



Newman College
Senior Common Room Handbook
for
Residential - Honours, Post-Graduate and
Graduate Students
2017

“Growth in mind and heart and soul is the aim of Newman College. The aspirations of the Roman Catholic tradition are gathered in a wonderful building designed by Walter Burley Griffin. Tutorials and scholarships encourage achievement in studies, while art, community service, drama, music, prayer and sport all promote the variety of gifts in College life.”

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The Newman College Mission

Newman College is a Roman Catholic co-educational residential College affiliated with the University of Melbourne. The Society of Jesus is responsible for the administration of the College. The College's fundamental purpose is to foster the intellectual, ethical and spiritual life of its members, to enable them to become effective leaders in the community, mature in faith and committed to justice. The College seeks to assist its members in achieving the highest standards in their personal lives, in their studies and in the professions they will enter, standards based on Christian values and the showing of a genuine compassion for others.

At a time when Universities, with society and its values, are subject to rapid change and new challenges (particularly the increasing emphasis within the University on post-graduate studies, internationalisation and the utilisation of information technology), the College seeks to engage fully with these developments, both within the University and within the wider community.

The Jesuit spirit of a bold but critical engagement in the world, an exploring of new ideologies, technologies and aspirations, always within the tradition of Christian values, seeks to strengthen the ability of College members, in the words of St. Ignatius, "to find God in all things".

As Newman College espouses the humane, religious and cultural values of the Roman Catholic Church, it seeks a commitment from its members to these values both during their time in College and University and later life.

The College expects its members to aim for the highest standards in scholarship and excellence in their endeavours to enable them to occupy in later life a position in the professions, business, public life and research in keeping with their God-given competencies. The College will assist its members to achieve this through the quality of its academic support and tutorials, pastoral guidance, and the encouragement of its members to community service to assist those in need.

Senior Common Room Membership

The Senior Common Room at Newman College includes the Jesuit Community, members of staff, post-graduate students involved in further study (be it course work or thesis), professionals in various areas and later-year students (fourth to sixth-year students who are usually already graduates in one faculty).

Members of the Senior Common Room are invited, appointed and reinstated by the Provost annually, subject to academic performance and a continued engagement with College life.

The Role of the Senior Common Room

The Senior Common Room offers residents a social forum and the opportunity to help form a community of scholars within the College. Members of the Senior Common Room are significant in the College's aim of building an intellectually vigorous culture. To this end they are expected to participate in the events which constitute College life; to undertake responsible roles in looking

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after the well-being of younger students; to secure and supervise the College on designated nights; and if selected, to participate in the College's academic tutorial programme. They should see themselves as models for students, not least in their behaviour, but also in how they balance their own external work or study with participation in the College community. SCR members are expected to support and enhance the College Mission. The key areas of Senior Common Room involvement and responsibility are:

A Pastoral Care, including being Mentors for Undergraduate Students

Senior Common Room members will be asked to look after up to two undergraduate students. This will involve you in concerning yourself with the wellbeing and transition to University of each of these students. The SCR member will need to get to know each student and their academic situation personally. Gaining the trust and confidence of young people is no easy matter and is unlikely to be successfully achieved by whole group meetings or social events. You should seek to be sensitive to the needs and struggles of students at this stage of their study. Efforts will be made to match groups of students to the individual tutor.

The responsibility of mentoring undergraduate students continues for the whole year and not only in the first six weeks. In fact, problems with course choice or social difficulties often emerge after the first half of the year. Support in handing in assessments, in choosing subjects, in dealing with lecturing and tutoring styles and academic expectations are all concrete needs around which a mentor can initiate conversations. Ideally this starts during Orientation Week or as soon as possible after a student arrives.

O-Week mentors will be needed during Orientation Week (Semester 1), on Sunday afternoon and, if possible, Monday, Tuesday and Wednesday during the morning sessions. They will also be needed for the Orientation Day in Semester Two.

