in accordance with the Student Grievance Unit's relevant policies and procedures, or the UNE's Student Behavioural Misconduct Rules, as the case may be.

ST ALBERT'S COLLEGE BEHAVIOURAL EXPECTATIONS

All members of the College Community, residents, affiliates and guests, are expected to adhere to the following:

1. RESPECT

- 11 It is expected that all members of our College community will respect the rights of others, both students of the college and its employees. This also includes the members of other colleges and residential dwellings within the vicinity of St Albert's.
- 12 This level of respect will ensure that they too feel safe and supported in an environment free from harassment or intimidation in all circumstances.
- 13 Participation in any act of hazing arising from initiation, affiliation or membership is not permitted at the College. This includes acts of hierarchy and ordering.
- 14 Bullying, harassment or discrimination of any kind of or against another person will not be tolerated.

2. CONFIDENTIALITY

- 21 It is expected that residents will always provide information that is accurate and true and that they do not divulge any confidential information relating to the College or any of its residents or other stakeholders.

3. ACADEMIC ACCOUNTABILITY

- 31 In accordance with the UNE Student Behavioural and Misconduct Rules, it is expected that residents will not share their assessment tasks with another student or use someone else's work (partially or fully) in the preparation of their own assignment.
- 32 It is expected that residents will maintain a pass average (GPA of 4.0) each trimester of study.
- 33 Additional support structures will be offered to residents in unique and difficult academic situations.
- 34 It is the responsibility of the individual to take up these support structures and/or seek a meeting with the Deputy Principal or Dean of Students to discuss any additional support that may be required.

STUDENT CONDUCT

4. REPUTATIONAL RISK

41 It is expected that no member of the College will commit any actions or make any comments that could cause reputational damage for the College including being involved with the production of any offensive material, including materials that may have reference to the College, its floors, Blocks, clubs, associations or employees.

5. INTELLECTUAL PROPERTY

51 No member of the College community is permitted to produce any material using the College's name or logos without prior permission from the Head of College.

6. INFORMATION TECHNOLOGY

61 It is expected that members not use any communication tool in a manner that is unethical, unlawful, ineffective or inefficient. This includes any unauthorised usage of College or individual devices including the misuse of social media.

7. PROHIBITED ITEMS

71 Firearms, ammunition, explosives, other weapons, or chemicals will not be brought onto College grounds.
72 Non-prescription drugs and other dangerous or prohibited substances are not permitted on College grounds.
73 It is expected that no member of the College will misuse or offer other students any dangerous or prohibited substances, sprays or chemicals.
74 Any illegal usage of drugs will result in immediate removal from the College and reporting of the offence by College management to the relevant authorities.

8. COLLEGE INFRASTRUCTURE

81 The College's buildings and grounds are to be treated with respect to ensure damage does not occur.
82 No litter of any kind is to be left behind after using any area of the College grounds or buildings.
83 Each resident is allocated a room that is effectively their home during their stay at College. The room is to be assessed at the commencement of each year and when the

resident vacates the room. The inspection will note any damage or items missing from the room.

84 All items are to remain in the room throughout a resident's stay at the College. Damage apart from reasonable wear and tear, will be paid for by the occupant of the room.

85 Any damage should be reported to the College office.

86 Accidental damage to any College facilities will attract no other penalty than the replacement of the damaged property (including labour costs).

87 It is expected that members will not gain entry into another resident's room without their permission including using a student leader's keys without the approval of the Head of College or Executive Dean to gain entry to a resident's room.

88 If a member causes a fire alarm to be activated by carelessness they are responsible for paying the Fire Brigade call-out fee.

9. VANDALISM

91 Any vandalism or intentional damage to College facilities is considered a serious offence against the College and will result in a 'show cause' to remain at College.

92 All damage will be paid for by those responsible in addition to an administration and/or cleaning fee. Residents will be billed to their college account for any damage caused.

93 If the person responsible for damage to College property is not identified, the replacement of the damaged property will be charged to either the students of a floor or block or the Junior Common Room - which reduces their capacity to buy new facilities for resident use.

10. SEXUAL HARASSMENT

10.1 Any attempt to coerce an unwilling person into any form of sexual activity, or to subject a person to repeated unwanted sexual attention, or to punish a refusal to comply, constitutes sexual harassment and is considered serious misconduct. Students are encouraged to familiarise themselves

STUDENT CONDUCT

with the UNE Sexual Harm and Harassment Prevention and Response Policy so they are aware of their rights and obligations and where they may access support.

