



St Thomas More College
CRAWLEY WESTERN AUSTRALIA

STUDENT HANDBOOK

**St Thomas More College is a Residential College
of the Catholic Archdiocese of Perth at The University of Western Australia**

**48 Mounts Bay Rd, CRAWLEY, W.A. 6009
P: +61 8 9386 0111 | Email: office@stmc.uwa.edu.au**

This Handbook is designed to be your reference guide to life at College.

It contains valuable information about the facilities and services available to our students, guidance for living together in harmony and reminders about your responsibilities while living at St Thomas More College. It is expected that each student will have read the Handbook and fully understand the information contained therein. A copy is also available on our website at www.stmc.uwa.edu.au.

Failure to be familiar with the contents of this Handbook will not be an excuse for behaviour or actions that do not meet our community expectations.

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WELCOME

Last Updated on: 7/2/23

Dear Tommy Resident,

Hello and welcome to St Thomas More College!

We are thrilled to have you here, and hope that your time at Tommy More is filled with positive memories, lifelong friendships and an abundance of opportunities. This should be, after all, one of the best times of your life.

College is not like boarding school. Here, you are an adult.... and we are committed to treating you as such but living with another 399 university students requires some boundaries and guidelines.

As you can see, this document is comprehensive but hopefully we have covered everything.

At its core, Tommy More is about inclusiveness and respect. We have a wide range of facilities and programs available to residents. Please ensure you take the time to read through everything as the information within will ensure you know what is expected and how to get the most out of your time at Tommy More.

Should you have any queries, please do not hesitate to drop by the office.

Kind regards,

Tommy Staff

ABOUT ST THOMAS MORE COLLEGE

Mission Statement

Introduction

St Thomas More College is a Catholic College of the Archdiocese of Perth affiliated with The University of Western Australia. It is an academic, collegiate community with its own distinctive purpose and ethos. Respect for Christian values and ideals are presumed from all members of the College regardless of their faith background.

As an academic community the College expects of all its members a serious commitment to learning and to intellectual life. Academic excellence is important; it is the particular purpose of university studies. Perhaps more important is the development of the whole person hence spiritual, sporting, social, cultural and recreational activities play a vital role in the life of the College. It is the College's hope that its residents will go on to become exemplary members of the disciplines and professions in which they have chosen to serve the community.

A commitment to respect for self and one another ensures the caring and stimulating communal environment, which students need if they are to fulfil their academic potential and to achieve deep personal growth.

Mission

The College supports student residents undertaking tertiary studies by providing the necessary community infrastructure, including access to academic, religious and pastoral services.

Strategic Objectives

To foster the intellectual, ethical and spiritual life of residents, irrespective of religious affiliation, within a Catholic environment, St Thomas More College:

- Promotes an appreciation of academic excellence and a quest for knowledge.
- Supports The University of Western Australia in its Mission by encouraging staff and residents to participate in all aspects of University life.
- Creates a community of equals in which all members are valued equally, irrespective of their ethnic and cultural backgrounds or their physical, academic or sporting abilities; a community in which diversity is not merely tolerated, rather valued and celebrated; a community where independence of thought and action is respected, and where common action is freely elicited, rather than imposed by authority or peer group pressure, or by overt or covert intimidation.
- Encourages attitudes which reject totally any form of discrimination, be it racist, sexist or religious.
- Fosters an understanding of and care for the disadvantaged, the alienated and/or the underprivileged.
- Encourages the College alumni to become participating and contributing members of the wider Australian Community.

Operational Objectives

- To provide academic assistance by monitoring and encouraging achievement, and by providing resources such as tutorials, the College:
 - Facilitates access to appropriate pastoral care, outreach opportunities and religious services.
 - Encourages high standards of conduct among staff and residents.
 - Provides excellent information technology services.
 - Provides accommodation and domestic support services for residents and visitors.
 - Encourages social, sporting, cultural and outreach activities, which facilitate resident participation in College and University life.

College Ideals

St Thomas More College aims to build a community which is based on clear religious, moral and academic principles. It is presumed that residents at St Thomas More College are prepared to live by these principles. The College aims to provide a Catholic perspective to the tertiary experience.

The College's Charter from the Archdiocese of Perth is to promote Catholic values, and to build a Catholic academic community.

St Thomas More College continues to welcome non-Catholic Christians, and non-Christians. The College respects the faith traditions and beliefs of all its residents, and in turn expects a reciprocal respect from all its residents.

Each member of the College community is important. As such, each resident is responsible for contributing towards College spirit and life. In this enterprise, the Head of College, the Deputy Head of College, the Chaplain, Staff, College Council, Resident Advisors, Student Club Committee and each resident have specific and complementary roles to play.

The Christian ethos of the College presupposes that each student strives for solid spiritual and human values. St Thomas More College aims to challenge students to become young adults whose professional training prepares them for service of others. To this end all residents are invited to undertake some voluntary service (outreach) during the course of each academic year.

The College aims to promote a climate of academic excellence in which each student is able to extend and develop his/her talents and abilities to their full potential and capacity. To this end, the College expects students to complete their studies in the minimum time.

A Brief History of St Thomas More College

St Thomas More College is a Catholic Residential College for both young men and women. The College is affiliated with The University of Western Australia, and is administered by a Council on behalf of the Archdiocese of Perth. The College was founded by Archbishop Redmond Prendiville. It was funded initially by many Western Australian and overseas benefactors. The building of Building C (Blocks A to F) and College Chapel began in 1953. The first students - five in number - took up residence on 14 March 1955. As more rooms were completed, other residents entered the College. 1955 ended with 38 students. The College was officially opened on 29 May 1958.

Over the years, further building was undertaken: Building D (Blocks G to K) in 1962, the present Dining Room and Kitchen and L and M Blocks in 1966, the remainder of Building E (Blocks N to O) in 1970 and the Murphy Wing (Block Q) in 1985. The Murphy Wing was demolished as part of the construction undertaken in 2014/2015.

The College first welcomed female residents in 1974: in recent years, the College has had an equal complement of male and female residents. Today, St Thomas More College has 400 students in residence.

Former Rectors of the College:	Current Head of College
Fr Cornelius Finn SJ 1954 – 1959	Mr Tom Mitchell 2013 – present
Fr John Rolland Boylan SJ 1960 –1962 (June)	
Fr Jeremiah Hogan SJ 1962 (June) – 1962	
Fr Edward Stormon SJ 1963 – 1971	
Fr John Prendiville SJ 1972 – 1974	
Fr John Hamilton-Smith SJ 1975 – 1978	
Fr William Uren SJ 1979 – 1984	
Fr Patrick Bishop SJ 1985 – 1991 (June)	
Fr Timothy Quinlan SJ 1991 (June) – 1996	
Fr Theo Overberg SJ 1997 – 1999 (Oct)	
Mgr Kevin Long, 1999 (Oct) – 2009 (Mar)	
Br Robert Callen cfc 2009 (Mar) – 2010 (Dec)	
Mrs Pauline Ibbs 2011 – 2012	

College Crest and Sports Motif

The College Crest



The St Thomas More College crest was designed in the inaugural year of the College, 1955. The crest's design is based on a combination of the coat-of-arms of both our patron Saint and that of The University of Western Australia as embodied in the stained-glass windows in the College Chapel and Dining Hall.

The Sir Thomas More family coat-of-arms was probably granted by Edward IV to Sir John More, Sir Thomas' father. It consists of a white shield, a black chevron (an heraldic device shaped like a "V") with three moorcocks. The use of moorcocks is a gentle pun on the name "More". A moorcock is a fowl or grouse found in the heather moorlands in Great Britain and Ireland.

Our own College crest consists of the white shield with a chevron displaying the College colours – deep blue and gold – with only two moorcocks and the black swan, the symbol for Western Australia which is also featured in The University of Western Australia's crest.

The St Thomas More College motto: "Prius Dei Servus" – To Serve God First – came from Thomas More's declaration on the scaffold in 1535 that he "died the King's good servant, but God's servant first."

The College crest may only be used with the permission of the Head of College.

The College Sport Motif



Over the year's various forms of the moorcock have been used as a sports motif on uniforms and sporting paraphernalia. In 2009 a new image of Tommy the Moorcock was launched and has been adopted as the official St Thomas More College Sports emblem.

College Patron – Saint Thomas More

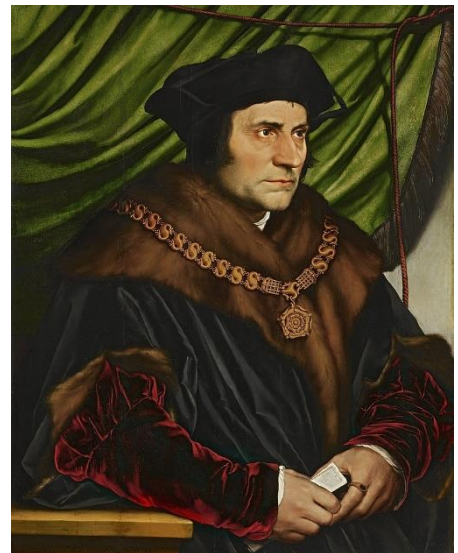
St Thomas More (1477-1535) rose from a modest background to become one of the most significant personages in Tudor England. As Speaker of the House of Commons, Privy Councillor, Lord Chancellor and Lord Chief Justice, Thomas More was second only to King Henry VIII in the realm. However, the character of Thomas More is more important than his achievements.

He was a man of genuine and deep faithfulness who seriously considered becoming a Carthusian monk, but he chose the vocation of marriage and public office instead. He had a strong sense of what was best in Catholicism. He left us an insight into his prayer life through his many devotional writings.

Thomas More was committed to learning. As England's most eminent humanist, he was enthusiastic about the new learning of the Renaissance, and introduced it into England. Thomas had a speculative, wide-ranging, incisive, and questioning mind. Perhaps he stands unique as an author who coined the word "utopia" (from his book with the same title about the perfect society). This word is now in common use in all languages. He also took the then revolutionary steps of teaching his daughters the new learning; they were fluent in both the Latin and Greek languages.

Thomas More married twice and was the patriarch of an extended family. Even within his busy public life, family always held pride of place. The famous Holbein portraits reveal clearly that Thomas More drew strength, pride and delight from his extensive and close family.

Friendship was a central element in Thomas More's life, and he cultivated a wide and varied circle of friends. He had the capacity for deep, sincere, open, supportive and loyal friendships. The leading lights of Europe were his friends; these included Erasmus (Netherlands), Juan Luis Vives (Spain), and Antonio Bonvisi (Florence). Yet ordinary people never felt slighted in their associations with him.



Thomas More's difficulties began when his powerful friend, King Henry VIII, demanded his support for the annulment of his marriage to Catherine of Aragon. Soon, this issue was intertwined with Henry's claim to be the supreme head of the Church in England. Thomas wrestled with these issues for eight years. He kept his counsel and stated his mind only after he had been found guilty of High Treason. Thomas stated that he could see no legitimate reason for Henry's marriage to be annulled and he refused to countenance Henry's claims to Church supremacy.

Henry's respect and friendship for Thomas More turned to disappointment, frustration, dislike and finally revenge. He tried to bully Thomas into submission. In response, Thomas voluntarily withdrew from public life. During this time, Thomas and his family endured a subtle, but increasingly public and severe persecution. His friends thought that he did not appreciate the way the wind was blowing and they deserted him. Many members of his family did not understand the issues with which he contended privately. This was a deeply lonely time for him, but in all his troubles Thomas More never lost his equanimity, personableness, courtesy and good humour.

In 1534 More was committed to the Tower of London. After refusing to take Henry VIII's Oath of Supremacy, he was convicted - on perjured evidence - of High Treason on 1 July 1535 and was beheaded five days later.

Thomas More is admired because he was committed to what he considered right and good and because he was willing to pay the consequences for this stance. He endured his misfortunes with patience and good grace. As he told his many friends who urged him to change his position: Your conscience must save you and mine must save me. He was a man of immense personal integrity.

Thomas More is respected beyond the bounds of the Catholic Church. He is remembered as a distinguished jurist and a great and fair lawyer: before the law he was no respecter of persons. In an age of opportunistic politicians, Thomas More stood out as a statesman with principles.

Exactly 400 years after his death, in 1935, Thomas More was canonised by Pope Pius XI, and his feast day is on 22 June. He is the patron saint of Catholic lawyers, university students and politicians. He is also commemorated by the Anglican Church on 6 July.

College Council Members

Patron The Most Rev. Archbishop of Perth, Timothy Costelloe, SDB

Appointed Members

Chair

Fran Farrington
Greg Russo
Gordon Cornelius
Fr Vincent Glynn
Sr Terri Emslie PBVM
Peter Tranter

Elected Members

Peter Bothe
Bridgette Macfarlane

UWA Members

Dr Kate Hislop
Prof. Raymond da Silva Rosa

Ex Officio Members

Head of College

Thomas Mitchell

Deputy Head of College

Mim Jones

Dir of Finance and Admin

Hamish Carnachan

Staff

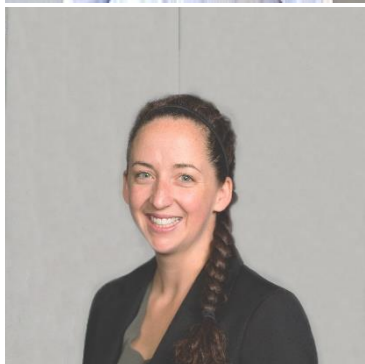
St Thomas More College has a small but mighty team; whose primary goal is to support you in your studies.

Whether it be emotional support whilst you navigate the challenges of living out of home or guidance in your studies, one of us is here to help you.



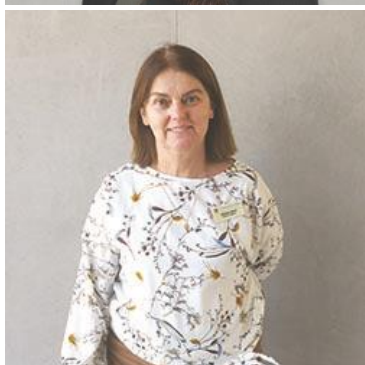
Tom Mitchell - Head of College

I have had the pleasure of meeting many of you in person when presenting at your school or at orientation. I am responsible for all aspects of college with the help of staff and student leaders. Together we try to ensure you, as an adult, but also as someone who is living out of home for the first time, receive the best possible experience here at Tommy More.



Mim Jones – Deputy Head of College

You will hear from me a lot during your time at College. I co-ordinate many of our events, student services and I am your primary contact for all things pastoral care. If you are struggling with anything – I'm here for you, be it your studies, missing home, or College life. I'll often put calls out on the Tommy Facebook Page if I need your help with something. You will often see me walking around or having a sneaky peak at the fun things you do here at Tommy as I live here on campus with my family.



Janienne Wood - Executive Assistant

I am your first point of call at Tommy. I can help you with a wide range of things during office hours, including mail and parcels, laundry tokens, maintenance requests, Tommy merchandise, visitor parking permits, making appointments with other staff members, and room lockouts. I am always here if you need assistance (and a lollie).



Alfred Yung – Finance Officer

I work with Cherry in the Finance Department and can help take payments or provide you with a statement of your account. When Janienne is away you'll sometimes find me at reception, or you can come and see me for laundry tokens. Sometimes you'll receive a phone call from me if something goes awry with your payment.



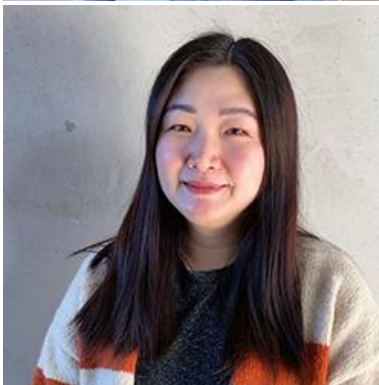
Joel Chander – Director of Operations and Facilities Development

I look after the nuts and bolts here at Tommy – all of the cogs that keep the College ticking along operationally, such as the laundry, power, security systems, keys and car park. Sometimes you'll hear from me when we have updates regarding developments or new facilities here at the College.



Hamish Carnachan – Director of Finance and Administration

I am in charge of the numbers here at the College. For most things, you'll see Cherry and Alfred, but my door is always open if you need to chat at a deeper level about fees and charges, tax, College donations or grants.



Cherry Ng – Manager of Finance and Compliance

Our Finance Department processes all payments so you are welcome to come and see me for any changes to your billing, if you'd like to change your meal plan, or if you'd like to make a payment. Please make sure you communicate with us ASAP if there are any issues with your billing. If you are living in one of our Studio or One Bedroom Apartments, you'll have an appointment with me yearly regarding your NRAS payments.



Manager of Marketing and Alumni Relations

I can help you organise College events, promote initiatives on social media and design posters and invitations for student events. You can help me by RSVPing to events on time (please don't make me chase you). Come and see me if you wish to use the College Crest, let me know if you have a suggestion or spot something amiss on our website or brochures, and let me know if you have any news to share in the *Utopian*.



Sarah Morrison – College Registrar

I can help you arrange your lease and settle into College life, as well as discuss your fees and charges breakdown, and what you receive for your fees. Feel free to come to see me if you'd like to discuss your room (upgrades or exchange). In mid-Semester 2, we will approach you to discuss your plans for the following year, and when this comes out, you will greatly assist us by responding to the questionnaire promptly.



Father Peter Tran – College Chaplain

I'm the College Chaplain and would like to welcome you to our weekly Mass, to join the College Choir, or to participate in the Catholic ethos of the College in other ways. I am also here to help with spiritual guidance and pastoral care, meaning that you are welcome to stop by my office (Tuesday – Wednesday, first floor, A block) if you would like a welcoming and understanding chat.



Jez Pagotto – Catering Manager (Chartwells)

Here in the Tommy kitchen, we are committed to helping you feel more at home, at your home away from home and we love receiving your feedback and suggestions for meals. If you have any dietary requirements (or if they change) please ensure you update this with the Deputy Head of College, and please always promptly RSVP for events, so we can ensure we order food appropriately.



Gary Dickson – Operations Supervisor

I look after everything related to our campus facilities – tradesmen and building, housekeeping, maintenance and more, and work with Dale and the Housekeeping team. We're here to make your stay with us as comfortable and convenient as possible and hope you'll treat our grounds with the same respect.



Dale Brown – Grounds & Maintenance

I'm known around Tommy as the bike whisperer, but my role also involves maintaining the grounds and taking care of many of the maintenance requests here at College. If something is broken, please make sure you let us know ASAP, and give us as much detail as possible, so we can get your repairs sorted, pronto! For any maintenance concerns, please email us at facilities@stmc.uwa.edu.au.



Kelvin Dean – Grounds & Maintenance

My role is similar to Dale's and involves maintaining the grounds, as well as taking care of maintenance requests. When Dale not working hard at Tommy, he is an avid treasure hunter, often exploring local beaches around Perth or venturing up into the Goldfields. He is also a diehard Arsenal supporter!



Ai-Fen, Ursula, Su, Mirek, Ratchanee, May - Housekeeping Team

We're your housekeeping team and we're here to help keep your room in tip top shape. We are each assigned to different blocks and look forward to getting to know you during your stay. If we could give you one suggestion it's this: the tidier and neater your room is, the more we can clean it. If the floor in your room is 90% clear, we can clean 90%, but if it's only 30% clear, well then...

Resident Advisors

Our College has 18 Resident Advisors (RAs), including our Senior Resident Advisor's, who are appointed by the Head and Deputy Head of College and provide an easily accessible point of contact for our students.

Our RAs are here to look out for your welfare, and take an active interest in your academic, spiritual, cultural, social and sporting progress.

Each wing of the College has a dedicated Resident Advisor, although each night, an RA is on duty to secure the College and assist students overnight. The name of the RA on duty each night is always displayed outside Reception.

St Thomas More College also has an RA dedicated to Outreach and Social Justice, as well as Health and Well-being.

How your Resident Advisor can help you:

- If you are unwell overnight and require emergency medical assistance
- If you are locked out of your room after hours
- If you are struggling with College life and would like to speak with a senior resident

MEET YOUR RA'S 2024



JACK BUSWELL
OUTREACH



RANI PRICE
WELLBEING



TEIGAN CLARK
FRONT WING/
UPPER GROUND



TOBEY MARTIN
FRONT WING/
UPPER GROUND



CARYS BUTLER
MIDDLE WING - SRA



FINN MCDONALD
MIDDLE WING



CATE MCDONALD
BACK WING



CHAD MYORS
BACK WING



DARCI BELLIS
BACK WING



JOHANE SWANEPOEL
1ST FLOOR



LOUIS STRATICO
1ST FLOOR



PHOEBE COULTHARD
2ND FLOOR



JAYDEN HESLOP
2ND FLOOR



CAMDEN LEFEVRE
3RD FLOOR



KATHERINE BEGLEY
3RD FLOOR

Your RAs are available to assist with any issues relating to resident wellbeing and pastoral care.