In addition to Mentoring responsibilities, all members of the Senior Common Room should be attentive where possible to the wellbeing of the members of the JCR, and act if they perceive a difficulty. Their overall role, however, is a leadership role through example and encouragement.

SCR Members may wish to volunteer as 'Faculty Contact Mentors', i.e. specific points of contact for academic mentoring in their field of expertise. Should this be of interest, please contact the Deputy Provost and Dean.

Intimate relationships between members of the Junior Common Room and the Senior Common Room are considered inappropriate.

B Duty Tutor

Establishing the Roster

SCR members will be placed on a Duty Tutor Roster during the year. Normally the roster is established by evenly distributing the days and weekends. The roster will be prepared and sent

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out to SCR members as soon as possible so as to be ready for the start of the semester. The list of those on duty each week will be placed prominently on the Office notice boards. In general, members of the Senior Common Room are required as a Duty Tutor approximately once every three to four weeks.

Roster Changes

Any changes to the roster, once it is established, need to be requested through the Deputy Provost and Dean. This should be done at least 48 hours in advance, so that the College can know who is to be in charge on the day. Being on duty entails a good deal more responsibility than merely 'holding the phone'. This role is expected to be done professionally and is regarded as an important contribution to the College community.

Presence of the Duty Tutor

The Duty Tutor satchel contains the mobile phone and all the necessary information and material to undertake duty and lock-up. In summary, the job of the Duty Tutor is to take responsibility for the safety and security of the College on that night or day. In order to properly do this, the Duty Tutor needs to be in the College and the mobile must always be switched on. It is important to check that the mobile is NOT on 'silent' at the start of a duty session.

Duty commences at 5.00 pm during the week and continues until the Office opens in the morning. On the weekend, duty commences at 9.00 am or when the Duty Tutor satchel is handed over in the morning, until the next morning. During the semester, both Duty Tutors on shift must be stationed in the Administration office between 10.00pm – 1.00am.

The Duty Tutor satchel should be returned to the Office between 8.00am and 9.00am each weekday so as to allow incidents to be followed up and maintenance issues reported. It is important that pick-up and drop off times of the satchel be respected.

Fire Safety

In the first instance, in the case of faulty fire alarms (smoke detectors) the Duty Tutor is responsible, after determining it is a false alarm, for disabling the mechanism. There are detailed instructions included in the Duty Tutor Bag. Under no circumstances are the students to disable the alarms.

Lockouts

The Duty Tutor number may be called by students if they are locked out of their room within reasonable hours. 'Reasonable hours' means that after 1.00 am or before 8.00 am no student is

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expected to ring the duty tutor mobile so as to be let into a room. All lock-outs are to be reported in the Duty Tutor book. Students are expected to find another option if they are locked out at an unreasonable hour. The Duty Tutor is there to deal with emergencies in the first instance and to keep the College secure for all. Should a situation arise to which the Duty Tutor feels unequal, they are advised to contact the Deputy Provost and Dean or the Provost.

The Duty Tutor Record Book which is found in the duty satchel must be filled in and signed by the Duty tutor after their duty. This is the official record of the duty operation each evening, and the contents therein are confidential and should not be interfered with in any way.

Setting Boundaries

SCR members are asked, in some situations, particularly when they are undertaking the role of Duty Tutor, to exercise a disciplinary role, so they need to be aware of the situations where this might be called for. The College Provost sets out College expectations and community standards. In serious circumstances it is a good idea to seek the assistance of the Deputy Provost and Dean. The first priority is always to protect the safety of students and the tutor. Duty Tutors should never put themselves at risk; they should always send out for help if in doubt.

C Academic Tutor

SCR members may be invited to be Academic Tutors. The Academic Tutor Booklet provides detailed information about this role. Evidently it is a great benefit to students that Academic Tutors are also members of the Senior Common Room. It makes concrete the aspirations of the College Mission Statement to establish a community of scholars. The appointment as an academic tutor is to a casual position of one semester's duration. The Deputy Provost and Dean will communicate with tutors about renewal of the position before the following semester.