102 Any incident of sexual harassment which can result from sexist behaviour which is not necessarily of a sexual nature, but which arises from discrimination against women or men on the basis of gender is not tolerated at the College.

103 Any harassment on the basis of sexual orientation which can result from verbal or physical conduct which arises from discrimination against individuals on the basis of sexual orientation or imputed sexual preference is not tolerated at the College.

11. THE DINING HALL

11.1 It is expected that all members of the College will act responsibly in the dining hall at all times respecting the rights of others and property. Furniture is not to be removed from the dining hall without the express permission of the Head of College or Executive Dean.

11.2 No ordering by a senior student will be tolerated at any time in all College spaces.

12. COLLEGE GUESTS

12.1 All guests are the responsibility of their host at all times while on the College site or attending a College function. It is the host's responsibility to ensure the guest's behaviour is aligned with College values while they are in the College, this includes ensuring that a guest does not have an unpaid meal. Guests must be registered at the front office two business days before the guest arrives.

13. NOISE

13.1 The time period for normal daily activities is 8:00am – 11:00pm. During this time the noise level should be such as to allow students in adjoining rooms to pursue their studies undisturbed by others.

13.2 From 11:00pm – 8:00am the College will be a quiet area. The use of laundry facilities or causing a disruption in or around the Blocks or areas such as the Fishbowl between these hours is prohibited.

13.3 On a few gala occasions, for example formal dinners and JCR functions, on which the College as a whole celebrates, higher than normal levels of noise are acceptable.

13.4 Those seeking a quiet spot to study at these times should go to the University library.

13.5 Televisions, radios, other electronic equipment or musical instruments should not be audible outside the room where they are operated. This applies particularly to Block common rooms.

13.6 Students are required to comply with directions of the Student Leadership Team in relation to noise levels.

STUDENT CONDUCT

14. PARTIES

- 14.1 A party is defined as any gathering more than two people where the activities of those present result in other College residents being disturbed.
- 14.2 Study areas are not to be used for parties.
- 14.3 If activities are being undertaken in Block common rooms, the doors should be closed and sound systems should be set at a level which cannot be heard outside the room. All activities must be concluded by 10:00pm.
- 14.4 Members are encouraged to frequent the JCR or barbeque area for most social gatherings.
- 14.5 College-wide parties need to have the approval of the Head of College or Executive Dean and requires an event form.

15. EXAM CURFEW

- 15.1 The fourteen days prior to the exam block and during the exam block itself the College is in curfew. Notwithstanding 12:00pm – 2:00pm and 5:00pm – 7:00pm, there is to be a quiet, study- oriented atmosphere in the Blocks.
- 15.2 No member of the College may drink on College grounds or cause a disruption in or around the Blocks at any time.

16. ALCOHOL

- 16.1 All members of the College community must act responsibly in the consumption of alcohol including not partaking in any activities that are not aligned with the values of the College or with societal norms.
- 16.2 Underage students may not attend any licensed events within the College.
- 16.3 Intoxication will not be considered a mitigating factor in relation to conduct contrary to College policies.
- 16.4 Games or activities that encourage rapid intoxication are prohibited.

YOUR ROOM

ROOMS

Rooms are allocated at the discretion of the Head of College and Executive Dean as indicated by the room allocation policy. The person to whom the room is allocated is responsible for any damage to that room and pays a \$700 deposit for the room. This includes the door and windows, and its furnishings. Any damage to College property will result in repair costs being invoiced to your account. Cost will be placed on your student account. Please report any damage or missing items promptly to the College Office.

ARRIVAL & FINAL DEPARTURE

Upon your arrival at College you will receive a room log. You will also be required to complete a Room inventory Form. A room key will be issued to you at the College office upon your arrival. A room inventory form must be completed on arrival at College and must be completed by the resident. Please ensure that all furniture, markings on carpets/walls or damage is recorded on this form. At the end of each year or on your permanent departure from College, a staff member will inspect your room and if the damage (date and type) has not been recorded on the Inventory Form, then as the room's occupant, you are responsible and the cost of repair work will be charged to your College account.

ROOM CHANGES

Room changes will only be considered at the commencement of a trimester if rooms are available. Applications may be submitted prior to this time for consideration. A request for a room change must be made in writing to the Executive Dean. Forms are available from the College Office. The room to be vacated must be checked for damage and the resident must sign out of his/her room and return in keys before signing in and obtaining keys for the changed room. Students may not change rooms without the permission of the Executive Dean.