ZEKE MEDLING
A BLOCK



MAX LEBLANC
4TH/5TH FLOOR - SRA



PAIGE SNELLING
4TH/5TH FLOOR



St Thomas More College
CRAWLEY WESTERN AUSTRALIA

Location and Getting Around

St Thomas More College is located at:

48 Mounts Bay Road
CRAWLEY, WA 6009

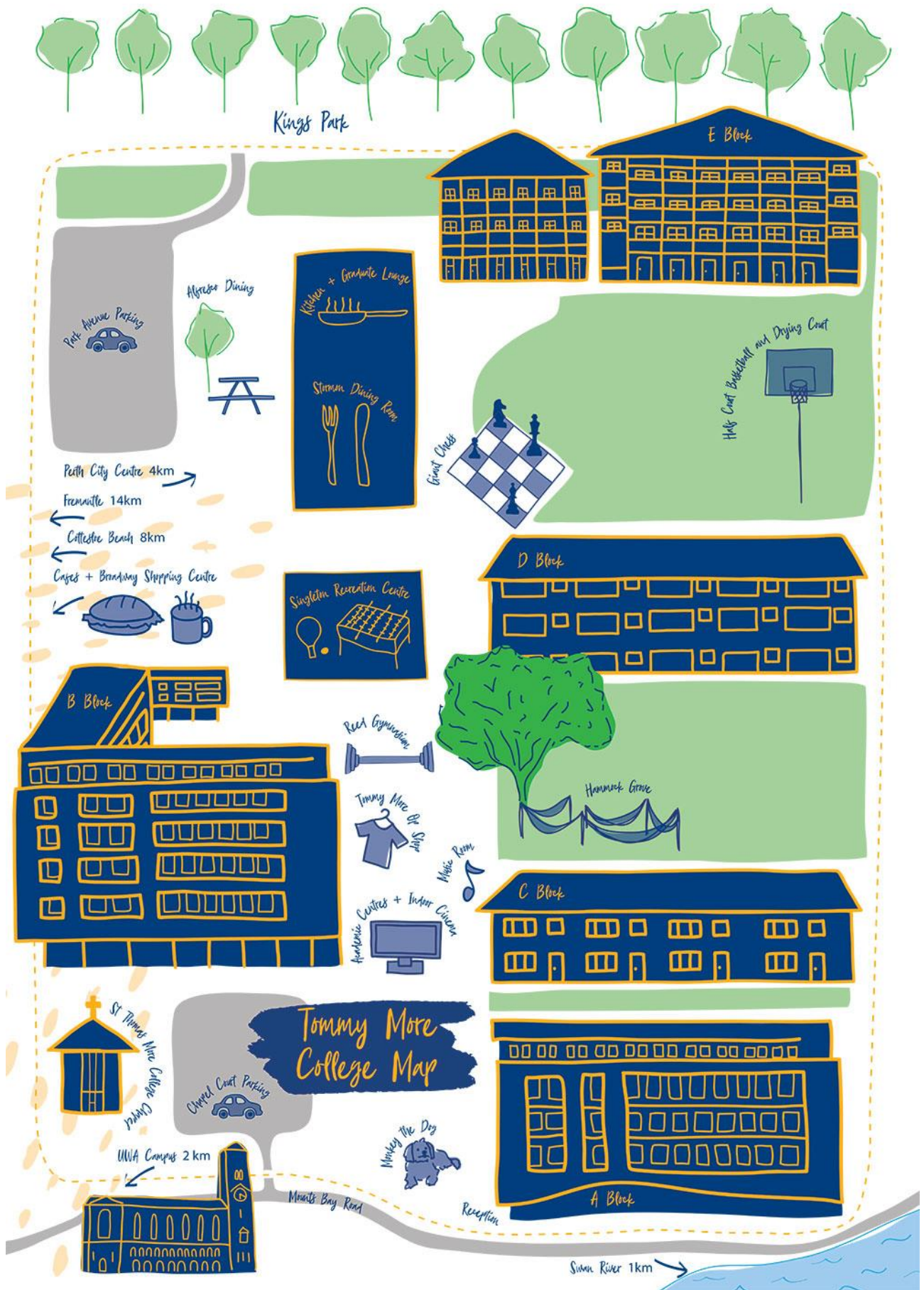
King's Park is at your back door with the Swan River foreshore and University of Western Australia (UWA) at the front of the College.

If you walk outside the College, to your right, you'll find an underpass that leads directly to UWA, as well as a number of Bus Stops, including the 998 and 999 circle route that leads to Murdoch, Curtin and Notre Dame Universities. If you are at one of these universities, often a fellow student will show you the most convenient way to get to your university during orientation.

The Perth CBD can be reached on foot (four kilometres away) or alternatively there are buses available from here. The Claremont Shopping Centre and Cottesloe Beach are also nearby. More information on bus routes can be found via [Transperth](#).

We recommend getting a bicycle – St Thomas More College has secure bike storage facilities. See our bicycles, skateboards and rollerblades policy for more information.





FAITH

Campus Ministry

Campus Ministry at St Thomas More College seeks to assist students in further developing their life of faith and their spirituality during their years at university, and all students are invited to deepen their faith in Jesus Christ and his Gospel. Our ministry is founded in the Catholic tradition. We foster spiritual growth through worship and prayer, reflection and service, and education and faith formation. We call upon our students and ourselves to proclaim the Good News and to become signs of hope in our community, the Church, and the world.

Faith development is closely tied to students' intellectual development. Campus Ministry seeks to help residents integrate their intellectual inquiry with their life experience. We are available to assist residents who want to talk about their journeys of faith, or get involved putting their faith into action.

The mission of Campus Ministry is to provide an experience of church that enables members of the college community to grasp anew the gospel of Jesus Christ and to possess a religious and moral competence to live as young adults of peace in a global community, with the personal courage to challenge injustice, violence and inequity wherever it exists.

Mass Times

Sunday Evening Mass 5:30 pm

The Sunday evening Mass is a unique time for the College community to gather and our students are invited to offer their services for liturgical duties, such as serving, singing and music, reading, Special Ministers of the Eucharist, collectors, ushers etc.

On occasions throughout the year, the College will hold specific Student Oriented Mass. These are special community occasions that we believe are appropriate for discussion with our academic community and all residents are encouraged to support the College by attending.

Collegiate Choir

We are very proud of the Collegiate Choir of St Thomas More. The choir warmly welcomes new members. They practise every Sunday prior to our community Mass.

Reflection Days

The College offers an opportunity for students to participate in dedicated days of reflection. Details will be publicised as dates are finalised.

Holy Week and Easter

Social gatherings and the drinking of alcohol are not permitted in College during the Easter Triduum, which includes Holy Thursday, Good Friday and Holy Saturday. Those days are sacred to all Christians honouring the passion, death and resurrection of Jesus.

Students wishing to stay in College at this time undertake to observe these requirements and are encouraged to attend the liturgies of the Easter Triduum.

Faith Communities

Campus Ministry offers a wide variety of Faith Development organisations, events, and resources to help you grow in love of God and others.

We invite residents to gather in community through prayer and devotion and to share in the exploration of faith active in our world through small group events. We also offer opportunities to grow personally, by connecting residents with spiritual directors and advisers. Wherever residents are on their faith journey, we strive to offer them a means of taking that journey further.

Confession

While the College does not specifically take confession in a traditional sense, Father Peter is available to assist with pastoral care issues during his days here at St Thomas More College.

Our College Chaplain

Father Peter Hung Manh Tran was born in South Vietnam. After migrating to Australia as a refugee in 1982 he joined the Redemptorist Order and was ordained a priest in 1994, and was appointed to be the Chaplain of St Thomas More College in 2017.

Father Peter is also the Catholic Chaplain for UWA, and splits his time between both campuses.

He can assist with pastoral care for students, regardless of your faith, helping in making life-direction decisions and exploring spirituality and interpretations of spiritual texts.

He is available at the Tommy More Campus on Wednesdays and Fridays and his office is on the first floor of A Block.

FACILITIES AND AMENITIES

Food and Drink

Dining Room

The catering at St Thomas More is provided by Chartwells.

At every lunch and dinner, the dining room provides students with a hot meal, as well as a selection of salads. Breakfast also carries both a hot and continental component.

Chartwells cater to all dietary requirements at every meal but please make sure you update the Deputy Head of College of any dietary requirements.

Meal Times (during semester)

Monday to Friday

Breakfast	6.30am – 9.30am
Lunch	12.00pm – 1.30pm
Dinner	6.00pm – 7.30pm

Saturday

Breakfast	7.30am – 9.30am
Lunch	12.00pm – 1.30pm
Dinner	6.30pm – 7.30pm (After Mass)

Sunday

Breakfast	7.30 – 9.30am
Lunch	12.00 – 1.30pm
Dinner	6.30pm – 7.30pm (After Mass)

General Guidelines

- Access to and exit from the Dining Room is only via the Eastern entrance.
- Scan your room key card at the Concierge Desk on entry for your meal allocation.
- Service is on a first come, first served basis. You must enter the line for service at the end of the queue and saving spaces for friends is not condoned.
- Access to the Dining Room is restricted to meal times.
- When sitting in the dining room, please fill each table before starting a new table, and fill tables from the front to the back.
- Hats are to be removed.
- Shoes are to be worn at all times.
- Men are not to wear tank tops/singlets for WHS reasons.
- The use of mobiles is not acceptable at any meal. Students are asked to take any calls outside of the Dining Room.
- The use of iPads or laptops are not acceptable at any time.
- Pyjamas are acceptable at breakfast time only. At all other times appropriate attire is required.
- Take-away meals will only be available at the lunch service.
- The dinner service will only be available in the dining room or Alfresco.
- At the conclusion of all meals, other than Formal Dinners, residents are asked to clear their cutlery and crockery to the area provided and place food scraps in the appropriate receptacle. Crockery and cutlery items (except disposables provided for the purpose) should not be removed from the Dining Room. Breach notices will be given out if this is an issue.
- Nothing is to be taken out of dining room apart from one piece of fruit for personal consumption.
- Alcohol is not to be consumed in the Dining Room unless authorised by the Head or Deputy Head of College.
- Anyone who has been drinking is not to enter the Dining Room. The catering staff will refuse to serve anyone they believe to be intoxicated with alcohol or other drugs or who they think is unfit to dine in the College Dining Room. The staff will require such a person to leave the dining area immediately and the Deputy Head of College will be informed.
- Boisterous behaviour is not acceptable at College and certainly it is not acceptable in the Dining Room.

Meal Plan Details

Your weekly contractual meal plan entitlements are recorded on your access card. The entitlement commences from lunch each Sunday and concludes after breakfast service the following Sunday. It is important to note that contractual meal plan entitlements not used during that period DO NOT carry forward to the next period. Please note that you cannot use another residents' meal allocation. Breach notices will be given if you are found to be using another resident's allocation.

You are welcome to increase your meal allocation either by paying cash at the concierge desk or you may purchase additional contractual meals under various meal plan options for the duration of the Semester by visiting our Finance Team.

Meal plans can be purchased via the administration office at any stage of the semester. The cost of the meal plan is payable in a one-off advance payment based upon the semester period remaining. Meals purchased under meal plans are offered at a discount to casual dining rates. To facilitate catering efficiencies, meal plans cannot be cancelled until the conclusion of the semester in which they were commenced.

Take-Away Meals

Take-Away meals are only available for lunch. Students must use the containers provided and not use their own. In the case of illness, students will need to organise a friend to take a meal to their room, however, the Deputy Head of College must be informed and will communicate this with the caterers in advance.

If you wish to take a packed lunch with you in the morning before class, they will be available from the Dining Room before 9.00am on any weekday. Procedures for the ordering of packed lunches will be clarified at Orientation. Packed lunch requests must be placed the evening prior.

Late Meals

Late meals must be written in the meals book (see Dining Hall Staff) at least 30 minutes prior to service. Your meal will be labelled with your name if you have ordered one.

Late dinners are available every night, except on College Formal Dinner nights. Late dinners are kept behind the servery until 9.00pm and you can collect them from Kitchen Staff until that time. If you are not able to collect by this time, you will need to wait for the RA on duty to hand out late dinners at 10.00pm. If you cannot make this time, you will need to organise a friend to collect for you. RAs will not give out meals after 10.00pm.

Microwave facilities are also available for use in the community kitchen.

Catering Committee

Considerable thought goes into the preparation of menus, and the College makes every attempt to provide a balanced and wholesome diet for all. Students who require special diets should advise the College in writing to enable adequate arrangements to be made.

A Catering Committee, with the Deputy Head of College as chair, meets monthly to discuss the catering needs and requests of the college, however you are welcome at any time to submit requests to our Catering Manager.

Academic Learning Centres – Hickey and Begley

The College is blessed to have two Academic Learning Centres. One of these centres (the Hickey Centre) is set up in quite a formal manner for the conduct of tutorials and seminars. The second (the Begley Centre) has a more relaxed feel with bean bags and low coffee tables. Both are to be considered quiet study areas at all times.

For group study, students can book the group study rooms with the Director of Operations and Facilities Development. Food and drink are permitted in the learning centres. In all cases, students are expected to remove rubbish and clean up after themselves.

Communal Spaces Building A and B

The communal spaces in Building A and Building B are for the use of students within those buildings and specifically for students on those levels. Students on that level are welcome to invite a guest to watch TV or relax with them in the communal space however, these rooms are not to be used for large gatherings.

The communal spaces are specifically non-alcoholic venues. Students should refer to the Alcohol and Other Drugs Policy as well as the Accord that the College has with the Student Club allowing for the use of the Singleton Recreation Centre on Wednesday, Friday and Saturday evenings. Please take care to abide by the conditions so as not to put the Accord at risk.

Group Study Rooms

There are two bookable group study rooms located on Level 2 and Level 3 of Building B. Bookings for these rooms are to be made through the Director of Operations and Facilities Development. These rooms will also be used regularly for academic program tutorials.

Computing Network

The wireless (Wi-Fi) network throughout College is provided by SuperLoop. Each resident has unlimited Wi-Fi during their residency included as part of their fees.

Residents are reminded of the various Federal, State and University laws and regulations governing their use of the various networks. Severe penalties apply to the illegal or improper use of computers relating to copyright, pornography and plagiarism. The College has an obligation to report breaches to the proper authority. Residents are advised strongly to familiarise themselves with the various protocols.

Please report faults with the WiFi network to SuperLoop 24/7 Hotline (1300 262 047) in the first instance and if it is not resolved, please inform the Director of Operations and Facilities Development through Reception. For login or password related issues, please email facilities@stmc.uwa.edu.au.

Grassed Areas

Front Quadrangle: The Front Quad may be used for the playing of football and soccer. Hockey, baseball, softball and cricket may also be played on this quad if a soft ball is used, e.g. tennis ball. No hard balls are to be used within the College grounds.

Back Quadrangle: Ball games are NOT to be played in the back quad with the exception of the half-court Basketball area (and in compliance with noise guidelines).

Lawn behind Building E: For safety reasons, residents are not to play ball games on the lawn behind back wing (Park Avenue).

BBQ Area

There are two bookable BBQ's on the Front Quad next to the Hammock Grove. Bookings for these can be made through the Director of Operations and Facilities Development. Please note that you cannot use these BBQ's without a booking and permission will only be granted for an authorised function (i.e. single use not permitted).

Hammock Grove

The Hammock Grove is an area for everyone to enjoy. Please ensure that only one person per hammock is adhered to for the longevity of our hammocks. The times for use of the grove are the same as the half-court basketball area in that they are available from 9.00am until 9.00pm weekdays and 10.00am to 9.00pm weekends. This area is very close to several rooms and as a courtesy to other students, these times need to be strictly adhered to.

Laundries

The College has two self-service laundries located on the ground level of Building A and the upper ground level of Building B (adjacent to the Piazza). There are two clothes drying courts with clotheslines – one located next to the Building A laundry and the other located at the back-quadrangle (outdoors).

It is not advisable to leave your clothes in the drying areas or in the laundry overnight. Your clothes should be picked up from the washer or dryer within an hour after the cycle ends to allow other residents to use the machines.

Please do NOT overload the washers and dryers as this will prevent proper washing/drying and will damage the machines. We also ask you do NOT touch other people's belongings.

The washers and dryers only accept tokens. One token per wash or dry cycle. Each token cost \$2.00 and can only be purchased in bags of five (i.e. \$10.00 per bag) from the College Reception during office hours Mondays to Fridays.

For the location of the laundries, see the Campus Map. Washing machines and dryers, together with clothes lines, are available for students' use.

Clothes and other items left in laundries, bathrooms and on clothes lines will be removed and if not claimed by the end of Semester, will be given to the Tommy Op Shop.

Mail

Mail is placed daily within the pigeon holes located in our main reception area and is only available during business hours. Outgoing mail can be posted via the Reception, addressed as follows:

Your Name
St Thomas More College
48 Mounts Bay Road

CRAWLEY WA 6009
AUSTRALIA

Australia Post delivers the post each weekday morning. Outgoing letters (not parcels) can be brought into the Reception for mailing, and are collected by Australia Post when the incoming mail is delivered. Items for posting must be down to the Reception at 8.30am.

Stamps are available for sale in the Reception. Parcels may be sent with the purchase of a pre-paid parcel bag (which is for use within Australia only). We cannot post overseas parcels.

If your mail is urgent and you have missed the Australia Post pick-up, we suggest you post it yourself to expedite delivery. Public mail-boxes are located on Park Avenue, at the University, and on Broadway.

Also, internal mail delivery from the University, is received daily prior to mid-day. Internal mail to UWA may be handed in to the reception desk for each morning's pick-up and does not require a stamp.

Overseas Residents' mail will be held at the College during vacation periods. It will not be readdressed except by special arrangement with the Office prior to each vacation period. A charge may apply. We will alert a resident by email if mail is received that we feel may be of an urgent nature.

Residents who receive cards, special items or parcels will receive an email. These items will be kept securely in the Reception for personal collection.

Please be advised that deliveries should be of a personal nature only and business-related deliveries are not permitted (e.g. supplies for Etsy shops, bulk goods, etc.). Likewise, any deliveries to campus should be for residents only, and the College should not be used as a forwarding address for others.

Music Room

We currently have a music room in C Block. Access to this room is available to those who request a booking through the reception.

A piano is available in the Dining Room for students to practise. Please ask the Deputy Head of College for access out of Dining Room open hours.

Reception Hours and Services

On weekdays, the Reception is open for business from 8.00am to 4.00pm.

Appointments to see College staff may be made at the Reception.

If the Reception is closed, e.g. evenings, weekends or public holidays, and you have an urgent matter, contact should be made with the Resident Advisor (RA) on Duty by using the College courtesy phone on the wall between building A and C. (on mobile call 9386 0111)

The Reception can provide students with a variety of services, e.g. replace key cards, mail, stamps, laundry tokens, change, etc.

The use of College stationery, the College Crest and the title St Thomas More College (e.g., for any promotion) requires the prior agreement of the Head of College.

All matters pertaining to enrolments are to be directed to the Reception in the first instance.

Residents are required to wear footwear in all Reception areas.

Recreation Centre

The Singleton Recreation Centre is for the enjoyment of all College residents. The Singleton has a pool table and a table tennis table, as well as Foxtel.

Students should refer to the alcohol and other drugs policy as well as the Accord that the College has with the Student Club Committee allowing for the use of the Singleton Recreation Centre on Wednesday, Friday and Saturday evenings. Please take care to abide by the conditions so as not to put the Accord at risk.

Reed Gymnasium

The Reed Gymnasium is for the use of all College residents.

Students are entitled to use the equipment available following the completion of an induction by a qualified staff member, as well as the St Thomas More College's Membership Agreement. Inductions for residents usually occur during the first few weeks of semester.

The opening and closing times for the Gym shall be determined by the College and may be varied from time to time at the College's discretion.

Other guidelines are as follows:

- Food and Beverages, with the exception of water, are not to be consumed in the Gym.
- Students must obey notices and signs on display in the Gym.
- All students must familiarise themselves with all Health and Safety notices in the Gym and must at all times respect the Health and Safety rules given to them either orally or by rules posted in the Gym.
- Any breach of these rules, giving rise to any risk of harm or injury to any person or risk of damage to property will constitute a breach of conduct for which the College may take whatever action it deems appropriate.
- All students must wear appropriate sporting attire and must wear closed footwear at all times.
- In the interests of safety and hygiene, no crockery or glass are allowed in the Gym.
- All students must use a towel when working out and use the disinfectant provided to wipe down equipment.
- The consumption of alcohol is not permitted in the Gym.
- No resident is permitted to use the Gym whilst under the influence of alcohol or drugs. Equipment is only to be used by sober persons.

Any serious breach of the Rules and Regulations may constitute good reason for termination or suspension of a resident's Gym membership.

Standard Rooms

Each standard room comes fully furnished and has a desk, chair, lamp, bed, fan, heater and Wi-Fi access to the Internet.

Fifteen of our Standard Rooms also have air-conditioning, and students may request to upgrade to one of these during the end of year readmission process, for an additional fee.

You may wish to bring some personal items to make your room feel homelier, such as cushions and indoor plants. Students are also welcome to bring televisions and fridges provided their room remains tidy and uncluttered, and these items are under two years' old or tagged by an Electrician.

Appropriate posters may be used to decorate rooms, but a charge will be made for damage to walls and for the removal of Blu Tak.

The allocation of rooms is the sole prerogative of the Head of College in consultation with the Management Team, particularly the Deputy Head of College.

Parking

Parking at all UWA Colleges is limited. As such, St Thomas More College has far less parking facilities than students in the College. Therefore, it is necessary for the College to have a process that addresses the way in which parking priority will be allocated to residents who request a parking permit. The main resident car parking is at the rear of the College and in the basement to Building B.

The College does not intend to charge for parking in 2024.

Parking permits will be prioritised for returning students, however, it is not a guaranteed right of a resident's tenancy or contract agreement and due to extremely limited parking on site. It is highly unlikely that first year residents will qualify to obtain a permit and, therefore, it is strongly encouraged they do not assume they can bring their vehicles to College

Residents who are issued with a parking permit must read and agree to the conditions outlined in the [Tommy Portal](#). Failure to adhere to the terms and conditions, may result in loss of parking privileges. Cars must be registered in the name of the resident. If you believe you have a major pastoral issue that requires you to have a car at college, please ensure you complete all required information in our Tommy Portal at the time of reapplication. This does not include sport/work commitments. You're welcome to also discuss with the Deputy Head of College.

Those who miss out on a parking permit will be encouraged to make use of the car-pooling facility ([Student Car Share](#)), implemented by St Thomas More College, St George's College and University Hall. Please see the College website for further details.

The Chapel Court car park is reserved for staff and visitors to the College only. The Chapel Court car park is not to be used by residents at any time. Visitors to the College must display a temporary parking permit, available from Reception during office hours and through the Duty Resident Advisor after hours. No permits will be issued between 10.30pm at night and 8.00am the following morning. Visitors between these hours should obtain a parking permit immediately the next morning at 8.00am or risk a fine. It is the responsibility of the resident to inform their visitor of these requirements.