D Participation In College Life

As they are asked to enter enthusiastically into the life of the College, the attendance of the SCR at as many as possible of the following events is highly valued:

- Mass, Compline and Community Service;
- Formal Dinner regularly and dinners;
- Orientation Week events;
- Major events of the College year:

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- Special Dinners, especially Commencement, Forum, Students' Club and Valedictory Dinners;
- The Mannix Lecture and Council Dinners;
- Faculty Dinners;
- Functions and meetings of the Senior Common Room;
- The activities of the Student's Club, e.g.:
 - The Rector's Night of the College play;
 - Sporting events;
- Performances of the Newman Choir;
- Open Day in the College;
- Retreats for the Senior Common Room;
- Scholars' Presentations.

E Other Useful Information

Dining

In the first instance the College dines together formally three times a week whilst the University is in session. The SCR group dines together at High Table and acts as host to the guests who are invited to Formal Dinner and to other formal occasions. Those who belong to the SCR are expected to attend formal dinner regularly. They are also expected to attend any other formal occasions when the College invites particular groups to the College; for instance, if a member is an academic tutor, he or she is expected to attend the Dinner for Academic Tutors. This expectation is grounded in the need for SCR members to convey the hospitality of the College to visitors: to make guests feel welcome, meet them, converse with them and introduce them to others. Therefore, any guest invited to dinner is the guest of the whole SCR and not of a particular individual.

Newman College conducts its Formal Dinners with decorum. Those who attend wear a shirt and tie or its equivalent and an academic gown. The community and the guests meet in the SCR at 6.15pm, before a meal and progress to the Dining Room together (at 6.25pm). Students stand until the SCR is seated at High Table. Once seated, no one is expected to move around the room. Grace is said at the start and end of the meal. Dining forms a significant part in bringing together, as a community, those who live in the College. It was with this in mind that Walter Burley Griffin designed his magnificent dome which dignifies and articulates his concept of such a community.

Members of the Senior Common Room may occasionally invite guests to High Table by prior arrangement with the Deputy Provost and Dean. The only exception is on nights when we have a Rector's Roll Call or on other special occasions (e.g., the dinner prior to the Mannix Lecture). We have a small supply of academic gowns for guests. Residents are expected to have their own gown.

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It is not the practice for members of the Senior Common Room to invite Junior Common Room members to High Table. The Provost has a system whereby all members of the Junior Common Room are invited to the High Table on a rotational basis.

The significance of the SCR member as a role model is particularly evident through the public nature of the Dining Room. Their respect for all the rules of the Dining Room is very important. It is not acceptable to take food or drink out of the Dining Room. The use of mobile devices in the Dining Room is unacceptable.

Illness

In the case of illness, the kitchen will prepare special meals which can be taken to the rooms of sick residents.

Meetings of the Senior Common Room

Meetings of the SCR are held after each Rector's Roll Call. Attendance at Rector's Roll Call is compulsory for all residents in the community.

The Senior Common Room as an organisation charges a fee of \$140 p.a. (which pays for wine, newspapers, Foxtel and gifts on special occasions) and carries the offices of President, Vice-President, Secretary and Treasurer. Other offices, as deemed necessary by the Senior Common Room Executive, can be established. The Provost appoints members of the SCR to particular offices. He may seek expressions of interest before making such appointments.

The Michael Scott Prize

The Newman College Senior Common Room offers a prize for artistic excellence each year in a reflection of the spirit of Father Michael Scott, a past Rector of the College, a significant patron of modern art and one of the founders of the Blake Prize for Religious Art. Eligible students are invited to submit a presentation in any form of artistic expression that best explores a theme to be chosen by the judging panel. The Michael Scott Prize is \$300 for the Expert and Judges Award and \$200 for the People's Prize.