KEYS

You will be issued with a key to your room and code for your residential Block when you arrive at College. If you lock yourself out, the Residential Support Officer and College office has spare keys. However, repeated lock-outs reflect a lack of regard or consideration for others and may incur a cost after a warning has been issued. Report the loss of any room key to the College office as soon as possible. Your keys must be returned to the College office when you depart College at the end of the year. Making a copy of your room key is prohibited. The College will not be held responsible for any injury that a student suffers by entering or leaving rooms by the window or crawling along ledges.

FURNISHINGS

Bed, wardrobe, mirror, sink (hot and cold running water), desk and chair, bookshelves, desk lamp, wastepaper bin, curtains, bedspread, doona and pillow are provided. All rooms are centrally heated. Furnishings must not be exchanged without prior consultation with the College Office. Furniture must not be exchanged from room to room or removed from the common room and tutorial rooms.

BEDDING

Only single beds are allowed at College. Residents are required to make their own beds after use. Double beds and mattress/bed extensions are not permitted in the College. Fines will be imposed for the dismantling of beds and bed heads.

LINEN

A blanket, bed linen, pillow and doona are provided. Please do not remove these from your assigned room as charges apply to replace any items including furnishings that are missing. Each week, you will receive one clean pillowcase and one sheet.

YOUR ROOM

Please place soiled sheets inside your pillowcase and leave both outside your door (you will be informed of which day of the week by your house-keeper). The College provides and launders sheets and pillow cases but towels are to be supplied by you.

HEATING

Hot water radiators normally operate during the colder months. To operate your heater follow these simple instructions.

1. use the knob on the bottom right of the radiator
2. turn clockwise to turn heat off (whole or partially)
3. turn anti-clockwise to turn heat on (whole or partially)
4. heating-up is rapid and cooling-down is slow

Note: Safety regulations forbid personal heaters and electric blankets in rooms

CLEANING

Your room will be cleaned once a week by College house-keeping staff. This is necessary for hygiene purposes. You must clear your floor and sink so staff can enter, clean and vacuum these areas. Residents are required to make their own beds as linen is provided weekly. When vacating your room, please leave it clean and tidy otherwise an additional cleaning charge may be imposed. Your room will be checked for damages during university breaks. If you spill food or drink or soil your carpet, notify the College office immediately and they will have the carpet steam cleaned.

DECORATING YOUR ROOM

You are welcome to decorate your room in any way which does not leave any permanent marks. Stickers of any type are not to be attached to any wall, ceiling or door as they are very difficult to remove and damage the paint.

Blue tac can be used for posters etc and must be completely removed before vacating the room. Failure to do so may result in a cleaning labour charge being added to your account. No hooks or nails are to be attached to any painted surface in your room. If you want to hang a picture or notice board, you must use special hooks (3M Commander Adhesive Hooks are advised, there are various hooks for different weighted items). Placing other hooks or nails on walls will result in a fine being imposed to cover the cost of repair.

PROTECTING YOUR PROPERTY

The College accepts no responsibility for lost or stolen property. All residents are advised not to leave valuables visible in their rooms and to lock rooms whenever absent. It is recommended that each resident insure his/her personal property. It is suggested that doors and ground-floor windows are kept locked during absences and that property such as bikes, cars, sporting gear etc be insured privately. Notify the College immediately if a theft has taken place. An incident report must be completed at the College office. The review of College CCTV cameras will on be undertaken by a staff member with the approval of the Principal or Deputy Principal.

INSURANCE

The College has arranged insurance cover of resident students' personal effects to a maximum of \$3,000 per student. The policy provides cover for losses arising from fire, explosion, burglary, malicious damage, storm and tempest. There are limitations. Claims in the first instance must be genuine. In the case of theft it must be demonstrated that there was forceful entry to the student's room. That is, the room would have needed to be locked and otherwise appropriately secured in order to sustain a claim. Also the effects are not covered if they are otherwise insured, that is parents often extend their home insurance policies to cover these effects.

YOUR ROOM

Any enquiries regarding this insurance may be directed to College office staff. Students should maintain an inventory of valuable items together with serial numbers where appropriate. There is an excess pay on claims. To make a claim, losses due to theft must be reported to the police and a police report number must be obtained.

STORAGE

Every room has a lockable cupboard and we recommend that valuables be locked in this cupboard during absences particularly mid-trimester and mid-year breaks. Additional storage space is available in the box rooms on the top and bottom floors of the blocks. These items must be clearly named and the phone number of their owner noted on the outside of property. Over the long vacation only individually approved and labelled packages may be left in the box rooms. If you are leaving College permanently you must take all belongings with you as there is only sufficient room to accommodate residents' belongings. Those leaving belongings in box-rooms when they have permanently left will be given a final notice to collect belongings after which, they will be disposed of or donated. Items left in rooms will be kept for a short period of time, unless approved by College office staff, after which unclaimed items will be disposed of or donated.