Parents and visitors should note that parking in the Chapel Court will be at a premium on Sunday evenings just prior to, and during, and just beyond the published Mass times (usually 5.30pm – 6.30pm). Visitors are encouraged to park at the UWA Water Sports car park or Recreation Centre car park, both of which are freely available on weekends at those times.

Unless a student has been allocated a parking permit, they should not park on College property. Anyone parking on campus without a valid parking permit will be fined.

The privilege of parking on campus is only available to residents of STMC, not their friends. Parking privileges will be rescinded in the case of an abuse of this privilege, which includes allowing access to the pin number to the drop gates to non-permit holders, irresponsible driving and careless parking.

Anyone found to have disclosed the drop gate pin number to a resident or non-resident that have no authority to park within the car park, will be counselled and an admin fee will be applied to your account. This fee will cover the costs of the Director of Operations and Facilities Development then being required to manually change the pin and email each resident who has a permit, of the new number required to open the gate.

Printing

St Thomas More College has an on-site printing room for student convenience, located on the ground level of Building B. Print Credit Vouchers (\$10) for can be purchased at reception. Print costs as follows:

	COLOUR	BLACK/WHITE	COLOUR DUPLEX (EACH SIDE)	BLACK/WHITE DUPLEX (EACH SIDE)
A4	15c	8c	15c	8c
A3	30c	15c	30c	15c
Scanning	-	-	-	-

Instructions for loading and using credit are printed in the print room. Printing from the reception is not available.

Recycling

Did you know that when you recycle an aluminium material you can conserve enough energy to power a television for three hours! The College is committed to doing its part in regards to recycling and has recently started the initiative of collecting cans and bottles to exchange at registered recycling depots. This initiative has become a part of our endeavours to raise funds for our Cambodian collaboration with the Arrupe Centre and Lidy House.

Therefore, we ask all those living on campus to collect cans and place in the bins provided on Tommy grounds. Please do not place them in recycling bins on building floors and, instead, take them to the designated bin outside of the Dinging Hall. It is not the responsibility of our staff to clear the cans for you and we need all residents to do their part.

Recycling bins are available within wings and around the College. Each resident is encouraged to use these bins to recycle cardboard, paper, glass and aluminium etc.

Balconies

For obvious safety reasons, no one should ever sit on balcony ledges/railings. The throwing of water or any other material or substance from the balconies, and/or climbing up balconies, is totally unacceptable and will not be tolerated. Smoking, social gatherings and the consumption of alcohol are prohibited on all balconies.

No furniture is to be stored on balconies. Washing/towels are not to be placed on balcony rails or balustrades for drying. The balconies are regularly inspected.

Car Loan Scheme – Student Car Share

This scheme, designed by Matt Best from Sunset Car Rentals and sponsored by Hyundai and John Hughes, aims to alleviate the pressures placed on student parking at each of the colleges. Students can sign up to become a member for a \$35.00 annually and are entitled to hire a vehicle for as little as \$6.55 per hour + \$0.35 per km. This charge covers all aspects of the vehicle including insurance, fuel, and roadside assistance. When one considers the initial capital outlay for the purchasing of a vehicle as well as the registration, insurance, maintenance, and fuelling of the vehicle, it becomes very clear that this is a very cost-effective option for young students. At the same time, it alleviates the car parking pressures experienced by all colleges on College Row. Find out more [here](#).

Cleaning

Tommy More employs a committed housekeeping team to clean student rooms. All students need to ensure their room is ready for cleaning e.g. by being out of bed, clearing of ALL floor spaces, including bathroom floors and under beds, ensuring all flat surfaces are cleared, including bathroom sinks and dirty dishes cleared off kitchenette surfaces, etc. Housekeeping staff will not service unsatisfactory rooms and the Deputy Head of College will be informed who will contact the resident directly.

Studio and one-bedroom apartments are cleaned by our housekeepers once a month. Residents will be notified of the monthly room clean schedule in advance. Students in these apartments are expected to carry out their own regular cleaning regime to supplement the monthly clean carried out by the College. Students in standard and premium rooms will have their room cleaned on a fortnightly basis.

The included cleaning for rooms is essential, and part of your residential agreement to live at Tommy More. If a room clean is refused by a student, the Deputy Head of College will be advised and the reasoning behind it will be required. Our House Staff are on a tight timeline so last minute changes should not be made.

However, residents may request to cancel one cleaning service per semester, only under exceptional circumstances (such as medical or undertaking of exams). The request is subject to approval and needs to be submitted to the Deputy Head of College at least three days prior to your scheduled clean.

Throughout the period of residency, a resident will be responsible for maintaining their room at a high standard of cleanliness and tidiness. To assist residents, cleaning supplies are available for loan via reception of the RA on duty. Cleaning supplies must be returned promptly to allow all residents equal access.

Maintaining your room to a high standard of cleanliness and hygiene means (where items applicable for your room type):

- wiping up spillages.
- keeping fridges and freezers clean and throwing away unwanted or out of date/spoiled food.
- keeping the hot plate and microwave clean.
- keeping surfaces clear (e.g. worktops and window sills).
- washing up and putting away crockery and cutlery.
- hanging wet/damp towels away from furniture or vanity/kitchen doors because they will warp. This will cause damage that you will be accountable for paying.
- properly disposing of rubbish and recycling in bin storage areas.
- wiping down wash basins and shower recesses on a regular basis, removing stains, spills and hair from the drain.
- keeping the room clean and tidy.
- not storing perishable or dry foods on windowsills.
- ensuring that rooms and bins do not smell or become unhygienic.
- open your windows daily to ventilate your room to prevent condensation and the development of mould.

Failure to maintain your room at the standard above or having an unserviceable room may result in additional cleaning charges.

If you stain or damage the flooring or furniture and would like some cleaning assistance please make a request, in the same way you would request maintenance, via facilities@stmc.uwa.edu.au.

We understand that for some residents this is the first time they have lived away from home, and they may not be used to looking after their own space. Staff are happy to help residents understand what is required and how to achieve a high standard of cleanliness and hygiene. Please do not hesitate to ask for help.

Surf Ski/Kayak/Surfboard Loan

The College has four single-seater surf skis that Tommy More students can borrow to take across the road to Matilda Bay for use. We also have four soft-top surfboards for loan. Residents should report any damage and take responsibility for any damage whilst on loan. Surf skis, life-jackets, paddles, trolleys, and surfboards are stored in the bicycle shed in Building A.

You must book the use of this equipment either at Reception or with the duty RA for safety reasons and life jackets must be worn at all times. All equipment MUST be returned by nightfall.

Bicycle Loan

The College has several bikes that Tommy More residents can borrow. These must be booked out via Reception or with the duty RA. Residents are responsible for any damage to bikes whilst on loans. All bikes must be returned at the end of the day. We do not encourage residents to loan bikes at night time unless they have the appropriate equipment (i.e. light, hi-vis vest, etc.). Please note it is law that bicycle helmets must be worn.

ACADEMIC MATTERS

Academic Progress/Course Changes

All residents are expected to achieve and maintain satisfactory academic progress. In determining whether a resident has made satisfactory progress, STMC will refer to the resident's academic transcript. If a resident has failed 50% or more of their units in a standard semester, they have not fulfilled the requirements for satisfactory progress as a STMC resident. Residents who have failed two or more units in the previous semester will be asked to meet with the Deputy Head of College. This may put in place an agreed on processes to support their future success.

Remember that as part of your 'STMC College Membership Agreement', you have authorised your tertiary institution to make available to authorised STMC staff all information relating to your academic progress and status, including examination results.

Residents must communicate with the Deputy Head of College if considering a change to their course load or enrolment. Such changes may impact on scholarships, financial assistance and residency status and must be discussed before any action is taken by the resident. If a resident does not communicate on matters which may affect their academic achievement, academic standing or fulltime enrolment, their continued residency at STMC may be compromised and contracts could be terminated.

Academic Program

St Thomas More College has developed an Academic Program for the benefit of its residents. The program is covered by College fees and residents, particularly those in their first year of university, are expected to take advantage of the support offered. The Deputy Head of College coordinates the Academic Program. Further information regarding the Academic Program will be provided during Orientation.

The program consists of the following aspects:

- Transition: to assist those new to the university environment.
- Generic Skills: focus on particular skills which are applicable regardless of the particular course being studied e.g. study skills and referencing.
- Study groups: encouraging residents studying the same courses to form informal support groups.
- Unit Specific: organised tutorials in particular units.
- Master Classes: pre-examination sessions specifically designed to enhance performance in the final assessments of the semester.
- Nerd night every Tuesday night in the dining room from 7:45-9:45PM.

Please contact the DHoC for details relating to the Academic Program.

University Academic Support Services

The Study Smarter team at The University of Western Australia offer a range of expert services, seminars and workshops throughout the year for all residents. These services will help you to improve your study and assignment skills. Information about these seminars and workshops will be promoted in College when possible and you can visit the [UWA Academic Skills Centre website](#) for more detail.

Changing Institutions

Residents should be aware that the College is committed in the first instance to accommodating students from The University of Western Australia and that any decision on the part of a resident to change education providers after having been admitted to the College as a UWA student may result in the reassessment of the student's status at the end of the relevant semester. Students are advised to discuss any proposed change of institution with the Deputy Head of College in advance to avoid any unnecessary difficulties as far as accommodation is concerned.

University Scholarships

The College is aware that certain Scholarships offered by UWA's Scholarships Office are dependent upon the recipient remaining resident in one or other of the UWA Colleges for the term of such scholarship. It remains the individual resident's responsibility to ensure that all requirements and responsibilities are met within College to allow for a future offer of residency to be made at the end of each year. The mere fact that a resident is the recipient of such a scholarship will not in itself be grounds to expect an invitation to return.

References

The Head of College and Deputy Head of College are happy to provide a reference for any student upon request.

COLLEGE LIFE

Our College Community

St Thomas More College is a community that endeavours to provide a safe and secure environment that is supportive of personal development in the academic, religious, sporting, social, and cultural fields. As a Catholic College, it embraces the particular teachings of the Catholic Church and emphasises Christian, academic and caring values.

All College expectations and guidelines are set within the context of a Catholic academic community with a threefold emphasis, namely:

- Each person who enters this community should be respected and should display respect for themselves, for others and the property of the community as well as the academic culture of the College;
- Each person who enters this community should be safe physically and emotionally;
- Each person who enters this community should contribute to the enhancement of the good reputation of the College and do nothing to tarnish it.

Refer to The St Thomas More College Code of Conduct and Associated Policies in a later section of this Handbook.

Pastoral Care

Pastoral care is defined as holistically nurturing the wellbeing of the members of our community. Following the example of Jesus, we at St Thomas More College are called to enhance the growth of each individual physically, intellectually, emotionally, socially, and spiritually according to their unique circumstances. In so doing, wherever a resident or staff member is suffering adversity, we individually and collectively offer consolation and support in whatever form is appropriate to the person at the time.

Attending College and entering this phase of your life can bring with it a number of personal challenges. Unlike school or home, there is no regular contact with staff and family who can gauge your welfare, and we understand, that often you may feel that you wish to deal with life and its issues without our assistance.

You may be in a new country, usually in an unfamiliar city, and definitely in a new 'home' with, new people, and a new course, with increased stresses both academically, socially, and financially.

As a Catholic College with a Campus Minister working in a chaplaincy capacity, St Thomas More College is better placed than most to provide both pastoral and spiritual guidance.

Resident Advisor and Student Club Committee Training

This training is comprehensive and includes Mental Health First Aid, Bystander Intervention, Protective Behaviours, and Responding to Disclosures, just to name a few. In the light of this training, there is a heightened awareness on the part of our senior student leaders with respect to potential issues.

Inclusive and Welcoming Orientation program

A combination of College and Student Club events that help new students feel welcome and cared for very early on in the year.

Awareness raised by the Head and Deputy Head of College during orientation with respect to mental health and the support available. This makes subsequent conversations more palatable for residents who find themselves struggling.

The Resident Advisors through their role descriptions and training, are constantly reminded that pastoral care is of paramount importance.

The Student Club organises events with residents' welfare at the top of the priority list, ensuring that there are always people keeping an eye out for those needing assistance.

Resident Advisors and the Student Club are encouraged to build relationships as a proactive measure to give some emotional collateral with residents during tough times. One of the most powerful resiliency factors in combating depression is connection with others.

Resident Advisors, in particular, as staff members understand their accountabilities and that maintenance of 'confidentiality' holds no sway when the welfare of a member of our community is at stake. They are aware not to promise confidentiality in such circumstances.

The SRA's works in close cooperation with the Deputy Head of College with respect to student welfare. The combination of the sharing of wisdom of the SRA's with the Deputy Head of College ensures that the best possible path forward is sought in each individual situation.

Our supportive staff members, whether they be in catering, housekeeping, grounds and maintenance, or administration are attuned to the needs of residents and are often the source of valuable feedback in the overall care of the residents.

Our leadership training is open to all residents and is built on the paradigm that good leaders deliberately cultivate their emotional intelligence. Coincidentally the competencies that make for a good leader also make for a level headed, resilient and successful person. So whilst developing leaders we are also hopefully helping residents to develop skills that will fortify them against many of the issues that they will confront in life.

We look for mechanisms for the RAs to get around to their groups to chat one on one with residents that they may not see too often.

What places St Thomas More College in a strong position to provide Pastoral Care?

There are genuine leaders amongst the resident cohort that show great concern for all; new residents in particular. St Thomas More College is blessed with staff members who have an authentic sense that what they do is more than a job. They understand that it is about providing the best possible environment and support to our residents to enable them to forge a strong foundation for their future.

A paradigm of mutual respect permeates the life of the College and this is enshrined in our Code of Conduct. We have staff members and resident leaders who are enthusiastic to work in partnership with not only each other but also UWA's Wellbeing team to enhance the opportunities and support of our residents.

Where to find support

If you find yourself struggling in any way, there is always someone available to assist at Tommy More. Let us assure you of a few things:

- Our Head and Deputy Head of College have seen it all
- A problem shared is a problem halved
- The College staff can provide a wealth of information regarding your university studies, and is very familiar with the various departments at all five Perth universities
- Research has shown that suppressing unwanted emotions can sometimes amplify them
- Your welfare and happiness is very important to us

If you need someone to speak with, the easiest thing to do is see Janienne at the Front Desk who will be able to make an appointment for you to speak with the most relevant person, often the Deputy Head of College. We also have a College Row Wellbeing Advisor available on site for drop-in appointments twice a week - no appointment is needed. More information on this will be provided during orientation.

If you'd rather speak with a fellow student, our Wellbeing Resident Advisor is a good place to start. Additionally, all of our Resident Advisors are trained in a number of areas, and can either guide you directly, or refer you to the right person.

Homesickness

For many of you, this may be your first time living out of home and, understandably, you might feel some pangs of homesickness. This is completely normal and expected, regardless of whether you have moved only 30 minutes from home or halfway across the globe. Here are a few tips on combatting homesickness when you arrive at Tommy More:

Get out and keep busy

As you'll see below, there is never a dull day at St Thomas More College. Getting involved in College life and staying busy with activities (rather than hiding away in your room) will help you make friends and keep your mind off your home, and no doubt, the activities you participate in during your time here, will be the memories you hold for many years to come.

You could also try completing the Tommy Bucket List.

Bring some comforts from home

Sometimes some polaroid pictures, your favourite trinkets, and even a teddy bear from home, can help you feel more comfortable in your surroundings, and make your room feel more like home.

Ask for help

There are many people here at Tommy More available to help you if you are struggling with College life, such as your Resident Advisor's and Student Club Committee members, the Deputy Head of College and Father Tran. All of these people (and more) have a genuine concern for you and are available to help you feel more at home in your new 'home away from home'.

Explore Perth and Western Australia

There are plenty of places to visit, foods to try and experiences to be had in Perth, especially with Kings Park as your backyard and the Swan River as your front yard. Make the most of your time here and make sure you get out and have as many experiences as possible.

Call home (but not too often)

Sometimes resisting calling home can only strengthen feelings of homesickness, but calling too often can have the same effect. It's important to keep in contact with your family, especially if you're struggling, but try to keep a balance.

Go easy on yourself

Homesickness is completely normal and nothing to feel guilty or ashamed about. You may take to university life like a duck to water in the first few months, but find yourself struggling in the second half of your time. However you feel, go easy on yourself and allow yourself to feel however you may feel.

Student Club Committee

The St Thomas More College Student Club Inc. plays a significant role in making the College a vibrant social, academic, sporting, and Catholic community. All students are members of the Student Club and the annual Student Club fee is payable at the commencement of the year. The Club is responsible for coordinating many of the daily activities of the residents and acts as a liaison between its members and the administration of the College. The Club also organises teams to participate in inter-college competitions, social, religious and cultural celebrations and other events.

The Club makes an important contribution to a sense of College spirit and unity. It provides an opportunity for leadership and service within the College. The success of this depends on the contribution of all its resident members.

Student Club functions are to be organised on a user pay basis, so that participants who attend such events receive the services for which they have paid. Any functions involving the use of alcohol must be organised in compliance with the UWA Event Management Guidelines. An equivalent number of alcohol-free events are to be organised by the Student Club within each semester.

At Student Club functions participants are required to abide by the Code of Conduct and not in any way allow their conduct to reflect poorly on the good reputation of St Thomas More College or the University.

MEET YOUR STUDENT CLUB 2024



St Thomas More College
CRAWLEY WESTERN AUSTRALIA



BRIDIE BOWDEN
PRESIDENT



BELLA DAVIDSON
VICE PRESIDENT



JOSH D'APRILE
SECRETARY



SOPHIE KENNEDY
TREASURER



SIENNA HARRIS
SOCIAL REP



SEB TOCAS
COMMUNITY REP



ANGUS BOWLES
MALE SPORTS REP



MADDI WELSH
FEMALE SPORTS REP



MIA ANDERSON
PUBLICATIONS REP



BETH PLUMMER
INTERNATIONAL REP



GEORGIA PEDROCHI
INTER-COLLEGE REP



FRESHER REP

Outreach

Service, Social Justice and Solidarity - Tommy More Outreach

"Faith in action is love, and love in action is service. By transforming that faith into living acts of love, we put ourselves in contact with God himself, with Jesus our lord." – Mother Teresa

All students are encouraged to develop a sense of justice and social concern. Through our 'Tommy More Outreach' program, the College seeks to spark a passion for truth and justice, and to nourish courage and commitment through meaningful experiences that challenge our students to be agents of social change.

The College has appointed a dedicated Outreach RA whose job it is to actively seek out outreach opportunities for the College community. If you feel you have an idea or are passionate about an Outreach opportunity, please see either the Outreach RA or the Deputy Head of College.

There is one cause that is of particular importance to the College:

The Cambodia Collaboration

St Thomas More College provides financial support via fundraising to two centres in Cambodia that provide care and education to vulnerable and disabled children. The college holds a community market day at the beginning of each year, as well as several other events and fundraising initiatives.

At the end of the year, a selected team of students travel to Cambodia to visit the centre, after self-funding their trip and individually fundraising.

Graduate Association

The Graduate Association was established in 2016 to acknowledge the different interests and needs of the more senior students of the College. The Graduate Association is comprised of the following groups:

- Graduates.
- Domestic and Full Degree International students who are third year and above in their courses.
- Honours students.

Exchange and Study Abroad students are not included in the Graduate Association. Admission of other students to the Graduate Association is at the discretion of the Deputy Head of College.

The Chair(s) of the Graduate Association is appointed by the College and work closely with the Head and Deputy Head of College to ensure that there is a rich additional offering for the more senior students, primarily centred on career development and personal growth.

The Chair works with the Student Club Committee to promote the attendance of Graduate Association members at Student Club events.

The 2024 Chairs of the Graduate Association is Lila Campbell and Chelsea White.

Members of the Graduate Association are invited to come together for dinners on Tuesday nights. A table will be reserved at the back of the dining room to facilitate communication and provide an opportunity for Graduate students to leave the confines of their room whilst also engaging with other like-minded students.

Members also have exclusive access to the Graduate Lounge, located at the back of the dining room on the second floor. The Graduate Lounge was refurbished in early 2020 and provides a quiet place to study or relax. Students outside the Graduate Association are not permitted to enter the Lounge. Entry to the lounge requires keycard access and can be accessed via the door facing the back car park.

Throughout the year, there are also several Conversation Evenings held in the Graduate Lounge. These are casual social gatherings for members and are provided in addition to a Graduate Association Dinner held in first Semester.

Leadership Development

Tommy More is a place where leadership is encouraged at all levels from personal leadership/responsibility through to taking on the roles of Senior Resident Advisor or Student Club President. Whether your leadership is primarily involved with nurturing your loved ones through adversity or the management of a multi-national corporation, we believe that good leadership flows from a strong foundation of authenticity and empathy. Also, getting to know who you are and your areas of strength and areas for development are key issues in your development as a leader.

Throughout the year the College offers the Tommy More Leadership Development Course to all interested students. This course consists of four modules each of one-and-a-half-hour duration. Each resident to complete the course is given a certificate to include in their portfolio for CV purposes. The course is mandatory for anyone who wishes to apply for a position as a Resident Advisor. It is also highly recommended for the residents who are likely to nominate themselves for election onto the Student Club Committee. Many students will choose to do the course to enhance their Curriculum Vitae or simply because they see it as contributing to their personal growth. There is no charge for the Leadership Development Course.

Tell Me More

Tell Me More occurs two to three times per semester. The focus is generally on the spiritual, cultural, and community service backgrounds of our students. Tell Me More is presented by Tommy students for students. Seminars might include presentations on Islam, Judaism, Buddhism or Indigenous culture and spirituality. Students might choose to speak on the social issues associated with being a young indigenous person in 21st century Australia or with being a young woman in the Middle East in the current era. They may be comfortable talking about their involvement with any number of community and environment events and associations around the city of Perth and further afield.

Come to none, one, some or all: it is your choice but the invitation remains open.

NAAUC – National Association of Australian University Colleges

The College sends several student leaders to the annual NAAUC Conference each year in collaboration with the Student Club Committee. All residents will be notified of the application process in August/September and encouraged to complete an online form. Members of Admin and SCC come together to assess applications and determine a shortlist. Preference will be given to returning students and those with heavy involvement in the life of the College.