The Peter L'Estrange S.J. Prize for Music

In recent years, a special Soirée is held in the Chapel with some of the College's best musicians performing for the Peter L'Estrange SJ Prize for Music. A great lover of music and art, Father Peter L'Estrange SJ was Rector of the College from 1991 until 2006 – the second longest serving Rector of the College.

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The Peter Steele S.J. Prize for Literature

Since 2012, students in the College are invited to submit a piece of prose or poetry for consideration for the Peter Steele SJ Prize for Literature. For over twenty years, Professor Peter Steele SJ was scholar-in-residence at Newman College. Priest, poet and scholar, Father Steele held a Professional Chair at The University of Melbourne.

Scholars' Presentations

Since most members of the Senior Common Room are engaged graduate or research studies, it has become the custom to hold seminars during the semester so that individuals can share something of their university experience with the College as a whole. The Scholars' Presentations are held in the Senior Common Room at 7.30 pm two or three times a semester.

The Choir of Newman College

Members of the Senior Common Room are invited to join the Choir of Newman College. Applications may be obtained through the College office.

Senior Common Room Practicalities

Mail for members of the Senior Common Room is stored in pigeon holes against the wall in the Main Office. In the Senior Common Room there is a television set with Foxtel connection and various daily and weekly newspapers and magazines available. You are welcome to use the Senior Common Room anytime. JCR members may not use the Senior Common Room.

Parking

Members of the Senior Common Room may apply for a parking space available either under the Academic Centre or adjacent to their accommodation should they be on the other side of Swanston St. They need to apply to the Business Manager with their registration details, and, will be provided with a 2017 sticker to be displayed on their car's front window and entry access cards and beepers. The cost of a parking space in 2017 is \$315 per semester.

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Residential Appointment

An appointment is for the calendar year. All appointments are reviewed at the end of each semester. Re-admission to the College is not automatic. Unless by special arrangement with the Provost, all departing members of the Senior Common Room must vacate their rooms by the 2nd January. New appointments may take up residence in early January.

Allocation of Accommodation

The College has a range of accommodation for members of the Senior Common Room which is allocated at the discretion of the Deputy Provost and Dean.

College Fees

Members of the Senior Common Room may remain in residence for the entire calendar year. They are charged the same annual fee for the year as members of the Junior Common Room who may only reside for 38 weeks.

The annual foundation fee in 2017 is \$490. Accounts are issued at the beginning of Semester 1 (last week in February) and Semester 2 (third week in July). It is expected that accounts will be paid in full within 14 days of issue. If you are unable to do this, you must contact the Business Manager and reach an agreement on terms before the due date.

If no contact is made and the account remains outstanding after this time, interest of 1% will be charged to the account each month until it is paid (married couples may be offered a reduction of per capita fees after discussion with the Deputy Provost and Dean). On entry to College members pay a \$300 bond, which is refunded at the conclusion of their stay, as long as the appropriate requirements are met.

Insurance

There is no personal contents insurance offered by the College. Those wishing to arrange contents insurance will need to investigate this themselves or look into arranging an "away from home" agreement on their home insurance policy.

Unless we are advised otherwise, it will be assumed that all residents have ambulance cover insurance, and therefore in the case of an emergency, an ambulance will be called.

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Work in College

From time to time the College offers part-time paid employment for its residents in the Academic Centre, Dining Room and as Night Porter. More details on this can be obtained from the College office. Members of the SCR should not work in the Dining Room on evenings where there are formal dinners.

Bursaries and Scholarships

Members of the Senior Common Room who are engaged in full time studies are eligible to apply for College Bursaries and be awarded scholarships. Details of these are available from the Provost. They range from \$3,000 - \$10,000 p.a. and are paid via a remission of fees. All graduate students receive a minimum scholarship of \$3,000.

The College Directory

It is assumed that all members of the College are fully conversant with this document. Its contents apply to members of the Senior Common Room and the Junior Common Room alike.