ELECTRICAL EQUIPMENT

Due to fire regulations, electrical equipment and installations must not be interfered with in any way. Electric blankets or privately-owned heaters are not permitted. Use of electrical equipment without an automatic or thermostat cut-off safety system is banned from College because of fire-risk. You may bring a computer, TV, radio/speaker and fridge to place in your room. No cooking at all is permitted in your room or any other room not setup for that purpose. This includes slow cookers, rice cookers, fry pans, toasters etc and failure to observe this ruling may result in your being asked to leave College or to pay a substantial fine. By law, electrical equipment must be tagged by a registered person.

LOST PROPERTY

The College has a lost property box located under the printer/photocopier machine outside the Administration office. All items that are left in common areas will be placed and kept for the remainder of the term. At the end of each term unclaimed items will be disposed of or donated.

YOUR FLOOR

LAUNDRY

A laundry is located on each floor and contains a washing machine, clothes dryer, tub, ironing board and iron. Times for using these facilities are posted in each laundry; normally after 11:00pm and not before 8:00am. Drying rooms are located on the middle and top floors. Remember that drying room space is limited and to remove clothes as soon as they are dry. Please do not hang washing in the windows; there are clothes lines in the block courtyards (except Block E).

TOILETS & SHOWERS

Toilets and showers are shared, unisex facilities. Shower and toilet areas are cleaned three times each week. There are four showers and six toilets on each floor in Block A, B, C, D and E.

BOX-ROOMS

Residents may store belongings in the Box Rooms during holiday periods. The Box Rooms are cleaned out periodically and any unlabelled boxes or items belonging to non-residents will be removed and disposed of.

FLOOR MEETINGS

Each week the Resident Advisor will arrange a floor meeting. Newsletters and information are handed out. This is also a good opportunity to discuss issues and problems on the floor. Attendance is essential. Please give your apologies to your Resident Advisor if you are unable to attend.

YOUR BLOCK

NOTICE BOARD

Essential information and current notices are displayed here. They are located near the entrance of each block.

FIRE DETECTION & FIRE FIGHTING EQUIPMENT

Take all precautions to prevent fire, and ensure you know where the extinguishers and hoses are located on your block floor. Fire drills will be carried out during the first and third term. The assembly area in case of alarm is located next to the College office area on the College lawns near the barbecue area.

Fire evacuation instructions are located on the back of your door. Please ensure that you are familiar with these instructions. Do not interfere with the fire-fighting equipment, hose cabinets or smoke detectors, this is a serious offence and you will be fined.

NOTE: Safety regulations forbid lit candles, naked flames of any kind or incense in your room.

SMOKING/VAPING POLICY

Smoking/vaping may only occur in the smoking area. Smoking/Vaping is not allowed inside any buildings, including your room. Smoke detectors are fitted throughout the complex. Please be aware the smoke detector in your room is extremely sensitive.

FIRE BRIGADE FEE

Burning anything, releasing a cloud of steam or even the careless use of an aerosol spray can set off the smoke alarm. Please also be aware of the use of hair dryers as burning or caught hair in the motor can trigger the alarm. If the alarm is activated it will bring the fire brigade to your door and if the alarm has been triggered through malice or carelessness, the person responsible will be liable for the call out fee.

COLLEGE FINES

	ACTION	PENALTY	COLLEGE CONSEQUENCE
1.	Parking in a loading zone or emergency zone	\$100	
2.	Parking in staff carpark	\$50	
3.	Administration fee	\$50	
4.	Setting of fire alarm	Fire Brigade callout fee	
5.	Tampering with fire equipment	Replacement cost and \$50 administration	
6.	Stain removal from carpet	\$50 administration cost	
7.	Untidy room which is unable to be cleaned	\$50	
8.	Unintentional damage	Replacement cost + \$50 administration fee	Allocation of points in accordance with Code of Conduct (see page 30)
9.	Smoking/vaping in non-designated areas	\$50	

Monies collected from items 1 and 2 will be donated to the St Albert's College Charity Committee.

COLLEGE FACILITIES

DINING HALL

Located on the ground floor of the Administration Block, the Dining Hall can seat up to 350 people. All formal dinners are conducted in the Dining Hall. Please refer to Meals and Dining Hall (page 42 and Formal Dinners (page 45 for more information.