Prosh

PROSH is the Guild's annual charity day, with a history stretching back to 1931. PROSH is short for 'procession' and refers to a specific day in March/April when hundreds of UWA students, many dressed in costumes, sell copies of the satirical PROSH paper (written by UWA students) to raise money for charity. Residents must be aware they represent both UWA and STMC when participating in PROSH activities.

Consuming alcohol is not an appropriate accompaniment to the event, whether the evening before or the morning of PROSH. The timing of PROSH often coincides with a heightened period of intensity and stress for many of our students. Often students are in the midst of mid-semester assessments when many College residents have assignments due or mid-semester exams. Involvement in PROSH is not a reason for on-campus gatherings or an excuse to disturb other residents.

It is expected that any students supporting PROSH will depart the College quietly and respectfully on the morning of PROSH.

CODE OF CONDUCT

Code of Conduct

Purpose

St Thomas More College is a Catholic educational community. The purpose of the College is to provide residents with an enjoyable living and learning experience within a safe, caring and respectful environment.

Every community has its implicit and explicit rules for acceptable social behaviour; without these shared expectations communities would not function viably. A residential college community is no exception. Respecting the values of the College and the rights and property of others, and of the College, should be a priority for all who have the privilege to live on campus.

The purpose of this Code of Conduct is to ensure that everyone is aware of what is expected of residents and their guests, and to provide general guidelines within which residents should manage their life in College.

Resident Conduct

General Expectations

The general expectation is that students will exercise a high degree of self-regulation. Every student is expected to be respectful and considerate of others at all times and to promote a sense of community within the College. The responsibility for maintaining such an environment rests with each one of us.

As a Catholic residential college, our way of operating and the quality of our relationships with each other should reflect a high ethical and moral standard. As a community, we are also required to operate under State and Federal laws and under the by-laws of The University of Western Australia. The following overarching principle should guide our behaviour:

We should show care and concern for each other and for the common good at all times. We should behave in such a way that no offence, inconvenience or disturbance is caused to other residents or to any person employed directly or indirectly by St Thomas More College.

Residents entering the College and their parents must acknowledge that while the College will assist and encourage students in all aspects of their lives at the University, the students are entering an adult environment and they must accept responsibility for their studies, their administration, their conduct, their grades and their own safety.

All residents have rights and privileges and with them come responsibilities and obligations. Every resident has an obligation to demonstrate respectful, considerate behaviour when interacting with other residents, with staff members and with guests.

Conduct that is in breach of this Code will be the subject of processes, consequences and sanctions that are consistent with the seriousness of the behaviour. The processes to be applied in determining if a breach of

the Code has occurred, and what the consequences of any established breach will be, are matters reserved for the discretion of the College, in particular the Head of College.

Resident Commitment

The College assumes that every resident will have carefully and thoroughly read the Handbook and the current Terms and Conditions of Residency, and that they will meet the expectations and standards articulated in these documents. The College expects the commitment of every resident to:

- Conduct themselves responsibly at all times. They are expected to know and to adhere to this Code and to all College policies, guidelines and expectations.
- Show respect and consideration for others, regardless of gender, race, religion, disability, marital status, sexual orientation or any other attribute, so that all may live, study and work in harmony. All members of the St Thomas More College community should expect to be treated courteously and fairly, and to be free from acts of violence, harassment, intimidation, or discrimination.
- Acknowledge that differences between people contribute to the richness of life.
- Respect the rights of all other members of College, while also acting in accordance with the laws of the wider Australian community.
- Comply with all the systems and procedures established by the College.

International Residents U18

The Department of Home Affairs requires international students under the age of 18 to have appropriate accommodation and welfare arrangements whilst studying in Australia. It is a condition of a student visa that these arrangements be maintained. Therefore, the College has a number of practices in place to ensure residents adhere to their visa requirements, which means all international students under 18 who are residing at St Thomas More College need to meet a nightly curfew (10PM). The RA on Duty will ensure the resident is in their room by curfew by knocking on their door. If a resident does not answer the door, and is not present, the RA on duty attempt to call their mobile. If unsuccessful, the RA will notify the Deputy Head of College who will contact the assigned Guardian to take further action.

Additionally, under international 18 students cannot travel or stay away from approved accommodation without the permission of The University of Western Australia. Failure to report changes or leave the country without notice will result in the cancellation of the Confirmation of Appropriate Accommodation and Welfare (CAAW) by UWA, which may also result in a cancellation of student visa by the Department of Home Affairs. If returning home during semester break or holidaying in Australia, download and complete the [Holiday Application Form](#).

If staying away from College, download and complete the [Overnight Form](#). Overnight stays away can only be with a parent/legal guardian, grandparent, or siblings over the age of 18 or be directly related to your university studies (i.e. field trips).

Desired Behaviours

The following guidelines provide an overview of the College's expectations for every resident. The Handbook, Terms and Conditions of Residency, and related policies provide more detail on each of these.

As a resident of St Thomas More College you will:

- Participate in the life of the College.
- Strive for excellence academically and access what the College offers in terms of academic support.
- Treat other residents, their property and personal space with consideration at all times.
- Not use, possess or distribute illicit drugs or misuse legal drugs.
- Not consume alcohol if under 18 years of age.
- Not consume alcohol to excess or be significantly affected by alcohol while on campus.
- Smoke only in the designated smoking area.
- Generally, keep noise levels low and be especially quiet at night.
- Not compromise the safety or security of other residents or their property.
- Comply with [Computer and Software Use Regulations](#) of The University of Western Australia.
- Maintain a high standard of hygiene in your room and in the general environment by disposing of waste appropriately.
- Care for all residential property and observe safety and fire rules and regulations.
- Take responsibility for any damage you cause and take steps to correct it.
- Not allow any unauthorised person to make use of your accommodation or the catering services of the College.
- Accept that limited parking is available and only park on College grounds if a Permit has been allocated.
- Be responsible for your guests and visitors, including personally accepting responsibility should they breach this Code of Conduct.
- Respond appropriately to any reasonable requests and instructions from all members of staff, including Resident Advisors.
- Seek assistance if your rights are impacted upon and report problems that you feel unable to deal with.

Code of Conduct – Issue Resolution

General College Process

1. If disturbed by the conduct of others, each resident has the right firstly to ask those concerned to stop the offending behaviour. If there is some hesitation about approaching them or a reasonable approach has been ignored, the resident should immediately contact their Resident Advisor, the Duty RA.
2. When an action or activity in breach of the College's expectations is observed, a member of staff will communicate with the resident about the breach and will request that the resident cease such activity.
3. If a staff member considers that the breach is not serious and the resident responds readily and positively, no further action is required.
4. If a staff member considers the breach is significant or is a repeated breach, then they will refer the matter to the Deputy Head or, if after hours, it will be recorded in the 'Duty RA Report'.
5. If a staff member considers the breach is of sufficient severity, then the Deputy Head may be contacted regardless of the hour.

6. Where disciplinary action is considered necessary, the resident will be given an opportunity to discuss the matter in a meeting with the Deputy Head.
7. The Deputy Head is authorised by the College to take appropriate disciplinary action. However, disciplinary action that may involve suspension or expulsion will be discussed with the Head of College.
8. When disciplinary action is taken against a resident, all details will be treated in confidence and only those people directly involved in the disciplinary process will be informed.

Note that the above procedures in this document do not derogate from the normal disciplinary powers and responsibilities of relevant staff members, which may still be exercised as appropriate.

In particular, a complaint from another resident is not required for a staff member to act on behaviour that they deem to be inappropriate or in contravention of this code or its associated policies, guidelines or expectations.

Grievances Concerning the Conduct of Other Residents

The following steps may be used when a person wishes to complain about the conduct of another resident and its impact upon them. This process is also available to the College, at its discretion, when it becomes aware of a possible conflict between residents and decides to investigate the matter itself.

Conciliation

1. Determine whether the behaviour is likely to be a breach of the Code. An individual may always seek advice from a member of the College staff to determine if the behaviour is likely to be a breach of the Code.
2. Decide whether you wish to make a complaint. If you wish to make a complaint, you will be asked to put your complaint in writing. The complaint must identify the resident/s you allege have breached the Code and what you allege has been done. You should be as specific as possible. The complaint should be forwarded to the Deputy Head of College.
3. Generally, complaints will go through a conciliation process as a first step (depending upon the seriousness of the allegation). The decision to escalate the response to the allegations will be in consultation with the complainant and at the College's sole discretion.
4. Unless the College decides otherwise, a conciliator (usually a Resident Advisor) will be appointed to meet with each party individually to discuss and try to reach agreement regarding the complaint, possible redress and future behaviour. If agreement cannot be reached, any party to the conciliation may ask for the allegations to be investigated further. In this situation, the allegations will either be referred to an Arbitration Committee or will be dealt with directly by the Deputy Head of College as appropriate.
5. Conciliation is not designed to be a disciplinary process, and disciplinary outcomes will not necessarily result from this process. Breaches of an agreement reached via conciliation may result in additional action.

Arbitration

The Arbitration Committee will consist of the Deputy Head of College, Club President, and two student representatives (one nominated by the St Thomas More College Student Club and one by the Deputy Head).

1. Referral to the Arbitration Committee will be made through the Deputy Head of College.
2. When an issue is referred to the Arbitration Committee, the Head will be informed.
3. Those involved will present in unemotional language the essential facts to the Arbitration Committee.
4. The Arbitration Committee may seek the advice or the presence of appropriately trained people. Those involved will be informed when such action is being considered by the Arbitration Committee.
5. All members of the Arbitration Committee and residents involved in the arbitration process will maintain strict confidentiality with respect to all matters discussed/investigated.

The Committee will make a written recommendation to the Head of College.

Sanctions

Whether the matter is one of resident conflict or a matter of conduct being addressed by the Deputy Head of College, the resident may:

1. Be required to attend an interview with the Deputy Head of College.
2. Be subject to verbal or written censure or reprimand and be given warning that harsher disciplinary action may or will be taken (for students in NRAS rooms, written censure is likely to be in the form of a formal breach notice);
3. Be required to construct a one-page information sheet on why the behaviour was unacceptable;
4. Be required to make restitution;
5. Be required to undertake community reparation work within St Thomas More College of such a nature and for such a period as the Deputy Head or Head shall determine. Such community reparation must be completed within one week unless another timeframe has been agreed to in discussions with the Deputy Head or Head;
6. Be suspended from St Thomas More College for a stated period. If a resident has been suspended from College due to inappropriate behaviour, that resident will not be entitled to a refund of residential fees (accommodation or meals) while absent from College;
7. Not be permitted to reside at St Thomas More College after completion of the current semester;
8. Be asked to leave St Thomas More College from a specified date/time, and possibly be denied further access to the College.

Appeals

1. A resident may appeal to the person who has taken the action to retract or reconsider the action. The basis for the appeal may be on procedural or substantive grounds.
2. If an initial appeal fails, an appeal may be made to the next most senior member of staff or to the Deputy Head.
3. If an initial appeal is made to the Deputy Head and the resident is not appeased, a second appeal may be made to the Head in writing.
4. The St Thomas More College Student Club President may make an appeal on behalf of or in accord with a resident, provided that is the wish of the resident.
5. Any appeal or record of appeal will be treated with the same confidentiality as records of disciplinary breaches or actions.

The College's Code of Conduct gives a broad picture of the manner in which young adults in a respectful Christian community should conduct themselves. The policies below link directly to the Code of Conduct and provide further clarification of the College's expectations in a number of significant areas.

GENERAL INFORMATION

Communication

There are other ways to stay informed about what is happening around Tommy and we expect you to always check the following:

- Your email
- Official Social Media Pages
 - Facebook
 - [Current Residents](#)
 - [Community Notice Board](#)
 - Wing/Floor Group (managed by RAs)
 - [Instagram](#)
 - [LinkedIn](#)
- Posters located in elevators and on Notice Boards
- The Tommy Portal

The primary mode of communication between the administration of the College and residents will be email. The email address that was provided to the office upon enrolment will be used. It is the responsibility of each resident to check this email on a regular basis. Failure to do so will not diminish the responsibility of students to follow through on matters contained in those emails.

On occasions the College may send a text message to the mobile phone number that was provided by you to the College on enrolment. Where either the email address or the mobile phone number needs to be updated, this is the responsibility of each student.

The Deputy Head will utilise the Student Facebook Group to disseminate notices that need to go out with more immediacy.

Important Websites and Links

St Thomas More College communicates regularly with students about important upcoming events, maintenance and notifications of items of interest.

This communication primarily takes place in the form of:

Weekly e-Newsletter

Each week during Semester time, students are emailed a newsletter. This newsletter contains important notifications and it is therefore essential that you not only keep your email address up to date, but check it regularly. Please note, if you are receiving an eNewsletter for the first time, check your spam or junk folder and be sure to mark it as “safe” so you receive future editions.

St Thomas More College Students Facebook Group

A number of notifications also take place via Facebook. We understand that some cultures are not familiar with this platform, however, it allows us to communicate small announcements and reminders, as well as share links and video information. It is highly recommended that all students join this group.

RAs will also post weekly notices on their floor/wing Facebook groups.

Information, Forms, and Returns

At various times throughout the year, it is necessary to disseminate and request information necessary for the efficient running of the College. In every case, if a response from residents is required, a date by which it must be made will be shown clearly. Late return charges may apply as this adds an unnecessary administrative burden.

Crest and Motto Usage

The College crest and motto both readily identify the College and are used in the marketing of the College. They are not to be used for any other purpose. If a student wishes to use either to produce merchandise or advertise an event, prior permission needs to be obtained from the Head or Deputy Head of College.

Publications and notice policy

Federal and State legislation relating to anti-discrimination and affirmative action imposes certain obligations on the College and its members. It is the policy of the College to observe the obligations of this legislation. As a residential college of the Catholic Archdiocese of Perth affiliated with The University of Western Australia, St Thomas More College is committed to upholding the legislative and moral expectations of a decent society. **No publication can use the name of St Thomas More College or the College logo without the express permission of the Head of College or the Deputy Head of College.**

Any material which is defamatory must not be published. Breaches of this requirement may result in legal action being taken by either the College or by individuals.

Publications in College will avoid language, photographs, caricatures and other artwork or captions that discriminate with respect to: race, colour, ethnic origin, nationality, religion, sexuality, gender, marital status, occupation, intellectual or physical impairment and disability, and other criteria as may be specified upon amendment of current legislation.

Any publication must be submitted to the Deputy Head of College prior to publication.

Residents may put notices around the College in designated locations with the permission of the Deputy Head of College.

Any material which is offensive, defamatory or holds members of our community up for public ridicule must not be published. All material on display at St Thomas More College must be consistent with the Christian ideals espoused by the College.

Dress Standards

Suitable dress and footwear are required at all times, particularly in the public areas of the College and the University. Clothing should be clean and neat. Offensive slogans, e.g., on tee shirts, are unacceptable.

Suitable dress and footwear are particularly required in the Dining Room and the Reception area. In accordance with College policy and health regulations, bare feet, singlets, and pyjamas (except at Breakfast) and sporting gear are not acceptable in the Dining Room and caps should be removed.

The minimum acceptable standard for Formal Dinners: a collared shirt and tie for the men and women to dress to a similar standard. Shorts, jeans, T-shirts, thongs etc. are not appropriate. Jackets, while not essential, would be appropriate.

Fees and Charges

Fees, charges and payment options are listed separately on our website. On request, copies are available from the Reception. Fees are set annually, and will be increased during the year only in unusual circumstances.

The College relies on the prompt payment of fees by all residents to meet its commitments to suppliers of goods and services. Residents are advised to consider carefully the payment plan they select, as payment must be received in accordance with the relevant schedule, or additional charges will apply.

The College Bank details for transfer are:

St Thomas More College
BSB: 086 006
Account No: 472 255 036
SWIFT code NATAAU 3006P
Please enter your name as the description

Residents whose academic or other needs require them to be in College during vacation periods and who obtain permission to remain in College will be charged a daily rate.

College Formal Dinners

Throughout the year and for special occasions there are a number of Formal College Dinners, which students often reflect upon as some of their fondest memories of their time at Tommy More. These dinners are important as young future professionals and leaders to learn that different occasions come with different protocols.

All residents are expected to attend these significant community events. The College assumes that those who are blessed to be a part of this great College will honour its faith heritage will attend any service that may be held before the event as we always try to ensure it is a multi-faith event. The dress code is formal and men are expected to be in a collar and tie with a jacket. Women are expected to dress to a similar high standard. Residents who do not have such attire should speak to the Deputy Head of College well in advance to see if the College can assist. Alternatively, you can speak to the Outreach RA to utilise our onsite Op Shop.

Invitations to College events are sent electronically and responses are required by the RSVP date to ensure seats and catering are organised with enough notice. As food is ordered in advance, students who do not RSVP or RSVP late cannot be accommodated.

There is always an Order of Proceedings that the Deputy Head of College will explain at the start of the dinner. There are usually some speeches and possibly some entertainment. Throughout the evening conduct befitting a formal occasion is to be adhered to at all times.

Pre-dinner drinks will be served and this includes beer, wine and soft drinks along with water. Canapés are also served prior to the dinner. Drinks are available throughout the evening and are to be consumed in an adult-like manner. No resident is to bring his/her own alcohol to any College Formal Dinner.

The following will be asked to leave the dinner and to speak with the Deputy Head of College the next day about their actions:

- Residents who are not capable of maintaining the correct standards with respect to conduct at a formal occasion
- Residents who devalue the evening by consuming alcohol in advance or to excess
- Residents who bring their own alcohol to the College Dinner against protocol
- Residents who are disrespectful to our guest speakers through either talking to their neighbours or using their phones whilst speeches/performances are on.

These are great evenings and it is important that each resident respects the expectations to ensure that everyone, staff and residents have an enjoyable time.

Functions

All functions held at the College have inherent risks associated with them, particularly where alcohol is involved. As such the following protocol is to be followed for all on-site events:

- An approach to hold an event should be made to the Deputy Head of College.
- If “in principle” approval is given, the organisers (for the most part the Student Club Committee, or the Graduate Association) will complete an Event Management Plan (EMP) as required. All compliance issues need to be addressed. Legal and safety aspects will be scrutinised closely.
- This plan can be discussed in detail with the Deputy Head of College. Once satisfied that the event is an appropriate one to be conducted on site, and having clarified that risks have been mitigated through careful planning, the Deputy Head of College may give final approval. This will involve signing off on the EMP.
- The Deputy Head of College must be kept informed as organisation proceeds.
- All aspects of the event management plan are to be adhered to and a debrief after the event should address any issues that need to be followed up on or that could be done better next time.
- All EMPs will be kept on file by the Deputy Head of College.

Orientation Week Guidelines

1. All Orientation activities shall be in keeping with the Catholic nature of the College and the good reputation of the College and the University.
2. Academic and University commitments shall take precedence over all College Orientation activities. First Year Residents will be specifically directed to attend their relevant academic advisory sessions.
3. Only members of the College Administration, the Resident Advisors and the Student Club shall be admitted to any Orientation functions. No later year residents are to involve themselves in Orientation Week activities without the specific permission of the Head of College and under clear conditions.
4. No former residents shall have access to the College during Orientation Week or participate in any College Orientation activity.
5. All activities are to be conducted under the “Challenge by Choice” principle and the new resident’s right to withdraw from any event/activity will be respected at all times.
6. At no stage will anyone be subjected to any form of physical or verbal abuse or violence. Anyone who indulges in any form of abusive behaviour under the guise of tradition will be held fully accountable under the College’s Code of Conduct and Associated Policies. The measure of significance or inappropriateness of any act is the impact on the person, not the intent.
7. All Orientation activities shall cease by 11.30pm.
8. The vast majority of events will be alcohol free. Where alcohol is permitted, the Alcohol and Other Drugs Policy applies fully.
9. All such behaviour will be reported to the Deputy Head of College for appropriate follow up.
10. Particular care shall be exercised in any Orientation activities in which members of St Thomas More College engage with members of other Colleges. The College’s Code of Conduct applies directly and will be invoked should residents of the College conduct themselves poorly. Demeaning, derogatory language and expressions directed at other colleges brings St Thomas More into disrepute and this will not be tolerated. Chants of any sort aimed at criticising other colleges are entirely unacceptable.
11. Part of becoming a young adult is learning what is appropriate in given situations. The kind of language we might use with mates at a sports club is not appropriate in a university college and certainly not at St Thomas More College.
12. First Year Residents are not permitted to have visitors at the College during Orientation Week as this is a time for making new friends at College and finding your feet in a new environment. Parents should be discouraged from expecting ‘family time’ if they are still in Perth at this stage and it should be noted that parents are not allowed to stay or take meals within College during this period.
13. If you have any health concerns or are feeling home sick, there is plenty of support from the Student Club, RAs, Deputy Head of College, Head of College, College Row Wellbeing Advisor, along with our Campus Minister. Speak to whomever you are most comfortable with.

Interactions with Other Colleges

STMC enjoys excellent relationships with its four neighbouring colleges. Residents should be aware that all colleges are private property and STMC residents are only welcome if they are invited.

If a resident invites a friend from another college to Tommy, the resident is responsible for their guest's behaviour. Any unauthorised presence and/or anti-social behaviour at another college is considered to be trespassing and a breach of the Resident Code of Conduct which will result in a serious disciplinary response.

Uninvited visits by groups of St Thomas More College residents are always unwelcome and unacceptable. The Heads of the UWA Residential Colleges will always treat this as a very serious matter. Expulsion may result.

Key Card Guidelines

St Thomas More College is fitted with a state-of-the-art electronic card keying system, which has multiple functions. Your card will allow you to gain entry into your room and to enable the power in your room (NRAS rooms only) by inserting it into the energy saving slot inside the door. Whenever you leave your room, you are required to take the card with you. All non-essential power will be shutdown. Power to your fridge if you are in a NRAS room will be maintained along with power to one outlet so that you can continue to charge devices while you are not in room.