JUNIOR COMMON ROOM

The Junior Common Room (JCR) is located on the first floor of the Administration Block and is for the use of all College students. The JCR is fitted-out with a big screen TV, bar area and comfortable seating, it is used for movie nights, JCR functions, meetings and social gatherings. The JCR is used for study purposes as well.

SENIOR COMMON ROOM

The Senior Common Room (SCR) is located on the first floor of the Administration Block.

TUTORIAL ROOM

The DJ Hallinan Room, named in honour of the second principal of St Albert's College, is located on the first floor of the Administration Block and is one of our study rooms.

SMALL TUTORIAL ROOMS

Two smaller tutorial rooms are located on the first floor of the Administration Block next to the Tutorial Room.

CHAPEL

Located on the first floor of the Administration Block, the Chapel is open all the time as a quiet place for prayer and reflection.

BARBECUE AREA

The barbecue area is located in front of the Administration Block, opposite the staff carpark. Students are asked to use this area for smoking. A number of barbecues are held during O-Week and throughout the year. Students may use the facilities as long as the area is cleaned after use.

CARPARK

Student parking is available in the carparks around the College. Please do not park in unauthorised areas, on footpaths or pathways. Parking is free if you park in the College carparks, however, if you wish to park in other UNE carparks near the College or park 'up top' you will require a blue student carparking sticker (available from UNE) if you are to avoid a parking fine.

STAFF CARPARK

The Administration Block carpark has designated disabled parking and staff parking and is not to be used by students. B Block has a designated loading zone that must be kept clear at all times. E Block has emergency access that must be kept clear at all times.

NOTE: The area adjacent to the boiler house and the rear entry to the kitchen is for service and emergency vehicles only. Cars and motorcycles should be parked as quietly as possible. Drivers must observe the 5kph speed limit. Do not fit devices that add excess noise to your car and be aware of the noise you make on arrival and departure from our carparks.

MEALS & THE DINING HALL

MEAL TIMES	
WEEKDAYS (MONDAY – FRIDAY)	TIME
Breakfast	7:00am – 9:00am
Lunch	12:00pm – 1:30pm
Dinner	5:30pm – 7:00pm
WEEKENDS & PUBLIC HOLIDAYS	TIME
Breakfast	7:00am – 11:00am
Lunch	12:00pm – 1:30pm
Dinner	5:30pm – 7:00pm
FORMAL DINNER	TIME
Seated by	6:30pm



MEALS & THE DINING HALL

OPENING HOURS

The Dining Hall is open between meals for students to use as a communal area.

GUESTS

Students may bring guests to meals at College. Meal tickets must be purchased at the College office in advance. The charge is \$8.00 for breakfast, \$12.00 for lunch and \$15.00 for dinner, except formal dinners when the charge is \$30.00

CROCKERY & CUTLERY

The replacement costs each year for crockery and cutlery are very high and add significantly to College fees. Please do not remove crockery or cutlery from the Dining Hall. The JCR supports the College in ensuring the timely return of utensils.

SPECIAL DIETS

If you have particular dietary requirements, please discuss these with the Chef Manager of Executive Dean. Our kitchen staff are willing and able to be flexible to meet your needs. You may also provide written verification of your requirements.

CUT LUNCHES

During the academic term students are able to prepare their own lunches (usually a sandwich or wrap) at breakfast time. This is for students who have classes scheduled within the lunch period. Please speak to the kitchen staff.

LATE MEALS

If late classes, sports practice, a part-time job or other university activity will cause a student to be late for a meal he/she can apply in advance to the kitchen for a late meal.

DINING HALL GENERAL RULES

1. Health regulations require that footwear be worn in the Dining Hall at all times.
2. All students must be dressed appropriately and tidily, pyjamas are not acceptable.
3. Remove your hat/baseball cap before entering the Dining Hall.
4. No alcohol is to be consumed in the Dining Hall without the permission of the Head of College or Executive Dean.
5. Alcohol may not be brought into the Dining Hall.
6. No ordering of any kind is permitted in the Dining Hall.
7. Kitchen staff have the authority to ask students to leave the Dining Hall if they feel students are behaving inappropriately. Refusal to obey a directive may result in disciplinary action being taken.
8. Please place your crockery and cutlery in the cleaning area after use.
9. Mixed seating at all meals is encouraged.

At all meals in the Dining Hall students should always be tidily dressed. Residents must also ensure that their guests conform to dress regulations.