Your card is also used to access your meal entitlements in the Dining Room. You must tap your card upon entry at the Concierge station, and by doing so the system will verify your entitlement against from your meal plan.

Your key card also stores information for the College printing, including your print credits. You will need your key card to use the College printing services.

Key cards are never to be loaned to others. Key cards not returned to the Administration office upon leaving College will incur a \$50.00 charge. The replacement of a lost /damaged key card will also incur a fee of \$50.00.

The College operates a "three strike" policy in relation to night-time lock-outs. Residents who find themselves locked out of their rooms after 10.00pm will be given two chances, after which a meeting with the Deputy Head of College will be required and each lock out will attract a \$20.00 fine.

Failure to return the key by the set departure date will incur a room charge per day at the holiday rate.

The loss of this card can cause complications and while the College will assist the resident by producing a new key card as soon as possible, any difficulties created or misuse of the card is solely the responsibility of the resident. Consequently, it is important that these cards are kept safe at all times.

Lost cards need to be reported immediately to the Reception during office hours directly to the resident advisor on duty outside of office hours. Key cards remain the property of the College at all times.

Any person found to have a card lost by another resident will be given a \$25.00 administration fee. Anyone found using a 'spare' card in their energy saving slot will be required to pay a \$200.00 service fee for the additional power used.

Personal Property

The College makes areas available to residents for short term storage during vacation periods. The College accepts no liability for loss or damage to residents' property in storage. All items for storage must be clearly marked with the owner's name. No chemical, flammable or glass items are accepted for storage. No food products of any description are to be placed in storage.

Residents who know they are not returning after the Christmas vacation should avail themselves of commercial storage facilities outside the College.

Items stored and not reclaimed within a week of the commencement of the academic semester will be disposed of as the College determines unless special arrangements for longer term storage are agreed to with the College prior. There is no charge for storage.

Damage

The College accepts that, in the normal course of events, some 'wear and tear' will occur to property. It will not accept damage caused deliberately or through negligence. Residents are responsible for the condition and security of their room and its contents, and charges will be levied for unreasonable damage or for loss. On occupying a room, a resident should report any obvious damage, as rooms will be inspected at the end of each period of occupancy and charges levied accordingly.

NRAS apartments will be inspected regularly and Property Condition Reports issued.

Where damage has occurred in common areas of the College it is expected that those responsible would be honest enough to step forward and take responsibility. Any damage to any part of College property that occurs in conjunction with the timing of any Student Club function is the responsibility of the Student Club unless specific people come forward to accept responsibility.

Pets

Residents are not permitted to have pets of any kind. Having a pet is a breach of your College Membership Agreement and will be treated as a serious matter.

Prohibited Items

Residents may not bring onto College property any dangerous or illegal items including, but not limited to: weapons of any description, illicit substances, any device associated with drinking games, flammable or corrosive substances, etc.

Dangerous Practices

Our main concern is residents' safety. No one is permitted to climb on balconies, the roofs of buildings or walkways for any reason, including retrieving lost balls etc. If they do so, they will be required to speak with the Deputy Head of College to explain their actions and sanctions will apply.

Network Access/Sharing Policy

This policy has been established to provide a set of rules and guidelines for the proper and responsible use of the ITS / College computing and network resources, effective protection of individual users, equitable access, and proper management of these resources. These guidelines are intended to supplement, not replace, existing laws, regulations, agreements, policies, and contracts, which currently apply to these services.

Although peer-to-peer file sharing is not prohibited, it can be used for the illegal downloading and distribution of audio, video, software and other files. Downloading or distributing material without permission of the copyright holder is a violation of federal and state law, even if it is not for profit. The penalties can be significant, including imprisonment and fines. The College in no way condones violations of copyright or intellectual property laws.

With regards to peer-to-peer file sharing, users should adhere to the “Three Ps” principal, of not sharing / downloading items that fall into the categories of:

- *Plagiarism* – copying of another person’s work is a clear violation of University policy.
- *Pornography* – due to its size, the network is a broadcast medium, and as such the sharing of pornography is illegal.
- *Piracy* – sharing and copying of copyright material is illegal under federal legislation.

Acceptable use

Users are bound by The University of Western Australia’s Internet Code of Practice Policy.

Users are additionally bound by the following rules and regulations intended to preserve the integrity and accessibility of all computing resources:

- Residential computing network services and wiring may not be modified or extended beyond the area of their intended use. This applies to all network wiring, hardware and in-room data points.
- **Additional routers are specifically and absolutely prohibited.**
- College data points may not be used to provide network access to anyone other than the resident assigned to the data point. Residents will be held responsible for all packets generated by their assigned connection.
- The residential network is a shared resource. Network uses or applications, which inhibit or interfere with the use of the network by others, are not permitted. Examples include but are not limited to file-sharing applications such as network game servers, and any excessive consumption of bandwidth.
- The residential network may be used only for legal purposes and to access only those systems, software and data for which the user is authorised. Sharing access to copyrighted material (including MP3 files from copyrighted music media and digitised video from copyrighted motion pictures, etc.) on the network is prohibited.
- Respecting the rights of other users, including their rights as set forth in other University policies for residents, faculty, and staff, is required at all times on the network. These rights include but are not limited to privacy, freedom from harassment, and freedom of expression.

- Users are required to know and obey the specific policies established for the systems and networks they access.
- The residential network is provided for uses consistent with the academic mission of the institution. The network may not be used for commercial purposes nor for unsolicited advertising. Users may not provide open access to files/folders on their computers which contain anything that is protected by copyright (this includes MP3 files from copyrighted music media and digitised video from copyrighted motion pictures, etc.), or which would be in violation of the University's and/or community standards.
- Forgery or other misrepresentation of one's identity via electronic or any other form of communication is prohibited. Prosecution under State and Federal laws may also apply. This includes the use of an IP address not specifically assigned to the individual using it and the use of a forged or false identity.
- Any activity that can be deemed hostile such as port scans, email-bombs, ping-bombs, etc. is prohibited.

Underage Access

By signing the St Thomas More College Contract, parents / guardians give permission for the resident to have full access to the College Network and to the internet via the College Computer network. They agree that the College will not be held responsible for any content accessed by the resident.

Residency Periods

Standard Room College fees provide for residence during the normal academic year of each of the Universities as appropriate to an individual's program of study. The College year will begin for new residents on the first Sunday of Orientation Week and for returners on the last Sunday before Semester 1 begins. The college year will end a week or two after the last exam period. Permission to extend the period of accommodation must be sought from the Deputy Head of College.

Occupancy of NRAS apartments are governed by the dates on the lease documentation signed.

Where a course of study extends beyond the standard university year, further charges for accommodation will apply as appropriate.

The College relies on income from conferences and seminars held during the university summer break. This is an increasingly competitive market and in order for the College to provide suitable accommodation for conference and seminar visitors residents in standard rooms will be required to clear their rooms. In all cases it is expected that residents remaining on campus during this period will behave in accord with the College Code of Conduct. Residents given permission to remain in College outside normal periods of residence will be charged a daily rate. Such residents may need to relocate for the vacation period. The recreation and common areas may be unavailable during university vacation periods depending upon conference commitments.

Absences - Prolonged

Students who plan to be absent from the College for a prolonged period are asked to inform the Deputy Head of College. The College does not wish to restrict the movement of residents, but may need to contact you when absent, should a family emergency arise. Additionally, it assists the College in the case of a fire and emergency evacuations.

Applications-Returning Residents

During second semester, residents who wish to return to St Thomas More College the following year are required to undertake a reapplication process. Residents will be eligible for consideration to return to STMC in subsequent years provided they:

- have maintained satisfactory community conduct and involvement.
- have no outstanding debt at STMC or UWA.
- have a satisfactory tenancy/contract history within STMC.
- are making satisfactory academic progress.
- have not failed more than two units in one calendar year.
- have enrolment of at least 3 subjects.

Breach Notices and Academic Probation may impact re-application. Where there are concerns, a resident may be interviewed by the Deputy Head of College.

Residents are expected to achieve a cumulative total of 48 points in their program of a full study load for each year of study. Those struggling to reach this standard at the date of the original publication of University results will be readmitted only for special reasons, each case being judged on its merits. The commitment shown to study and observed commitment to the values of the College will be determining factors.

Staff

Normal hours: Residents should comply with directions given by members of the College Staff in the performance of their duties. Any resident who feels that a member of staff has conducted themselves in a manner that they find inappropriate may report this to the Deputy Head of College.

Resident Advisors (RAs) are rostered on-call after hours. Directions from the Duty RA or indeed any RA are given under the Head of College's delegated authority and must be regarded as such by residents. Any resident who feels that an RA has conducted himself/herself in a manner that they find inappropriate may report this to the Deputy Head of College.

Tenure

On admission, residents normally undertake to remain for a full year of residence. Residents unable to make this undertaking will be accepted only after consideration of their circumstances, when advised to the Deputy Head of College. If, for unforeseen reasons, anyone wishes to leave College outside the normal

conditions of tenure, they will be responsible for all accommodation charges for the specified residency period. A termination fee also applies.

Visitors

Visitors are always welcome at St Thomas More College but should depart from the College no later than 11.00pm. Visitors should always be treated with courtesy and respect and residents are expected to assist them in finding their way around the College.

You're welcome to have **one** guest stay overnight, however, we do not provide mattresses or linen. Rooms cannot accommodate any more than one guest. Residents need to inform their RA when they have a guest staying over for one night for fire and emergency evacuation purposes. Guest stays of two nights or more must be approved by the Deputy Head of College.

Having an overnight guest should not be a frequent occurrence out of consideration for other College residents. Residents can have a guest stay in their room for a total of six nights per semester. The six nights can be single night stays or consecutive nights. Please talk to the Deputy Head of College if you have exceptional circumstances necessitating a guest stay longer than your allocated six nights. Under no circumstances are guests allowed to stay with residents or in a resident's rooms without permission or for an extended stay beyond six nights per semester without permission. If this occurs, it will be considered a breach of the tenancy agreement, which is for single occupancy.

There is no cost for a visitor to stay overnight in a resident's room however, all guests must pay for all meals via a cash payment at the concierge desk. Any resident found removing food from the dining room for a guest to consume will have the cost added to their account and a breach notice will be served.

Residents are accountable for the behaviour of their visitors and guests. This includes responsibility for excessive noise, damage, disruption or other anti-social behaviours.

Visitors and guests must never be alone in buildings or given access to buildings other than their resident host's building. This means that a resident must be physically in the company of a guest at all times.

It is a serious violation of STMC's safety and security to give a room key card to visitors or guests regardless of their relationship to you. A disciplinary response will follow any misuse of a room key card.

TERMS AND CONDITIONS OF RESIDENCY

Conditions Under Which an Offer for Residency is Made

The prospective resident must:

- Gain admission/readmission to The University of Western Australia or another approved educational institution, and be enrolled full-time.
- Agree to abide by the Code of Conduct and all associated policies, guidelines and expectations as outlined in the St Thomas More College Handbook (the 'College Handbook').
- Pay all prescribed fees and charges by the due date(s).

At the end of the year, all residents have the opportunity to re-apply for a place in College in the following year. The decision to offer a current resident a new residency will be based on their suitability to residential life, their general support of the College's mission and values, and will take into account matters such as their conduct and involvement, and their academic and financial history.

Period of residency

- Residency is offered for a defined period as stipulated in the Residency Contract (Standard Rooms) or the Residential Tenancy Agreement (Studio Apartments and One-Bedroom Apartments).
- Standard Rooms:
 - Where the defined period is specified as the "full academic year" the resident agrees to remain a Resident at St Thomas More College for a minimum of 40-weeks. Where the defined period is specified as "one academic semester" the resident agrees to remain a resident of St Thomas More College for a minimum of 20 weeks in Semester 1 OR a minimum of 19 weeks in Semester 2.
 - The 40 week, 20 week, and 19 week contract periods are determined in accordance with the academic year, and take in university vacation periods. Please check your contract for actual residency dates.
 - Those on a 40-week contract will be able to remain in the College during the University vacation period in June and July. The one semester contracts change over in the middle of the year and the relevant dates are stipulated in the Fee Schedule and the contract itself.
 - Returning residents moving into standard rooms are able to take a 39-week contract, arriving at College on the Sunday before the start of lectures in Semester 1.
- Studio Apartments and One-Bedroom Apartments:
 - The Residential Tenancy Agreement will stipulate the exact dates for the period of the tenancy. A number of lease periods are available for residents to select from including 52 week leases.

In addition, new arrivals are expected to attend orientation sessions as appropriate both at the University and at the College.

- Accommodation outside of these specified dates is subject to availability, and in the event that a resident arrives prior to the specified commencement date or remains in residence beyond the specified conclusion date, he/she will be billed at the daily rate applicable for the additional days of residence.
- Unless given permission by the Deputy Head of College and all relevant documentation is completed and signed, all residents may only arrive and depart on the specified residency dates.
- One-semester contracts are only offered to current returning students who will complete their course of study at the end of Semester 1 or are going on an approved one-semester UWA Study Abroad/Exchange program, or as approved by the Head or Deputy head of College.

Relocation of Residents

- The Staff of St Thomas More College reserves the right to relocate residents in standard rooms within the College for maintenance purposes, conference trade purposes, or any other purpose deemed reasonable and/or necessary by the Head of College, this includes conduct related matters. Due notice will be given to the resident.

Breach of residency contract

- Residents are accepted into St Thomas More College either for the full academic year or for one semester on a contractual basis (Either through signing a Residency Contract or a Residential Tenancy Agreement).
- If a student fails to honour his/her Residency Contract by not taking up residency, then he/she will continue to be responsible for all accommodation charges until a new student takes up his/her place in the College. All additional fees are automatically forfeited.
- If a resident decides to withdraw from St Thomas More College during the specified Residency Contract period, a written letter indicating the intended date of departure and reason for leaving College must be submitted to the Deputy Head of College. The resident remains responsible for all accommodation charges for the specified residency period unless otherwise determined by the Head of College. All additional fees are automatically forfeited if a resident leaves during the residency period.
- If a student fails to honour his/her Residential Tenancy Agreement by not taking up residency or terminating early, approval for application to another college will not be given and a tenant reference will not be provided.
- The College reserves the right to pursue outstanding fees/rent directly and through third party debt collection agencies.

Financial obligations

- The resident and/or parent/guardian agree to pay the fees as set out in the College Fee Schedule or the Residential Tenancy Agreement. The resident and/or parent/guardian understand(s) that the Fee Schedule may be varied only in extenuating circumstances and only with the approval of the Head of College.
- If fees are not paid, then action will be taken to recover the outstanding debt. This may include having the Residency Contract/Residential Tenancy Agreement terminated and the resident being asked to vacate the residence and/or being referred to a credit agency for debt collection. In addition to the fees owed, the resident will be liable for any costs associated with such action, including any interest charged in accordance.
- Residents enrolled at The University of Western Australia understand that any arrears in fees or charges owed to the College at the end of a semester may lead to the College requesting The University of Western Australia to withhold the residents results until the outstanding fees or charges have been paid in full (this is referred to as an Academic Encumbrance).

Matters of conduct

It will be assumed that residents have read the College Handbook in conjunction with the following statements:

St Thomas More College may ask a resident to leave the residence and terminate the agreement if the resident or his/her guest/visitor or family member:

- Does not meet any of the expectations outlined in the College Handbook pertaining to the resident.
- Disregards by act or omission any of the policies or regulations contained in the College Handbook.
- Through act or omission put at risk the lives of themselves or others.
- Causes damage to himself or herself, the person or property of another, or maliciously damages the furniture, effects or property of the College.
- Commits an act of violence on himself or herself or another person.
- Misuses or tampers with any fire equipment (including fire doors, fire blankets, fire hoses, fire extinguishers, door closers, fire alarms and smoke/thermal detectors).
- Indulges in behaviour deemed by the Head or Deputy Head of College to be grossly unacceptable. It is expected that all residents will conduct themselves in a mature and adult-like manner while living in College.
- Gains illegal entry to another resident's room.
- Commits an act of intimidation, bullying, harassment, vilification or discrimination.
- Has previously received a formal warning for a serious breach of College expectations and has then committed a further infringement of the expectations set down in the College Handbook.
- Consumes, supplies or distributes any illegal substances. Residents who use, possess or distribute illegal substances can expect to have their residency terminated and to have the matter referred to the police for action.
- Consumes, supplies or distributes legal substances in an irresponsible manner. In particular, the College considers the excessive consumption of alcohol to be unacceptable, and will not sanction

any activity (such as drinking games) which might be seen to encourage such actions. Nor will permission be given for any function on College grounds at which alcohol is promoted as the main feature.

- Breaks any law or contravenes any regulation contained in the Crimes Act (State and Federal), Fire Regulations, Council Ordinances, Local and Federal Government Building Codes, and/or Occupational Health and Safety Legislation.
- Fails to pay fees and charges as outlined in the College Fee Schedule.
- In the event of a resident being suspended from the College for a specified period of time, he/she may not enter the College grounds, except with the rare permission of the Head or Deputy Head of College.

There is no entitlement to remission of fees for any resident asked to leave the College, or for any resident whose membership of the College is temporarily suspended on disciplinary grounds.

Students asked to leave the College will not be deemed alumni of the College, and subsequently not invited to future College events.

Resident's obligations

The Resident

- The resident shall not allow his/her accommodation or any part thereof to be occupied by anyone else without the written permission of the Deputy Head of College.
- The resident agrees to vacate his/her accommodation at the date of departure, leaving his/her accommodation in good order and clear of any personal belongings, including clothing and furniture not belonging to the College. No items can be stored in the room without the written permission of the Deputy Head of College.
- The resident understands that any property left in the room after the resident has vacated will be removed and either disposed of or given to a local charity.
- The resident agrees to allow St Thomas More College (administration, staff and contractors) access to the room and common areas for the purpose of cleaning, the issuing of notices and memos, room inspections or maintenance, and otherwise will not impede the College's possession and control of the room and common areas.
- The resident agrees that the room and common areas can only be used for private residential purposes.

The Resident agrees to take care of the room and any common areas, and to keep them in a clean condition. In particular:

- To allow the room to be cleaned on a regular basis. Each time a room clean has been refused, the house keeping staff will notify the Deputy Head of College and an explanation will be required from the resident.
- To put nothing down any sink/toilet/drain likely to cause damage or obstruction.
- To wrap and place garbage in appropriate bin storage areas.

- To take care not to damage items provided within the room and common areas, including furniture and fittings.
- To make no alterations or additions to the room or common areas without the written permission of the Deputy Head of College.
- To do no decorating that involves painting, marking or defacing any part of the room or common areas without the written permission of the Deputy Head of College.
- To keep no animals in the room or the common areas.
- To immediately notify the College Office of any loss, damage or defect to the room or common areas.
- To immediately notify the Deputy Head of College of any infectious diseases (e.g. glandular fever) or pests.
- To be responsible for the behaviour of his/her friends, family, guests or visitors while they are on the College grounds, and to pay for any damage to or loss of College property caused by him/herself and/or his/her friends, family, guests or visitors.

The Resident shall not:

- Store in the room or common areas any flammable materials such as fuels etc.
- Move or remove any furniture from common areas within or outside any building.
- Misuses or tampers with the card reader that supplies power to Studio and 1 bedroom rooms.
- Supply power to the Air Conditioner by any other means than the power outlet marked for that purpose.
- Install any furniture in the room or common areas, including portable air conditioning units or air purifiers, without the written permission of the Deputy Head of College.
- Obstruct any hallways, stairwells, common areas, entries or exits of the residence.
- Hang clothing on the rails or balconies of their room or use common areas for the purpose of hanging washing unless those common areas are designated areas and contain clothes lines.
- Smoke anywhere on College grounds apart from the area designated for smoking.

Responsibility to other Residents

- To avoid any disturbance, nuisance or annoyance to other residents by act or omission.

Responsibility to St Thomas More College

- To compensate for or meet any claims in respect of:
 - Loss or damage to College property caused by the resident's negligence or wilful act or omission.
 - Loss or damage to another person's personal property (whether loss or damage is caused by the resident or a guest or visitor of the resident).
 - Any injury to a person caused by an act or omission of the resident, or a guest or visitor of the resident.

Exclusion of liability

Notwithstanding and not in derogation of any rights or obligations under any insurance policies taken out by the Catholic Archdiocese of Perth or St Thomas More College; St Thomas More College, the St Thomas More College Council, the Head of College, the staff and resident staff of St Thomas More College, are in no way responsible or liable (individually or collectively) for any personal injury which the resident may suffer, or for any loss or damage to the resident's personal goods however that injury or damage be caused, whether it be through negligence or otherwise of St Thomas More College, the St Thomas More College Council, the Head of College, the staff or the resident staff of St Thomas More College.

The Catholic Archdiocese of Perth, St Thomas More College, the St Thomas More College Council, the Head of College, the staff and the resident staff of St Thomas More College are not responsible or liable (either collectively or individually) for any third party property damage or loss, or personal injury suffered by third parties, which results from the resident's actions, whether these actions are in contravention of the rules of St Thomas More College, the by-laws of The University of Western Australia, the laws of Western Australia or otherwise.

Further details

Please do not hesitate to contact the College on (08) 9386 0111 or e-mail:

office@stmc.uwa.edu.au if you have any questions regarding the Terms and Conditions of Residency.

SAFETY AND SECURITY

Fire and Emergency Policy and Procedure

The College has a comprehensive Fire Safety and Emergency Plan in place. Fire and Emergency Safety is a crucial issue in the College.

The College is required by law to maintain fire alarm and firefighting equipment in good condition. A sophisticated alarm system and emergency lighting system is in operation.

Fire extinguishers are also placed at strategic locations throughout the College campus. Common sense dictates that College staff and residents cooperate fully in ensuring that all fire extinguishers, detectors, fire blankets, door closers etc remain serviceable. Such life-saving devices must not be tampered with at any stage. Interfering with fire safety equipment in any way will likely lead to fines, suspension or exclusion from the College. By law, such tampering is a criminal offence. No one is to cover any smoke detector, interfere with fire extinguishers, or tamper with door closers.