SELF-CATERED STUDENT POLICY

SELF-CATERED OPTION

1. Self-Catered students must be second year or above and demonstrate behaviors that would indicate responsible use of kitchen facilities.
2. Students must request the self-catered option at the end of the trimester (in order to be eligible to be self-catered for the following trimester).
3. Only those students who can clearly demonstrate a personal need to be self-catered will be considered. St Albert's College is fully catered, and a core part of college culture involves eating and socialising in the Dining Hall.
4. The amount of kitchen space available will be a factor in determining how many residents can be self-catered. Priority will be given to students with medical need.
5. It will be a requirement for a resident to move to E Block if they become self-catered. Timing of movement to E Block will depend on availability. Only with the approval of the Executive Dean can a student remain in another block and be self-catered, and this will be in exceptional circumstances.
6. The Executive Dean will speak with each student requesting the self-catered option and make a decision in consultation with the Executive Manager of Finance and Operations.

Note: Only students with a medical condition (provision of a medical certificate showing they require self-catering facilities) and who are unable to be catered for by our Catering Team will be considered for the self-catered option during trimester. This is also dependent on availability of kitchen space (there are only 15 spaces in total).

E BLOCK SELF-CATERED KITCHENS

1. Each student is allocated a kitchen for their use (with others).
2. Students may only use the kitchen they have been allocated (and must not cook in their rooms).
3. E Block kitchen doors must be closed at all times while cooking and eating in kitchens. The responsibility for any fire alarm fines will be that of the student/s responsible for setting- off the fire alarm.
4. Students must clean up after themselves and store any food in their allocated fridge or cupboard space.

DINING HALL USE

1. Additional meal vouchers may be purchased from the College office.
2. Anyone who is found to be eating meals in the Dining Hall without a meal voucher will be fined \$50.
3. Self-catered students can attend all formal dinners.

FORMAL DINNERS

FORMAL DINNERS

Formal Dinners are held a number of times throughout the academic year, Formal Dinners are the meeting of the whole College. It is the occasion for celebration of the vitality of all parts of the College; pastoral, academic, cultural/spiritual and sporting. They are important occasions and should be duly treated by all participants as the College is very much on show at these times. The College usually hosts important guests on these occasions and every member of the College should consider it a duty to act as hosts to all guests present.

RESIDENT BEHAVIOUR

Students and guests including affiliates are required to abide by the dress code for each Formal Dinner including green academic gown for members, a jacket and tie for men and appropriate ladies wear for women. Students and guests are expected to assemble in the Dining Hall punctually by 6:15pm and stand when the Head of College and high table guests enter. Some tables may have Senior Common Room members seated. Members are expected to wear gowns throughout the meal and men are expected to keep their coats on while the Head of College is in the Dining Hall. Members and their guests may not smoke.

TYPES OF FORMAL DINNERS

TYPE	PURPOSE	DRESS CODE
Commencement Dinner	To welcome all new students to the College	Coat & Tie + Academic Gown
Academic Dinner	Presentation and recognition of students who have achieved an outstanding academic result last trimester and have been awarded University and College scholarships	Coat & Tie + Academic Gown
Futures Dinner	A dinner dedicated to the future prospects of both St Albert's College and its students	Coat & Tie
Founders Dinner	A celebration of the College's history and recognition of academic achievements in trimester 1	Coat & Tie + Academic Gown
Valedictory Ceremony	The final dinner of the academic year celebrates those leaving the College or about to complete their degree, after a minimum of one year's residence at the College	Coat & Tie + Academic Gown

SAFETY AND SECURITY

PERSONAL PROTECTION

UNE and St Albert's College have an excellent student safety record. Despite this, all students are advised to take reasonable precautions for their personal safety.

Resident Advisors can make suggestions as to how they can maximise their safety on campus and in Armidale. Phone numbers for the duty phone and the Executive Dean are listed in this handbook. If there is an emergency dial 000 for police, fire or ambulance and if possible please notify the Resident Advisor on duty of the situation as soon as possible.

College safety and security is a shared responsibility of students and staff so it is important that you act with the best interests of yourself and the College at all times.

ROOM SECURITY

All personal property kept at the College is at the student's own risk. As there is always the possibility of theft, for the safety and security of all, please follow these guidelines:

1. Always lock your door and windows when leaving your room, regardless of the duration of your absence. Most thefts are opportunistic or spur of the moment.
2. Avoid leaving valuables lying around or in a visible place in your room.
3. Collect clothes promptly from the drying rooms to avoid them going missing.
4. After 11:00pm make sure the blocks security doors are safely locked after you have entered.
5. Do not prop security doors open.

6. The College accepts no responsibility for lost or stolen property. If items are handed in, a lost property box will be in the College office. The items in this box will be donated at the end of each trimester.
7. People entering locked rooms other than Resident Advisors, cleaners and security conducting College business may be charged with breaking and entering. Resident Advisors who open a locked door should have a witness.

SECURITY CAMERAS

Security cameras are located in external areas, in common areas of each accommodation Block and in the Administration wing. They are there to enhance your personal safety and to help protect your personal belongings. Video taken by these cameras is only reviewed if there has been an incident that is being investigated. Please note any interference with the cameras will result in a fine plus coverage of any repair costs, and may result in disciplinary action.

RESIDENT SUPPORT OFFICERS

Resident Support Officers (RSOs) provide assistance to our College residents overnight. The RSO is responsible for receiving and responding to calls made to the Duty Phone and can assist with emergencies, lockouts, noise complaints and other disruptions, and any other after-hours support that may be required. Our RSOs remain onsite from 5:00pm – 4:00am Wednesday – Sunday and can be contacted by phone call Monday and Tuesday.

RESPECT X

St Albert's College is committed to creating a safe, inclusive and supportive environment for all members of our community. Respect X provides a robust reporting system which allows for individuals to report incidents anonymously and securely, while also ensuring that these reports are addressed in a timely and effective manner.

ILLNESS AND INJURY

FIRST AID

First aid kits are available from Resident Advisors and the College office. They do not have Panadol or the like; students should supply such medications themselves. All the Resident Advisors hold senior first aid certificates and are available if needed. First Aid kits are not equipped with over the counter pain remedies such as Panadol.

ACCIDENTS

Notify your Resident Advisor of any accident or injury as soon as possible, so that measures may be taken to ensure your personal comfort and safety. If you know that you are going to be away from College due to illness, ie you cannot make it back to College, need to go home or to hospital please notify your Residential Advisor or the College office as soon as possible. To aid in keeping the College a safe environment please report any incidents, which may result in a loss of security (eg broken lock), or jeopardise safety (eg broken glass) to the College office immediately. After hours, report the incident to the Duty Resident Advisor.

UNSAFE PRACTICES

Please note that the College will not sanction any practice that is unsafe and may cause injury to any student or community member.

ILLNESS

Resident Advisors should be notified if you are ill so that medical advice can be sought, if warranted, or meals arranged for you from the Dining Hall. All cases of illness or contact with infectious disease must be reported to your Resident Advisor, Duty Resident Advisor or College office as soon as possible. Doctors or an ambulance should not be called without referring to the Duty Resident Advisor, or the College office, except in the case of emergencies.

FIRE SAFETY PROCEDURES

FIRE SAFETY PROCEDURES AT ST ALBERT'S COLLEGE

All Blocks have smoke and thermal detectors fitted and each student room is fitted with a very sensitive fire detector. Alarms will sound automatically if a fire is detected by the system. These procedures apply to all students, staff, and guests on site at St Albert's College.

FIRE PROCEDURES

If you suspect a fire and do not hear the fire alarm ringing, notify people around the area who may be in danger to leave the building. Dial 000 to notify the fire brigade. Contact the Duty Resident Advisor if possible on 0421 739 600.

When a fire alarm sounds, no matter what time of day or night, everyone is required to vacate all buildings immediately. When vacating a building close (but do not lock) the door on your way out, and move quickly to the designated fire evacuation assembly area (this is on the grassed barbeque area near the front entrance to the College).

You must wait in the designated assembly area until you receive further instructions from the Fire Warden or Duty Resident Advisor. It is a serious offence to remain inside a College building during a fire evacuation (including any fire drill) and anybody found to be doing so will face disciplinary action.