The fire alarm system is quite sensitive and false alarms resulting in arrival of fire units can result in a considerable "False Alarm Fee" (levied by DFES) to be charged to the person or persons whose negligence prompted the fire alarm. The fee is currently set at \$1,337.

Corridors and stairwells are important for exiting the buildings during a fire. Thus, residents must keep corridors and stairwells clear (this includes shoes and bagged rubbish). Fire drills are held at the beginning of each semester. Directions regarding fire procedures are found on the back of each College resident's door and in the College's Emergency Procedure.

Emergency Information

The safety of our residents is of paramount concern to us. Please take a few moments to familiarise yourself with the procedures outlined below.

The priority in case of fire is personal safety by evacuating the buildings, not to fight the fire. If at any time or for any reason the alarm sounds you must evacuate immediately.

- Plan Ahead
- Investigate our safety features
- Locate nearest fire extinguishers
- Locate the nearest fire exit, and learn how to get to it under adverse conditions
- Know how to open and unlock your door even if it is dark
- Read safety instructions on the back of the room door
- Know where to assemble for Fire Drills

Prevention of fire

Apart from the dedicated smoking area, St Thomas More College is a smoke free campus.

There is to be NO COOKING in rooms that do not possess a dedicated kitchenette.

The burning of candles or incense is prohibited in all rooms except the College Chapel and Dining Room (as organised for Formal Dinners).

Electrical switches should be left in the “off” position at all times when not in use. This applies particularly to mobile phone and laptop chargers, recognised causes of many household fires.

Rubbish and debris must be removed to reduce fuel for any potential fire.

Procedures in case of fire

- Do not panic, stay calm
- Touch your room door with the back of your hand. If hot, do not open
- Vacate the room, closing the door and the windows at the sound of the alarm
- Leave the building quickly and in an orderly manner, alerting people on the way, and report to your designated muster point in the College grounds
- If possible, place a wet cloth over nose and mouth
- Keep yourself wet
- Stay beneath any smoke, by crawling if necessary
- Go downstairs and out of the building by using the Fire Exits
- Exiting from the building takes precedence over any attempt to fight the fire
- Leave the firefighting to those trained in this area
- Do not re-enter the building until the “All Clear” signal has been given by the Chief Fire Warden

Important: NRAS Apartment Smoke Detector Procedures

The smoke detectors in the NRAS rooms are multifunction. If a resident burns some toast for example the local detector in the room will sound in response to the smoke.

If the resident is confident that there is simply smoke from the burnt toast, then they should open their windows and turn on the extraction fan in the ensuite. After the smoke has cleared the local smoke detector will turn itself off. (False alarms will trigger a \$1,337 charge from DFES)

If the resident opens the door and the smoke gets into the corridor, then a full evacuation of the building will be initiated because the detectors in the corridors are configured to create a full alert. If indeed there is a fire in a studio or one-bedroom apartment that you are unable to safely extinguish, evacuate immediately. The local smoke detection alarm will sound and with rising heat the multifunction detector will have a thermal response which will initiate full alarms and evacuation of the buildings (if smoke in the corridors has not already triggered this full evacuation).

Electrical Items

Residents should be aware of the limitations of electrical circuits in the College and not overload the system by using too many electrical appliances. Circuits are protected by circuit breakers and safety switches.

For safety reasons and in compliance with Australian Safety Standards, some items will be required to be electrically tested and tagged: in particular bar fridges that are more than two years old.

All rooms are fully furnished and importantly there is to be no cooking of any sort in standard rooms. The following items are not permitted in the standard rooms:

- Portable Air Conditioning or Air Filtering Units
- Additional heaters.
- Toasters, microwave ovens, rice cookers and any other form of cooking equipment.

The following items are not permitted in NRAS rooms:

- Extra heaters and appliances for deep oil cooking. Both present a serious fire risk.
- Throughout College the following apply:
 - International students are not to bring electrical appliances from overseas to College (laptop computer excepted).
 - Only surge-protected power boards (EPODS) are to be used. No double adaptors are allowed.

Electrical appliances must conform to Australian Standards. They must have an Australian plug or a compliant adapter fitted in order for them to be used in a resident's room.

Personal Security and Insurance

Residents are responsible for the security of their room and its contents. ROOMS SHOULD NOT BE LEFT UNLOCKED. It is inadvisable to leave personal effects in laundries, corridors, common areas or on clothes lines overnight. Residents will be held responsible for the condition and security of College property in their charge and particularly for the contents of their room, such as chairs, desks, etc. and for the condition of the walls and built-in furniture.

Residents must be aware that thefts do occur. Particular care should be taken to secure wallets and other portable, valuable items. Residents are advised to lock their rooms when they are away, even for short periods. It is recommended that all cash is locked up and not left where it can be seen. Large sums of money and valuable documents (e.g. passports) can be locked in the college safe on request. The College can accept no responsibility for residents' personal property.

The contents of each room are insured under the College Insurance Policy; however, the policy will not cover possessions if the door has been left open or unlocked. An excess of \$1000 needs to be paid by the resident for any claim made through the insurance policy.

Residents are advised to leave items of high value at home or take out personal insurance on those items.

Residents are asked to ensure that external doors remain locked at all times.

Security concerns can be attended to without leaving one's room by contacting the Administration / RA on duty (9386 0111).

CCTV

As part of providing a safe and secure living environment for its residents, as well as ensuring an appropriate level of security for its physical assets, St Thomas More College employs an integrated security approach which incorporates a number of strategies; including a physical staff presence on campus, access control to all areas and in particular private rooms, CCTV systems and awareness programmes for residents and staff.

The CCTV is utilised to deter and if necessary investigate conduct that is not in keeping with the College's Code of Conduct and conduct that may be of a criminal nature. Any misuse of this system or the materials produced will be investigated

The Digital Recording Device & Monitor are housed in the communications room in the Administration area. At this location the Director of Operations and Facilities Development is able to search and review recorded data, as well as copy to disk for the purposes of transfer of data where necessary.

In addition to the above equipment, system monitoring is available via the College Network to the Head, Deputy Head, and Director of Operations and Facilities Development.

At all times access to live feed as well as the search and review functions are conducted in accordance with the relevant Federal and State laws as well as the University of WA policy relating to the control of private information.

All persons involved in the operation of the system are obliged to exercise the utmost care to prevent improper disclosure of material.

Trees at the Front of College

Please note that the trees at the front of the College are dangerous. While they look lovely, they are prone to drop limbs. The College takes the position that this area is not to be walked through or used as a place to relax in the shade.

Students in Building A who are using the stairwells should remain close to the building on the walkway. The College will regularly trim the inside canopy of these trees to ensure that the walkway zone remains safe.

Bicycles, skateboards and rollerblades policy

You are most welcome to keep your bicycle at STMC; however, it must be kept in the bike stores and be locked for security reasons. You are also required to see Reception to obtain a tag that must include your name and be attached to your bike. Any bike without a tag will be at risk of being removed from storage.

Bikes are not covered by College insurance. Responsibility for loss or damage rests with the owner. Please consult a local bike shop or the police for information about the most secure bike lock to purchase. D-locks are strongly recommended. If a bicycle is stolen, please inform the Deputy Head of College, University Security and the local police.

Due to Health and Safety regulations, especially in the event of a fire, bikes must not be kept in stairwells, corridors, balconies, or in rooms. Staff will remove bikes if they appear in such areas.

The College potentially has over 400 residents along with staff members and visitors on campus at any one time. The College is not designed with dual purpose access ways they are simply pedestrian walkways. The riding of bicycles throughout the College as well as all forms of skating, skate boarding and roller-blading are strictly prohibited within the College grounds.

Diversity, Equity and Inclusion Policy

St Thomas More College is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that members of our College bring to St Thomas More College builds our culture and our strength as a community.

We embrace our residents' differences in age, ethnicity, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, and other characteristics that make our members unique.

St Thomas More College seeks to maintain and strengthen gender and diversity equity by encouraging and expecting:

- Respectful communication and cooperation between all members
- Teamwork and participation, permitting the representation of all groups and perspectives
- Member contributions to the St Thomas More community and Australian community to promote a greater understanding and respect for the diversity.

All students of the St Thomas More community have a responsibility to treat others with dignity and respect at all times. Indeed, this responsibility underpins the College's *Code of Conduct*. All students are expected to exhibit conduct that reflects inclusion at all times, on or off the College campus.

Any student found to have exhibited any inappropriate conduct or behaviour against others may be subject to sanctions.

Members who believe they have been subjected to any kind of discrimination that conflicts with the College's Diversity and Inclusion Policy and initiatives is encouraged to seek support and assistance by discussing the matter with the Deputy Head of College.

Bullying, Discrimination and Harassment

This policy statement applies to all residents, associates and staff members at St Thomas More College.

Bullying, discrimination and harassment in any form (in relation to race, ethnicity, religious background, disability, sexual orientation, etc) are unacceptable at St Thomas More College. It is every resident's responsibility (both individually and collectively) to ensure that the community is free of such behaviour. Any resident found indulging in these practices will be dealt with severely.

Bullying and harassment both involve behaviour which harms, intimidates, threatens, victimises, undermines, offends, degrades or humiliates.

Harassment is always linked to Anti-Discrimination Laws and thus will focus on gender, race, ethnic background, colour, religion or belief, sexual orientation or disability. Harassment may occur through the words or actions of an individual or a group and may involve a single incident or repeated incidents. Harassment includes verbal or written threats, insults, taunts or abuse of a person with regard to their gender, race, age, religion, political beliefs, sexual preference, psychological state, physical impairment or other.

Bullying is repeated inappropriate behaviour, direct or indirect and by one or more persons which undermines an individual's right to dignity. It should be noted that only one instance of harassment is required to distinguish it as harassment. This separates harassment from bullying since bullying is often times an ongoing problem. Harassment can happen repeatedly, but it does not have to, whereas bullying always takes place more than once and typically many times. Bullying and harassment may occur in person, on the phone, via text message, email, voicemail and on social networking sites.

The main difference between bullying and harassment is that harassment has physical factors such as uninvited touching, intrusion into your personal space, and/or the damaging of your possessions. Bullying differs in the fact that it is almost always emotional or psychological and it often involves verbal and/or written communication and actions. The elusive nature of bullying makes it a great deal more challenging to stop than harassment.

Residents need to be aware that each member of the community is an individual, with individual reactions to a given situation. What one person sees as a joke, or good-natured 'horseplay', can be quite threatening to another. Hence, all individuals should be treated with respect and care. The measure of what constitutes inappropriate conduct is what the victim feels rather than the intention of the perpetrator.

Within the College setting, any practice which imposes different demands or expectations on one group, but not another, is bullying. A typical example is when first year residents are "expected" to adhere to some "tradition". The words "tradition", "College spirit" and "group bonding" can be used to conceal bullying. Whilst these words have legitimate meanings, bullies subvert such meanings and force their view of the world on others. The College management explicitly forbids such practices and will deal with these sorts of behaviours very strongly.

Residents need to be aware that certain nick-names, innuendo or references to another resident's lifestyle or sexual orientation can be construed as harassment.

The Western Australia Equal Opportunity Act of 1984 makes it unlawful to discriminate against or harass a person in certain areas of public life and provides the Commissioner for Equal Opportunity to resolve complaints through conciliation. Sexual harassment in particular conflicts with the University's Equity Opportunity Policy and the Commonwealth Sex Discrimination Act (1984).

Real College spirit is engendered by residents cooperating to do great things, be they in the exam room or on the sporting field and real group bonding is achieved by meeting challenges and overcoming them, together.

Reporting or Seeking Assistance

Any resident or employee who feels he or she has been subjected to any form of bullying, discrimination, or harassment is encouraged to take action to resolve the issue. The College will assist in any way possible, either by initiating action within the College or by referring the matter to the appropriate authorities. If you are not sure about anything that may cause offence to another resident, you can:

- Be sensitive to any sign of discomfort from the other person.
- Apologise, if you do notice the other person's discomfort.
- Stop doing what you are doing or what you are saying at the time, or
- Talk it over with your Residential Advisor or Senior Resident Advisor.

If you feel that you are the subject of bullying or harassment or, just as importantly, observe these you should:

- Tell the person concerned that you object to the comments or behaviour and ask them to stop.
- Discuss what occurred with your Residential Advisor or Senior Resident Advisor and/or
- Contact the the Head of College, Deputy Head of College, or the SRA.

Any resident involved in bullying, harassment or discriminating behaviour against another resident, a group of residents or staff member will be subject to investigation. A disciplinary response will occur if the investigation demonstrates that bullying, harassment or discriminating behaviour has taken place. Such behaviours are serious breaches of the Resident Code of Conduct and are grounds for immediate expulsion.

Hazing Policy

Hazing is defined by UWA as any mental or physical requirement or obligation placed upon any person or group of persons that could cause discomfort, pain, fright, disgrace, injury or is personally degrading or violates any Commonwealth, State or Local Government statute or any University policy.

St Thomas More College acknowledges that the new membership process of an organisation, team or group may include formal rites of passage that center on learning important information and developing close bonds of friendship with other members. There is nothing inherent in that goal that justifies any form of hazing, which by its very nature is incongruent with our values and has no place in College life. **St Thomas More College does not condone hazing behavior of any kind and it is expressly prohibited.** It is the responsibility of Resident Advisors, the Student Club Committee and all College groups and teams, and their individual members, to encourage an atmosphere of respect for one another and to provide positive role modelling for members and aspiring members.

No individual, group, team or College organisation shall conduct or condone hazing activities. Apathy or acquiescence in the presence of hazing is not considered a neutral act; such action violates this policy. Tradition, the purported intent of such acts, and the express or implied consent of the victim do not constitute valid defenses for violation of this policy.

Hazing, by its nature, relies on the exertion of explicit or implicit power over another person by an individual or group, and the submission of the receiver. Hazing includes actions taken or situations created that are intentional and threaten the safety of others, or that produce, or have the potential to produce, mental or

physical discomfort, embarrassment, harassment, or ridicule for the purpose of initiation, admission into, or affiliation with a group, organisation or team, or as a condition for continued membership.

Students who are found to have engaged in hazing in any form will be sanctioned by the College and the range of sanctions will extend to loss of residency in the most serious cases.

Social Media

This policy is to provide information on the use and the potential implications of the misuse of social media platforms. It is a guide to appropriate and acceptable use of social media in the context of St Thomas More College

This policy should be read in conjunction with the Colleges policy on Bullying, Discrimination and Harassment. St Thomas More College is committed to providing an environment free from all forms of discrimination, harassment and bullying including those caused due to social media use. It is an expectation that all posts to social media sites are appropriate and reconcilable with the College values. This expectation includes all posts to both public sites and a Resident's own sites. There will be no flexibility in the enforcement of this policy. A Resident will also need to ensure that any Facebook site etc. set up by himself is controlled, because that Resident will be held responsible for any misuse of that site.

Social media refers to communication methods via written comments, shared images, video or audio files. Social media platforms include, amongst others, blogs, Facebook, Instagram, Snapchat, Twitter, and YouTube.

Social Media is an increasingly prevalent, effective and powerful method of communication and social media has become an integral part of modern life. Social media can blur the lines between personal and professional expression and all member of the College community must carefully consider their conduct online, so as to preserve and protect their individual reputation and the reputation of the College.

In addition to College behavioural expectations, the rules of basic common courtesy and legal requirements - the following principles provide some additional guidance which are particularly relevant to the use of social media.

- Be genuine, credible and respectful.
- Remember to post appropriately as social media content is easily spread.
- Maintain confidentiality. Don't share any confidential, private or sensitive information through social media. Only provide information that is publicly available, and do not comment on or disclose any confidential or sensitive information.
- Do not use social media to harass, vilify, bully or discriminate against any individual. Be aware of liability. What you post online is your responsibility. Post carefully and after considering your liability in doing so.
- Consider how your posts might affect other people. If you post something derogatory, negative or inflammatory about another person or group on a social media site, you need to consider the potential affect it might have especially given the whole community will be reading it. If it is something that you would not consider saying to someone personally then you should not post it.

- Think about in what capacity you are posting. Give thought to the capacity in which you are posting and be sure to differentiate between your roles if you hold more than one. If you are acting in your personal capacity rather than your work capacity, ensure that is made clear.
- Use your online posting to promote the College and not to damage it in any way.
- Something posted on a social media site is a written communication, and the same legal ramifications can result, such as breach of privacy or confidentiality, defamation or trade practices/fair trading violations. As it is written in a permanent forum, it will always be able to be accessed and has the same evidentiary value as a more formal, hard copy communication.
- Protect your own safety and privacy. Before broadcasting information of your location and activities, consider your own privacy and safety. Ensure that you are aware of and understand the privacy settings you have set for social media sites that you use and set them to protect your privacy and safety.

The College reserves the right to remove, or request a resident to remove, any comments and postings that are contrary to this policy. Any breach of this Social Media Policy may result in:

- the application of penalties up to, and including, expulsion: and/or
- a report to the Police or appropriate authority.

Policy on Support for Students

The University recognizes the support needs of individual learners and is committed to:

- fostering an environment that is conducive to effective learning; and
- ensuring that students have access to support services for individual academic and/or non-academic issues during their course of study and enrolment at UWA.

This policy, which is published in UWA's Policy Library, outlines the support available to students to assist them with completing their studies and the University's processes for ensuring that students are aware of these support options.

Scope

This policy applies to all residents at STMC, and professional staff in the roles of providing academic or non-academic services to students.

General Principles

STMC and UWA is committed to providing academic and non-academic continuous support to all UWA students in accordance with its obligations under:

- Higher Education Support Act 2003 (Cth);
- Higher Education Standards Framework (Threshold Standards) 2021, and
- the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

The continuous support referred to above is provided to enable students to adjust to student life at College and UWA and to study with a view to:

- undergoing positive and engaging student and learning experiences;
- achieving satisfactory academic progress; and
- achieving their learning goals.

STMC and UWA ensures that the continuous support is:

- offered proactively,
- accessible and responsive,
- available as on-demand and opt-in processes,
- provided at no additional cost to students,
- non-discriminatory and aligned with access and equity principles.

STMC and UWA prioritizes the need to communicate with students identified as at risk, in accordance with the principles and procedures set out in Section 6 – 8 of the [Academic Progress Policy](#) and the Process set out in the [UWA Intervention Program](#), to ensure they are aware of support services available to assist them in completing their course of study.

STMC and UWA's commitment to provide academic and non-academic continuous support to its students is complemented by other relevant University policies, including:

- [Admissions Policy](#) and [procedures](#) for coursework students;
- [UWA College Admissions Policy](#) and [Procedures](#)
- [Credit Transfer, Advanced Standing and Recognition of Prior Learning Policy](#);
- [Academic Progress Policy](#)
- [Cohort Monitoring Policy](#)
- [Student Enrolment Policy](#)
- [Fitness to Study Procedures](#)
- [Special Consideration Policy](#) (to be revised as Exceptional Variation of Assessment Policy),
- [Disability and Medical Conditions Policy](#)
- [Assessment Policy](#),
- [Expectations of Unit Coordinators](#)
- [Rule Waiver Policy](#);
- [Mental Health Policy](#)
- [Student Housing Policy](#);
- Serious Student Incident [Policy](#) and [Procedure](#),
- [Safety and Health Policy](#)

STMC Support Options

STMC offers support, but not limited to the following, for students to assist in successful completion of their course of study:

Academic support includes: Peer to Peer Tutoring, Nerd Nights, Grad Association Evenings, Tommy Mentor Program and Alumni connections.

Non-academic support includes: Wellbeing Program, Outreach opportunities, Tell Me More Seminars, and Financial Support through Bursaries and Scholarships, as well as College Staff (including Deputy Head of

College and Resident Advisors) who assist with International Student Support, Mental Health and Wellbeing concerns, and support/referral for Sexual Misconduct.

UWA Support Options

UWA offers support options, but not limited to the following, for students to assist in successful completion of their course of study:

Academic support includes: [UWA's Academic Skills Centre](#), [Accessibility support](#), [Student Equity](#), [UniMentor](#), [Student Advisors](#), [School of Indigenous Studies](#), [Indigenous Studies Essentials \(ISE\)](#), [UWA Library resources](#), [UWA Library help and support](#), [Academic Conduct Essentials \(ACE\)](#), [Communication and Research Skills \(CARS\)](#), [Studiosity](#), [LinkedIn Learning](#), [UWA Guild Student Assist](#).

Non-academic support includes: [UWA Mental Health and Wellbeing Framework](#); [Mental health and Wellbeing services](#); [UWA Health and Medical Services](#), [Support for sexual harassment and sexual assault](#), [The Living Room](#), [International Student Support](#), [Support for international students under 18](#), [Wellbeing workshops](#), [Careers and Employability](#), [Financial support](#), [Security](#), [Diversity, Equity and Inclusion](#).

Support for Managing Student Grievance

Please see the Code of Conduct – Issue Resolution section of this Handbook for managing any student grievance at STMC.

The University also ensures that there are opportunities through the:

- [Review and Appeal Policy](#) and [Procedures](#) for students to request a review of an academic decision relating to them, and to appeal if they are dissatisfied with the outcomes of that review
- [Student Complaint Resolution Policy](#) and [Procedures](#) for a student to make a complaint about any matter in relation to their student and learning experience.

Sexual Misconduct

The College has a Code of Conduct that is predicated on respect and adherence to basic decency in all relationships. To abuse someone physically or sexually is a violation of the law and our Code of Conduct.

The College commits to taking a proactive approach to reduce as far as possible the risk of sexual misconduct on campus. Sexual Misconduct means an instance(s) where an individual engages in unwanted and unwelcomed conduct of a sexual nature towards another individual without their consent including Sexual Exploitation, Sexual Assault and Sexual Harassment. Student leaders and staff will be trained in the issues by SARC (Sexual Assault Resource Centre) and the Protective Behaviours Unit of the Archdiocese of Perth. Further, all new residents will be expected to attend a protective behaviours and bystander intervention seminar in O'Week, as well as complete the Respectful Relationships module online.