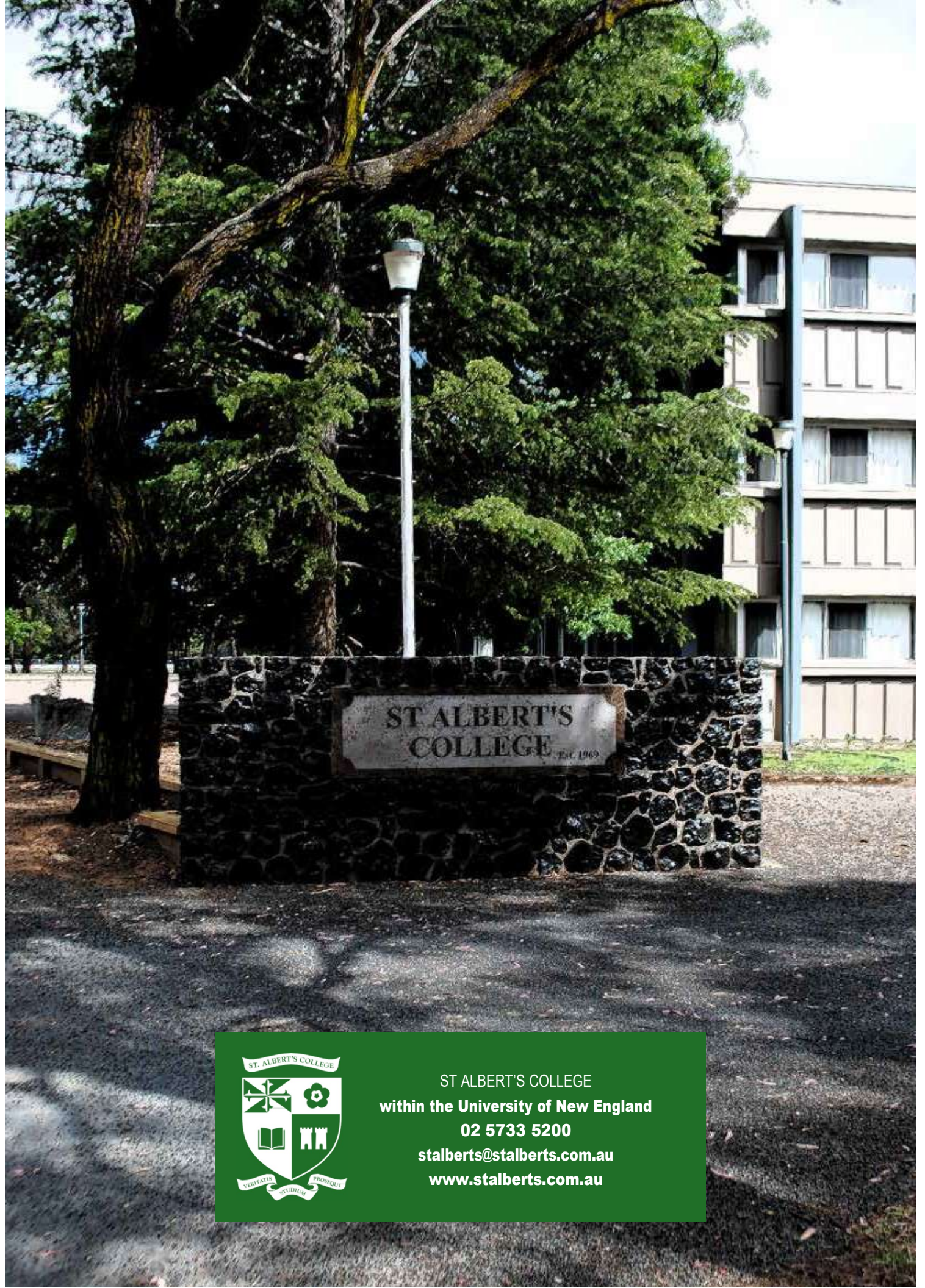
ROLE OF RESIDENTIAL ADVISORS AS FLOOR WARDENS

1. Residential Advisors have responsibility for ensuring all students have vacated the building/s as soon as they hear the fire alarm or if they suspect a fire in the building.
2. Residential Advisors are asked to clear their floor by knocking on each door and calling out "Fire alarm! Please move to the evacuation assembly area immediately".

3. Once the Residential Advisor's floor has been cleared, the Residential Advisor then checks that the other floors in their Block are cleared and if not, assist with clearing those floors. When the block is cleared, Residential Advisors head to the evacuation assembly area.
4. In emergencies, the Fire Warden on site (usually the Duty Residential Advisor or a senior member of College staff) is in overall command until emergency services arrive.
5. Residential Advisors are to ensure that no person re-enters College buildings until the Fire Warden (or emergency services staff) give the okay.
6. At the end of any fire evacuation, Residential Advisors will be given instructions by the Fire Warden or a senior member of the College staff.

ROLE OF DUTY RESIDENT ADVISOR AS FIRE WARDENS

1. The Duty Residential Advisor's first priority is to go to the fire panel at the front of the Administration Block and see where the fire alarm has been activated.
2. The Duty Residential Advisor immediately heads to the relevant building/floor and starts to clear the area by knocking on each door and calling out "Fire alarm! Please move to the evacuation assembly area immediately".
3. If the Duty Residential Advisor sees that there are other Residential Advisors on the floor, he or she can return to the fire panel and wait for emergency services staff to arrive. If not, they must continue to clear the floor and then the block. When the block is cleared, the Duty Residential Advisor returns to the fire panel and awaits instruction from emergency services staff.



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