The College commits to dealing with any disclosure of sexual misconduct in a compassionate and comprehensive manner with the physical and emotional welfare of the alleged victim paramount at all stages. Whilst confidentiality will be maintained where at all possible, should the College believe that the

resident's welfare is at risk, emergency contacts and/or next of kin will be sensitively contacted and asked to provide support, however, details will not be disclosed.

St Thomas More College is committed to best-practice management to minimise the incidence and effects of sexual misconduct. We are committed to:

- a whole-of-community approach to preventing and responding to sexual assault
- a zero-tolerance policy towards sexual assault
- providing evidence-based education and training for staff and students throughout their time at college, and
- providing trauma-informed support for survivors, internally and/or through referral to professional support services.

We recognise that sexual misconduct can have traumatic and devastating impacts on people experiencing or witnessing such behaviour.

The Policy

St Thomas More College has a clear policy of zero tolerance of sexism, gender discrimination, sexual misconduct of every kind. These behaviours are prohibited for all residents and their visitors/guests.

This policy is part of our commitment to addressing inequality and promoting diversity, inclusion, responsibility and respect. It is part of our commitment to building a community in which everyone is safe (physically and mentally), valued and respected.

The purpose of this policy is to:

- Contribute to the prevention of Sexual Misconduct as part of College and University Activity.
- Contribute to safe and secure environments in which to study, work, recreate and perform official duties at the College and University.
- Express Sexual Misconduct prevention practices and behaviours expected by the College and University community.
- Express practices for making a Disclosure and/or report about Sexual Misconduct.
- Contribute to upholding the rights of residents to fair treatment, and
- Contribute to a College culture of respect.

This Policy applies to all St Thomas More College staff and students, and to their visitors and invitees, on College grounds. It also applies to everyone (College staff, students and their visitors and invitees) attending and/or participating in College events and activities, whether held on or outside College grounds.

This Policy applies to any and all forms of **sexual misconduct** (see **Definitions**) perpetrated by, experienced by, or witnessed by anyone covered by this Policy.

Sexual Misconduct

Sexual Misconduct means an instance(s) where an individual engages in unwanted and unwelcomed conduct of a sexual nature towards another individual without that other individual's consent including Sexual Exploitation; Sexual Assault and Sexual Harassment and includes incidents where:

- a threat of Sexual Misconduct is made; or
- an individual(s) incites (an)other individual(s) to engage in Sexual Misconduct.

STMC will not tolerate acts of Sexual Misconduct towards, or from, members of the College community. Members of STMC must not engage in Sexual Misconduct.

STMC and the University will uphold the right of the College Community to participate in an environment free from Sexual Misconduct.

STMC will support members of the College who have experienced Sexual Misconduct.

Sexual Exploitation

Sexual Exploitation means any actual or attempted abuse of a position of vulnerability, differential power or trust, for sexual purposes, by a person, including profiting monetarily, socially, academically, professionally or politically from the Sexual Exploitation of another.

Sexual Assault

Sexual Assault means any unwanted sexual act or behaviour which is threatening, violent, forced, coercive or exploitative and to which a person has not given or was not able to give consent, including but not limited to:

- rape
- attempted rape
- sexual abuse (refers to all sexual activity with someone under the age of consent or who is otherwise incapable of consenting due to the nature of the relationship)
- indecent assault, and
- other forms of forced unwanted or unconsented sexual acts.

Sexual Harassment

Sexual Harassment means an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature, and includes, but is not limited to:

- the use of sexually suggestive words, gestures or sounds;
- declarations, or approaches for affection;
- requests for sexual activity;
- invitations, telephone calls, texts or digital communication of a sexual nature;
- physical touching or familiarity;
- indecent exposure;
- voyeurism; and/or
- image-based abuse (distribution of intimate, nude or sexual images, real or modified (including drawing, photography or video) of an individual without their consent);

in any circumstance, that would cause a reasonable individual person to feel offended, humiliated or intimidated.

A person may experience Sexual Harassment regardless of mutual attraction, previous **Consensual Sexual Activity** or personal relationship between that person and the person allegedly engaging in the Sexual Harassment of that person.

Note: Behaviour that was previously Consensual Sexual Activity may constitute Sexual Harassment depending on the circumstances in which the conduct occurs, including the state of mind and capacity of the parties in question.

Scope

The scope of this Policy applies to the entire College, including:

- College Property;
- Digital Environments;
- College events;
- The entire College community; and
- where appropriate and/or required, to third party partners involved in delivering business, services or education on behalf or in partnership with, the University.

Where Sexual Misconduct is disclosed or reported as occurring outside the scope of this Policy, for example at a private venue and not related to a University Activity, the University cannot investigate such matters as a potential Misconduct issue. However, the effects of Sexual Misconduct are recognised and regardless of where an incident is alleged to have occurred, the University and College will offer appropriate and available support services and referrals, and consider reasonable measures to ensure a safer community.

Sexual Misconduct on External Premises

STMC may be limited in some circumstances in its ability to investigate alleged incidents that occur on external premises where the parties involved were not engaged in a College or University activity. The College will support members of the College Community who experience Sexual Misconduct while performing a College or University Activity on external premises (those that are not owned by the College, UWA, or managed by the College and/or UWA).

Sexual Misconduct on External Digital Environments

STMC may be limited, in some circumstances, in its ability to investigate alleged incidents that occur on external premises where the parties involved were not engaged in a College or University Activity. The College will support members of the College community who experience Sexual Misconduct on external **Digital Environments** (those that are not owned by the College or managed by the College and/or University).

Sexual Misconduct by an External Individual

STMC will support members of the College who experience Sexual Misconduct by an external individual (those that are not a member of the College Community, including former Residents and former Employees) while performing College or University Activity.

Preventing Sexual Misconduct

The UWA Safer Communities Working Group, which includes College Row Heads of College, are responsible for the development and delivery of strategies to support three pillars of prevention of Sexual Misconduct including:

- leading cultural change;
- identifying and prioritising necessary facility and service changes (i.e. lighting/pathway enhancements, help points, software applications, etc.);
- education and training.

Members of the University's Safer Communities Working Group will report to, and support, relevant University leaders and Senior Leaders with the delivery of strategies.

Members of the University and College communities will have a shared responsibility for helping to prevent Sexual Misconduct by keeping themselves informed about Sexual Misconduct and active bystander intervention.

Sexual Misconduct Training

STMC will offer and continue to develop a range of training for staff, Resident Advisors, Student Club Committee members, and the wider College community on topics related to preventing Sexual Misconduct, including but not limited to:

- First responder training; First responders include Students and Employees who may be the first person informed of an incident of Sexual Misconduct.
- Active bystander training; Active bystanders take action, where it is safe to do so, to support someone being affected by Sexual Misconduct. Resident Advisors will be trained in running the Bystander program, whilst all residents will attend a session at the beginning of their first semester.
- Safeguarding Program: all student leaders will attend a full-day workshop with the Archdiocese of Perth to learn about protective behaviours and how to implement safe practices in the College. All residents will attend an information seminar during orientation.
- Respectful Relationships: all residents need to complete an online module which focuses on promoting respectful relationships and gender equality as a primary prevention program.

Consensual Sexual Activity

Consensual Sexual Activity means sexual activity by individuals of a legal age, who actively agree to engage in the sexual activity by choice, and have the freedom and capacity to make that choice; This means consenting to sexual activity without fear, coercion, force or intimidation.

An individual cannot give consent if they are:

- under the age of 16;
- under the age of 18 if they are in a relationship of authority with the other person(s) with whom they are engaging in the sexual activity (for example teacher, employer or coach);

- unconscious, asleep or significantly impaired by alcohol or medication, including over-the-counter or prescription medication, or illicit drugs;
- have a psychological or decision-making disability or condition that impacts on their ability to understand what they are consenting to;
- tricked into performing a sexual activity; and/or
- intimidated, coerced or threatened, including when they are afraid of harm to themselves or someone else if they do not engage in the sexual activity.

Note: Consent is active, not passive. Individuals may freely choose to say ‘yes’ and change their mind at any time. Consent cannot be presumed only on the basis that an individual has not protested, said “no”, or physically resisted.

Other things to know about consent

- Consent needs to happen every time – agreement to sex at one time is not agreement to sex at any other time.
- Everyone needs consent – consent cannot be assumed between people in a relationship.
- Consent has to happen at every step – agreement to one sexual thing is not agreement to any other sexual thing.
- Showing interest is not consent – giving someone attention, agreeing to go on a date or flirting with them is not consent.
- Make sure the other person is consenting – each and every time a person engages in any sexual activity, they must always have the other person's consent.
- Going ahead with sexual activity knowing that the other person does not consent is criminal, but it is also criminal to proceed with sexual activity:
 - being aware of the possibility that the person might not be consenting, or
 - not giving any thought to whether or not the person is consenting.

Disclosing and Reporting Sexual Misconduct

STMC will support members of the College Community who choose to make a Disclosure and/or a Report about an incident of Sexual Misconduct.

STMC will maintain confidentiality regarding Disclosures and Reports subject to their legal obligations, including in relation to mandatory reporting.

Members of the College may make a Disclosure and/or a Report about recent or historical Sexual Misconduct in accordance with the Disclosure and Reporting Sexual Misconduct procedures outlined below.

While STMC will take all reasonable steps to take action in relation to a Disclosure or Report of Sexual Misconduct, including historical Sexual Misconduct, delaying making a Disclosure or Report of Sexual Misconduct may affect the ability of the College to take action.

While STMC may be limited in its ability to investigate such matters as Misconduct, the College will provide support to members of the College Community who make a Disclosure or Report of Sexual Misconduct.

Disclosing Sexual Misconduct to STMC

Disclosure means a voluntary process in which a person affected by Sexual Misconduct including historical incidents, and incidents outside the scope of this Policy, the **Discloser**, makes a Disclosure to the College that enables the College to provide information and access to support to the Discloser.

Making a Disclosure will not automatically commence an investigation process. The Discloser will be advised of their options for support and reporting both within and external to the College, which may include the police.

STMC may be required to take action to meet external reporting obligations and/or where an ongoing and serious risk to the College Community is identified; In such cases, the College will work with the Discloser to keep them informed and to ensure their safety.

As a Disclosure is not usually investigated unless the person chooses to make a Report, the College will consider protective, precautionary measures, as requested by the Discloser, that can be reasonably provided or accommodated by the College.

Reporting Sexual Misconduct to STMC

STMC will have regard to the circumstances of the **Reporter** when liaising with the Reporter during the course of an investigation; This is to ensure that any special needs or circumstances are accommodated and supported to the fullest extent possible.

To the extent permitted by law and in accordance with the College's anti-discrimination policies, the College may consider the particular circumstances of the Reporter when investigating incidents of Sexual Misconduct. Such particular circumstances will only be considered to the extent that they are relevant and pertinent to the College's investigation and will not be unnecessarily considered. The University will not act on anonymous Reports of Sexual Misconduct unless there is independent evidence supporting the Report and the allegation can be investigated fairly with regard to the alleged victim and respondent.

STMC will, when investigating alleged Sexual Misconduct:

- ensure procedural fairness is applied;
- provide appropriate supports to all parties to an investigation, including witnesses; and
- make findings based on the balance of probabilities (known as the civil standard of proof), which means that the College must be satisfied that, based on the evidence available at the time, an incident is more likely to have occurred than not to have occurred.

STMC will consider, without prejudice, whether precautionary measures can be established for the Reporter, the **Person of Concern** or any witnesses during an investigation; These measures are aimed at reducing harm and increasing safety and include, but are not limited to:

- reasonable accommodations in work, study, or other University and/or College Activities;
- temporary changes to teaching/supervising arrangements;
- restricting access by individual(s) to the University and/or College, in part or in full;
- suspending individual(s) from performing some or all University and/or College Activities; and

- prohibiting contact and communications between individual(s) identified in the Report or who are subsequently identified as being involved in the circumstances surrounding the alleged Sexual Misconduct during the course of the investigation.

Reporting Sexual Misconduct External to STMC

STMC will provide information on external reporting options for Sexual Misconduct including, but not limited to:

- the Western Australian Police Force (the Police);
- the Sexual Assault Resource Centre (SARC);
- the Equal Opportunities Commission (the EOC); and
- the Australian Human Rights Commission (AHRC).

STMC will provide support to a member of the College who wishes to Report an incident of Sexual Misconduct to an external agency and will, to the extent possible, continue to offer/provide support and precautionary measures during the course of any investigation or process undertaken by that external agency. The College and University must meet its mandatory notification obligations when a Report of Sexual Misconduct is received, to relevant agencies including, but not limited to the:

- Police;
- Public Sector Commission;
- Corruption and Crime Commission; and
- Department of Foreign Affairs and Trade.

STMC will endeavour to inform the Reporter about any relevant mandatory notifications, provided that:

- it is legally permitted to do so;
- it is practical to do so; and
- the College can be reasonably confident that any delay in notification will not increase the risk of further Sexual Misconduct against the Discloser or Reporter, or any other individual.

STMC may suspend an investigation into a Report of alleged Sexual Misconduct, pending the outcome of a process undertaken by an external agency such as the Police or terminate an investigation where the outcome of such a process undertaken results in it no longer being viable or appropriate for the College to continue to investigate.

Procedural fairness

STMC will treat complainants and respondents in accordance with accepted principles of procedural fairness. We acknowledge that complainants should not be adversely treated or affected in any way as a result of choosing to disclose or report sexual assault.

STMC will respect the rights of respondents throughout any investigation and disciplinary processes. We acknowledge that respondents are entitled to the presumption of innocence. For the purposes of its own investigation and disciplinary processes, the College acts according to the civil standard of proof, i.e. proof on the balance of probabilities. Decisions taken by the College will be strongly influenced by the traumatic

impact of the alleged incident on the complainant regardless of whether or not there is sufficient evidence for the incident to be confirmed.

STMC cannot pursue any formal investigation or disciplinary process where a report is made anonymously or without identifying the respondent, but the information will still be used for the purposes of the College's risk identification, assessment and prevention strategies.

Seeking Support at STMC

The College encourages anyone who has experienced or witnessed sexual assault to seek support as soon as possible, so that they can be helped and supported. We recognise that sexual misconduct is traumatic and that persons affected often find it difficult to talk to someone else about what has happened.

STMC and UWA have staff trained in responding to disclosures of sexual misconduct to ensure you feel supported and informed of all your options and services available. To ensure your right to self-determination, your decision making and response to any form of sexual misconduct will be respected and supported in full. If residents experience any form of sexual misconduct while at STMC, they are encouraged to report it to an RA, any STMC staff member, or the UWA Student Incident and Support Team.

STMC Residents can contact our College Row Wellbeing Advisor, the Deputy Head of College and/or one of the Senior Resident Advisors to access pastoral services and residential support. Other staff contacts are listed below. You will be listened to, treated with dignity and respect, and informed of your options.

College Row Wellbeing Advisor (Rani Turner)	6488 4039
The Deputy Head of College	0459 306 088
The Senior Resident Advisor	0456 781 320 (Carys) or 0488 273 131 (Max)
The Resident Advisor on Duty	9386 0111 (Option 1)
The Head of College	0488 564 824
Your Floor/Wing Resident Advisor	

There are two courses of action you may take. If unsure, you can discuss your options with a member of Staff.

- Disclosing sexual assault or misconduct: When disclosing an incident of sexual assault, you are sharing your experience and your disclosure will be treated in confidence with personal and incident anonymity maintained.
- Reporting sexual assault or misconduct: When formally reporting an incident of sexual assault, your report will be internally investigated in full with action and outcome.

STMC support for sexual assaults or misconduct that occur onsite or on campus may include:

- Pastoral support and service advice
- Liaison with UWA Departments on your behalf

- Academic Support (Special Consideration)
- Accelerated UWA Support Referrals
- Relocation to a temporary or alternative room
- Meal Support
- Rent adjustments (if requiring short leave of absence)
- You can also request escort from UWA Security between campus and hall

If you are concerned for your immediate safety, we encourage you to contact the RA on Duty. Alternatively, UWA Security can be contacted by phoning 6488 2222 or sending an alert on the Safe Zone App. Security will attend and assist both on-campus and onsite at STMC. If you are off campus, seek a safe location and contact the Western Australian Police by dialling 000.

Seeking Support at UWA

The safety and wellbeing of the UWA community is top priority with a range of support services on campus to assist you after an incident of sexual assault or misconduct. Support services include:

Student Incident and Support:

- W | uwa.edu.au/students/Support-Services T | 6488 2424 E | disclosure@uwa.edu.au
- Holistic support for a range of wellbeing issues such as assault, stalking or harassment
- Information remains confidential, unless a situation poses an immediate safety risk • Fast-track referral to other services, such as counselling
- Provide support with academic matters such as extensions, class changes, deferrals etc
- Provide support with safety and practical matters such as financial assistance, emergency housing, changing residence, safety planning
- Provide information about possible options for reporting or making an official complaint.
- Not involved in the reporting or investigation process. UWA Integrity and Standards Unit

UWA Integrity and Standards Unit

- W | web.uwa.edu.au/university/complaints T | 6488 8547/7986/1976 or 0400 890 879 E | integrityandstandards@uwa.edu.au
- Receive and assist resolution of complaints related to the UWA community and the student experience
- People can choose to report anonymously, or remain anonymous through the report/complaint process
- Options available, including but not limited to:
 1. Make a report (giving contact details) Anyone directly subjected to sexual misconduct can make a Report against a member of the UWA Community. Can be submitted via email, phone or in person by appointment. Individuals can remain anonymous to others through this process.
 2. Make an anonymous or third-party report Submitted via phone, email or in person. University actions may be limited if limited details are provided.

Health and Medical Services:

- W | uwa.edu.au/medical-centre T | 6488 2118
- Provide confidential, accredited medical care, urgent mental health care and psychological therapies
- 10 bulk-billed psychological appointments on a GP Mental Health Care Plan by referral
- Bulk-billed for domestic students, direct-billed to OSHC insurer for international students (Medibank or Allianz)
- Provide testing for pregnancy and STIs
- Male or female doctors available on request
- Can assist with special considerations and referral

UWA Counselling:

- W | uwa.edu.au/students/Support-services
- Brief, short-term intervention sessions to assist with concerns, issues or everyday events
- Free and confidential support
- Three sessions per calendar year, book online

Guild Student Assist:

- W | uwastudentguild.com/get-support T | 6488 2292 E | assist@guild.uwa.edu.au
- Team of qualified Social Workers and Counsellors within the Student Guild
- Provide free, independent and professional support and advocacy to any enrolled UWA student
- Information remains confidential, unless a situation poses an immediate safety risk
- Provide information and referral to a range of services
- Counselling appointments available
- Provide emergency financial assistance, interest-free loans and food pantry
- Support through the report/complaint process

External Support

The Sexual Assault Resource Centre (SARC) is a free service located in Perth providing crisis services to people who have experienced a recent sexual assault in the past 14 days and counselling for sexual assault/abuse experienced recently or in the past.

- Free and confidential 24/7 emergency line T | 6458 1828 or 1800 199 888
- Team of specially trained female doctors, and male and female counsellors
- Immediate, emergency assistance including medical, forensic and counselling support, up to 2 weeks after a sexual assault.
- Can support a person's decision to involve Police (optional)
- Free, specialist counselling also available related to historical sexual assault or abuse

The WA Police Sex Assault Squad is a specialised unit who respond and investigate reports of sexual assault.

- W | police.wa.gov.au/your-safety/sexual-assault T | 9428 1600 E | sexassaultsquads@mail@police.wa.gov.au
- When a person reports a sexual assault they will be offered free and confidential counselling services

- If the person chooses not to take action, reporting the assault still helps Police to record the crime which may assist with future investigations
- No action will be taken to investigate the assault without your permission

1800 Respect is a national sexual assault and domestic violence counselling Service operating 24/7

- W | 1800respect.org.au T | 1800 737 732
- Language interpreter options available
- Support via telephone, online chat, or directory of registered face-to-face services

Record Keeping

STMC will handle all College Information regarding Disclosures and Reports in accordance with UWA's:

- [Information Privacy Policy](#);
- [Information Protection Policy](#); and
- [Information Retention Policy](#).

Definitions

College	St Thomas More College of 48 Mounts Bay Road, Crawley, WA 6009
College Activity	means studying and/or working at the College, and/or taking part in recreation or other activities organised by the College and/or University; and/or any services and/or performance of official duties of the College, regardless of location.
College Community	means all individuals who engage in College Activity and/or use of College property.
College Property	means tangible and non-tangible things, belonging to, or contracted to the College or members of the College community, including buildings, facilities and services.
Complainant	Person who personally experiences or personally witnesses sexual assault and who makes a disclosure or report.
Consent	has the meaning given by law (and see "Consent" below)
Consensual Sexual Activity	means sexual activity by individuals of a legal age, who actively agree to engage in the sexual activity by choice, and have the freedom and capacity to make that choice; This means consenting to sexual activity without fear, coercion, force or intimidation.
Digital Environment	means a website, Social Media, web-conferencing, chatroom or online learning platform.
Discloser	means any individual that makes a Disclosure.

Disclosure	means the sharing of information about Concerning Behaviour that does not start an investigation.
Employee	means an individual employed by the College.
Person of Concern	means an individual involved in an incident which has been reported to the College.
Report	means to provide a formal account or statement about Concerning Behaviour made to a member of staff.
Reporter	means an individual who makes a Report to the College.
Resident	a student who lives at St Thomas More College and has signed a College Membership Agreement.
Student	means an individual enrolled at the University in one or more units towards a higher education award course or an enabling course, or undertaking units through University Extension other than on an audit only basis.
University	The University of Western Australia 1911 (WA)
Respondent	Person who has, or allegedly has, perpetrated sexual assault.
Sexual Assault	as defined above in the policy text.
Sexual Harassment	as defined above in the policy text.
Sexual Misconduct	as defined above in the policy text.
STMC	St Thomas More College of 48 Mounts Bay Road, Crawley, WA 6009
Support person	Any person to whom a disclosure of sexual assault is made.

Sickness and Injury

The Deputy Head of College Should be advised promptly of any sickness and/or serious injury sustained by a resident. Apart from the concern the College has for the welfare and well-being of all residents, it is important to notify next-of-kin to ensure adequate treatment is obtained where necessary and if needed our infectious diseases procedure enacted.

Infectious diseases protocol and testing procedure

The health and wellbeing of all our students and staff at Tommy More is our top priority.

With respect to COVID-19, influenza, chest infections and head colds: there can initially be very similar symptoms. Therefore, the following protocol is to ensure that you get medical attention as soon as possible upon the onset of symptoms while reducing the risk of any cross infection with other students in the College.

The arrival of COVID into the broader Western Australian community will require our young adults to be self-regulating, practicing excellent hygiene, and complaint with all health measures put in place to ensure the safety of all. If you have COVID-19, please stay in your room until your symptoms have resolved. You can recover from COVID-19 at home if your symptoms are mild. If you need to leave your room at any time, please wear a mask.

Contact a GP if you start to feel worse. You can also call Healthdirect on 1800 022 222. If your symptoms become severe, call 000 immediately.

1. Manage your symptoms with rest and pain relief. Remember to check with your doctor if you are eligible for antiviral treatment.
2. Stay at home until your symptoms resolve. This could take up to 10 days or more. A minimum of 5 days is a good guide.
3. Don't forget to tell anyone you have had close contact with that you have COVID. You're most infectious 2 days before symptoms start.

To protect those most at risk from COVID-19, for 7 days after testing positive for COVID-19 you should not visit or work in high-risk settings including hospitals, disability, mental health and aged care residential facilities and other healthcare settings (e.g., ambulance services, GP clinics, physiotherapy).

You can still attend public hospitals and high-risk settings for urgent medical care or treatment, but you should contact the facility to let them know you have tested positive for COVID-19.

For more information about COVID-19 guidelines, please visit the [WA Government Website](#).

Smoking & Vaping

St Thomas More College is primarily a smoke-free site, in line with The University of Western Australia. In recognising that the STMC campus is home to some students who wish to smoke, a designated smoking area has been set aside at the back of the College. Smoking is only permitted within the designated smoking area.

Additionally, there are specific laws that relate to vaping in Western Australia that you need to be aware of. So long as you're not breaking the law, you are permitted to smoke in the designated area. Smoking in other areas will require the resident to discuss this matter with the Deputy Head of College. Persistent disregard for this matter will be treated very seriously and may result in a resident having to leave the College.

Smoking and evidence of smoking in rooms is unacceptable and a breach of the College's agreement, which may result in disciplinary consequences. STMC residents who smoke must comply with the principle that non-smokers should not be subjected to first or second-hand smoke inhalation. It is unacceptable for fellow residents to be disturbed by cigarette smoke blowing into their rooms.

The Smoking Area must be kept clean. Smokers are expected to be courteous and dispose of cigarette butts and packets in the bins provided and to keep the area clean and tidy. Alcohol is not permitted in the Smoking Area. Those using the Smoking Area must comply with STMC guidelines around noise and Quiet Hours.

It can be challenging to stop smoking. If you would like help to quit smoking but are not sure how, the Australian Government has an excellent [website](#) and there is a free Quitline at 13 78 48.

Alcohol and other drugs policy

The College does not approve of or condone the use of illegal drugs or the misuse of legal drugs. The College actively discourages drug dependency and drug abuse, and encourages residents and staff to have a responsible attitude towards the use of alcohol and indeed drugs of any kind. The College, like The University of Western Australia, is committed to upholding the law of the State of Western Australia and Commonwealth of Australia relating to the use of both legal and illegal substances.

The College operates on the basic principle that residents are young adults. As young adults, residents are responsible for what they consume or use. Residents will decide if and how much alcohol and/or drugs they will consume. In making those decisions residents need to identify their own priorities and recognise that the use of alcohol and other drugs may affect a person's judgement and can be potentially harmful; resulting in permanent damage to health, to relationships and to reputation and career prospects.

The College has a strong pastoral interest in its residents and will be as supportive as circumstances allow, in what are often difficult and complex situations. The College will provide information on the safe use of legal drugs and the reduction of harm to residents who abuse legal drugs; it will not support the abuse.

Illegal Drugs

The College can never condone illegal drug use, nor will it protect users from the law. Drug abuse is a tragic situation and dealing with it is outside of the College's resources and competence.

Use of illegal drugs may offend others in the College community. Those offended are entitled to make their complaints heard and such complaints will elicit action from the College.

Residents who use, possess or distribute illegal drugs can expect to have their residency terminated and to have the matter referred to the police for action. The penalties for possession, use and distribution can be severe.

Trafficking or participating in trafficking in illegal drugs will result in the resident/s being required to leave College immediately. Expulsion will be based on reasonable evidence and the standard used will be less than that required for a criminal conviction.

Where use of illegal drugs is observed or trafficking is suspected, the College may rely on the police or other appropriate resources to resolve the various problems identified.

Resident activities at the College are covered by relevant Commonwealth and State laws, the policies of the University and the College's own policies and procedures.

Alcohol

Introduction

In Australia responsible alcohol consumption by adults is legally and culturally acceptable. Residents who are at College and over the age of 18 are legally entitled to purchase and consume alcohol. We understand that some residents expect to consume alcohol while they are in residence. It is the responsibility of residents to ensure that everything is done to minimise the harmful effects of alcohol and that this policy is adhered to. The aim of this policy is to encourage residents to make informed choices about the use of alcohol and to promote a functional community that can consume alcohol responsibly.

Consumption of alcohol at the College must be seen in the wider context of a community recognition and concern about the harmful physical, behavioural and social effects of excessive alcohol consumption. The College holds the view that the excessive consumption of alcohol is not an acceptable rite of passage and that such behaviour can lead to the point of harming self and/or others and can be life threatening.

The excessive use of alcohol does not diminish a resident's personal responsibility for observing community rules and expectations. Where there is alcohol misuse, staff will deal with it sensitively and raise resident awareness of support services. When a resident's alcohol consumption is consistently excessive or a resident demonstrates unacceptable behaviour resulting from the over-consumption of alcohol, the College reserves the right to apply appropriate sanctions.

The College is a living and learning environment where every resident must be respectful and considerate of others.

Resident activities at the College are covered by relevant Commonwealth and State laws, the policies of the University and the College's own policies and procedures.

This policy should be read in conjunction with the College's Code of Conduct.

General Principles

Responsible consumption of alcohol is permitted in the College. 'Responsible consumption' means drinking in moderation. Subject to this requirement:

Individual residents are permitted to have and consume alcohol in their rooms.

At the Head of College's discretion, specific common areas may be made available for groups to have a couple of drinks before going out on a Wednesday and Friday evening.

Residents who prefer not to drink will be supported in this decision.

Drinking must not interfere with the interests and welfare of others. Behaviour that causes harm to individuals, property or the reputation of the College or the University is unacceptable. This includes behaviour that interferes with the reasonable expectation of an environment conducive to study and to sleep, or that disregards the appropriate responsibilities and strategies for conducting events and functions.

Limits

Residents under the age of 18 must not consume alcohol. Residents must not provide alcohol to anyone under the age of 18.

Residents will not drink with the aim of becoming intoxicated. Residents will not consume alcohol to excess or be significantly affected by alcohol while on campus.

Residents must not provide alcohol to anyone who is intoxicated.

Residents must not be subjected to any pressure to drink.

Drinking games/competitions are not to occur at the College or at events associated with the College. Any materials or apparatus thought to be part of drinking games may be confiscated without notice and not returned. Any staff member may implement this action or make a report.

In all areas (including residents' rooms) and at all times, unreasonable or anti-social behaviour (including excessive noise) that disturbs or interferes with others is inconsiderate and unacceptable and will not be tolerated.

Large groups, the presence of significant numbers of non-residents and/or excessive quantities of alcohol are not permitted.

Venues, Events, and the Consumption of Alcohol

If you are over 18 years of age, you may drink alcohol in moderation in your own room. Large numbers of residents congregating and drinking in a room is not acceptable. Noise and non-resident behaviour remain the responsibility of the person whose room is being used.

Drinking in public areas, on the lawns or around the College environs is not permitted. Alcohol is not to be consumed on any balconies or in any corridors or stairwells.

At no stage should any resident be wandering around College consuming alcohol or with open bottles/cans.

Excessive use of alcohol does not diminish your personal responsibility for observing College expectations, especially those relating to noise and behaviour. The excessive use of alcohol in itself is a contravention of the College's expectations.

Residents may not take alcohol into communal areas such as the Dining Room, or Recreation Rooms without the explicit prior permission of the Deputy Head of College. In particular residents are directed to the appropriate Accords concerning the use of the recreation rooms.

Alcohol is not to be consumed in the communal spaces in Buildings A or B.

"Sports Drinks", i.e. celebrations after sporting events, are to be conducted off campus.

With the permission of the Deputy Head of College, and at specified times, small groups may drink in specific common areas provided that drunkenness and any form of excess are avoided.

Individual residents are responsible for cleaning up any area that they have used. Cleaning materials are available through the Resident Advisor on duty. If an area is not cleaned immediately a report will be made by the house staff and handed to the Deputy Head of College for review.

Anyone who has been drinking is not to enter the Dining Room. The catering staff will refuse to serve anyone they believe to be intoxicated with alcohol or other drugs or who they think is unfit to dine in the College Dining Room. The staff will require such a person to leave the dining area immediately and the Deputy Head of College will be informed.

Consumption of alcohol prior to College Dinners/Events will lead to the exclusion of the resident involved from that event. In particular residents are expected to respect the College's heritage by joining in with the Reflections prior to these dinners. Those choosing to consume alcohol rather than attend the Reflection are at odds with the values held by the College and will be required to discuss this with the Deputy Head of College.

Any mess caused by students as a result of intoxication will be reported by the Housekeepers to the Deputy Head of College, who in turn will speak with those involved to arrange for its clean up and appropriate sanctions. In circumstances where it is difficult to identify those responsible, the Deputy Head of College may approach the Student Club Committee to arrange for its clean up.

Visitors to the College

Visitors to the College, including ex-residents, are subject to this Policy. Residents are responsible for ensuring that their visitors and guests comply with this Policy.

College Statement on the Misuse of Legal Drugs

A drug is any substance (with the exception of food and water) which, when taken into the body, alters the body's function either physically and/or psychologically. Drugs may be legal (e.g. alcohol, caffeine and tobacco) or illegal (e.g. cannabis, ecstasy, cocaine and heroin).

drugaware.com.au 02/04/2019

The handbook, in the Alcohol and Other Drugs Policy, is clear that:

The College does not approve of or condone the use of illegal drugs or the misuse of legal drugs.

There seems to be a growth in the use of nitrous oxide (a legal chemical for an intended purpose) in order to get intoxicated (not its intended purpose).

The commentary below is from a report on PerthNow (9 December 2018):

They (nangs) present a range of health risks including brain damage. In the UK, 17 deaths have been attributed to inhaling nitrous oxide. And Sydney teenager Hamish Bidgood who fell 11 storeys from a Surfers Paradise hotel balcony to his death during schoolies celebrations, had reportedly inhaled nitrous oxide while partying with mates on the night he died...

A WA Police Force spokesman said: "Nitrous oxide is not considered a prohibited drug. However, under the criminal code it is against the law in WA for someone to supply an intoxicant in circumstances where the person knows, or where it is reasonable to suspect, that that, or another, person will use it to become intoxicated. A person found guilty of that offence is liable to imprisonment for 12 months and a fine of \$12,000.

This is a very serious matter in our environment.

To be clear, anyone suspected of the use of illegal drugs or the misuse of legal drugs on campus will place their residency at risk and may be referred to the police.

Noise

Every community has its implicit and explicit rules for acceptable social behaviour; without these shared expectations communities would not function viably. A residential college community is no exception. Respecting the values of the College and the rights of others should be a priority for all who have the privilege of living on campus.

The general expectation is that residents will exercise a high degree of self-regulation and accept responsibility for regulating their own behaviour in accordance with the College's Code of Conduct. Every resident is expected to be respectful and considerate of others at all times and to promote a sense of community within the College. The responsibility for maintaining such an environment rests with each one of us.

One of the major challenges of living together in harmony is that of being able to live in College without being affected by undue loud noise. The College is also a social place and clearly there will be a level of noise. It is the responsibility of all residents to balance these aspects and in doing so ensure that an environment conducive to study, sleep and sensible social interaction is maintained.

Expectations

Every resident is responsible for the maintenance of good order and reasonable quiet in his or her room and in common areas. All residents need to be aware of the noise they and their guests are making regardless of the hour of the day and ensure that they are not unreasonably disturbing their fellow residents.

Residents should be particularly mindful of the noise generated from normal activity in a room such as listening to music, watching TV, playing computer games (the exuberance of competitors is not appreciated particularly late at night), holding small gatherings, sport or other activities in quads or common areas, and particularly returning late at night to the College.

Residents are expected to use their judgement with regard to the acceptable number of people in a social gathering; although a sensible guideline would be 3 -4 people in a resident's room. Outside, the amount of seating available should give a reasonable guide to the size of the gathering.

If you are unsure what constitutes unreasonable noise you are encouraged to discuss this with one of the Resident Advisors.

At all times, what constitutes an acceptable level of noise is at the discretion of the staff of the College, including the Resident Advisors.

Specific Noise Restrictions

Residents can generally expect the College to be a reasonably quiet environment at all times. Excessive noise at any hour of the day or night is unacceptable.

The minimum quiet hours are 10.30pm to 9.00am from Sunday night to Friday morning and 10.30pm to 10.00am from Friday evening until Sunday morning. This does not imply that excessive noise is acceptable at other times. All other times are "courtesy hours" and require moderation of noise levels.

Given the close proximity of individual rooms, ball games on the front quad are to finish no later than 9:00pm.

Use of the Basket Ball Courts are only to be used between 9.00am and 7.30pm weekdays and 10.00am and 7.30pm on weekends.

Variation to quiet hours for examination periods and study breaks will be advertised.

Residents who have completed examinations are able to remain in College but only on the proviso that they do not create any issues for other residents. From time to time common areas may be closed to ensure that the College is free from noise that will disturb residents' study and sleep.

Responsibility for Addressing Noise

If you are being disturbed by noise you should speak with the person/s making the noise, discuss the effect it is having on you and request that they lower the level of noise.

If you are uncomfortable approaching the person/s generating the noise or they are unresponsive to your request, you should contact your nearest Resident Advisor or the Duty RA.

Residents are expected to comply with any request relating to loud noise. If a request to lower noise is not appropriately acted upon then those making the noise may be subject to sanctions.

STMC Student Complaints Regarding Staff

Purpose

The purpose of this document is to:

- Present STMC's policy for addressing student complaints regarding staff members.
- Explain our procedures for addressing how we review and resolve student complaints in a timely manner.
- Explain our mechanism for tracking and aggregating student complaint information.
- Explain how we study the pattern of student complaints to determine whether improvements in our programs or processes might be appropriate.

Policy

Students at St Thomas More College (STMC) have a right to be treated with respect by all staff members and to receive an appropriate level of service and support.

Should any staff member not fulfil their obligations in this respect, a student has the right to submit a complaint. STMC will address and systematically process student complaints that it receives in a timely manner.

Procedures

For complaints against other students, complainants are referred to the College's Code of Conduct and specifically the section Code of Conduct – Issue Resolution. Complaints against other students should be brought to the attention of the Deputy Head of College.

For complaints against a staff member, the complainant may bring this directly to the attention of the Head of College.

The contact details for the Head of College and Deputy Head of College can be obtained from the Executive Assistant in Reception. These details are also available in the Student Handbook in the Address Book section.

Should the complaint be with respect to the Head of College, a written report can be submitted to the Executive Assistant at office@stmc.uwa.edu.au for forwarding to the Chair of the College Council.

Student Anonymity (Confidentiality)

The complainant can request an appointment to meet with the Head of College and/or send a signed written description of the issue or problem and request that their identity be kept confidential.

That request will be honored unless there are compelling legal or procedural fairness reasons to do otherwise.

Advice to Students - Steps to Submitting a Formal Written Signed Complaint:

Step 1: The recommended starting point would be to discuss the concerns with your Resident Advisor who may have relevant advice on how to handle the situation.

Step 2: Should you wish to proceed with a formal complaint, please use the "[STMC Student Complaint Form](#)" and ensure that it includes:

- Details of the complaint (be as specific as possible)
- The impact that the staff members conduct has had on you
- The specific outcome you are seeking, and
- The names and contact details of other students/staff members who may be able to and prepared to, corroborate your complaint.

Step 3: The Head of College will address the complaint with the staff member in a timely manner and to the best of his/her ability. Following an investigation into both sides of the issue, appropriate actions and steps will be taken to achieve the best outcome for both the complainant and the staff member concerned.

Step 4: If the problem remains unresolved, the Head of College may refer the matter to an independent mediator.

Process for Summarizing the Number, Type and Resolution of Student Complaints

1. Each complaint will be recorded in the College's Incident Register noting:
 - a. The date of the incident
 - b. The date of the formal complaint
 - c. Details of the specific complaint
 - d. Actions taken
 - e. What if any resolution was achieved
2. De-identified data with respect to the number and type of complaint will be reported on to Council and government as required.
3. The data will be scrutinised to see if patterns emerge which reveal a need for improvements in STMC's programs, activities or services.

ADDRESS BOOK

Office

Name	Contact	Details
Reception and Resident Advisors	9386 0111 office@stmc.uwa.edu.au	Phone manned 24/7
Deputy Head of College	0459 306 088	During office hours, please make an appointment. Mobile number to be used in emergency situations only.
Resident Advisor on Duty	9386 0111 opt 5	
Head of College	0488 564 824	During office hours, please make an appointment. Mobile number to be used in emergency situations only.

Transport

Name	Contact	Details
Swan Taxis	13 13 30	
Transperth Infoline	13 62 13 transperth.wa.gov.au	

Shopping

Name	Contact	Details
Caltex Star Mart	9386 4140	Open 24/7
Convenience Store	Corner Broadway and Stirling Highway Nedlands	

Emergency Services

Name	Contact	Details
Fire/Police/Ambulance	000	The RA MUST be advised if ANY emergency services are called to the College
University Security	6488 2222 6488 3020	
WA Police	131 444	Non-emergency

Medical - General

Name	Contact	Details
UWA Medical Centre	6488 2118	During Semester: 8.30am – 5.00pm (M – F) University holiday periods: 9.00am – 5.00pm (M-F) Closed for approx. two weeks over Christmas Located 2 nd Floor, South Wing Guild Village
Sir Charles Gardiner Hospital (Emergency/Casualty Department)	9346 3333	24 hours a day
Private GP Nedlands Medical Centre	9389 8964 Suite 25, 88 Broadway Broadway Fair Shopping Centre, Nedlands nedlandsdoctor.com.au	8.00am – 5.00pm (M - F) 9.00am – 12.00pm (Sat) Closed (Sundays and Public Holidays) (located above IGA of the Broadway Shopping Centre.),
After Hours GP After Hours Family Medical Clinic Hollywood Private Hospital (Pharmacy Entrance)	9346 6191 3 Monash Avenue Nedlands	6.00pm – 9.00pm (M – F) 12.00 – 9.00pm (Sat and Sun)
Stirling Drive In Pharmacy	9384 2292 234 Stirling Highway Claremont pharmacy@sdip.com.au	7.00am – 12.00am (Every day)

Medical – Sexual Health, Assault and Harassment

Name	Contact	Details
SARC (Sexual Assault Resource Centre)	9340 1828 Free call: 1800 199 888 9340 1820	24 emergency line for recent sexual assault, and emergency telephone counselling (8.30am – 11.00pm daily) Business hours telephone counselling
QEll Medical Centre Emergency Department	6457 3333 (via switch)	
Sexual and Reproductive Health WA	9227 6177	
Fremantle Hospital Sexual Health Clinic	9431 2149	
Royal Perth Hospital Sexual Health Clinic	9224 2178	
Quarry Health Centre for Under 25s	9430 4544	
Sexual Health Helpline	9227 6178 1800 198 205	Country callers
Australian Centre for the Study of Sexual Assault (ACSSA)		Resources relating to sexual assault and sexual abuse https://aifs.gov.au/projects/sexual-violence-research
Sexual Assault Fact Sheets and Information		https://www.police.wa.gov.au/Your-Safety/Sexual-assault
Equal Opportunity Commission		9216 3900 http://www.eoc.wa.gov.au/
AIDS Line	9482 0000	

Medical – Alcohol and Drug Information

Name	Contact	Details
Alcohol and Drug Information Service (ADIS)	9442 5000 1800 198 024	https://www.mhc.wa.gov.au/alcoholanddrugsupportline Country Callers

Medical - Counselling and Support Services

Name	Contact	Details
Mental Health Emergency	1300 555 788	24 hour
Crisis Care	13 11 14	24 hour
Lifeline	9442 5777	24 hour
Beyond Blue	1300 224 636	8.30am – 5.00pm The National Depression Initiative beyondblue.org.au
1800 Respect	1800 RESPECT	National sexual assault, domestic and family violence counselling service
UWA Counselling Service	6488 2423	
Anglicare	9325 2423	https://www.anglicarewa.org.au/
Centre care	9325 6644	https://www.centrecare.com.au/
Mental Health Emergency Response Line	1300 555 788 OR 1800 676 822	24 hours Country callers
Relationships Australia	1300 364 277	https://www.relationships.org.au/
Victim Support Service	9425 850 OR 1800 818 988	Victim of crime counselling and support service https://www.victimsofcrime.wa.gov.au/V/victim_support_services.aspx
Office of Mental Health		https://www.mhc.wa.gov.au/
Eheadspace	1800 650 890	Free online and telephone support and counselling Headspace.org.au/eheadspace
Suicide Call-Back Service	1300 659 467	Online call service for any experiencing thoughts of suicide or helping someone else through it. www.suicidecallbackservice.org.au
MensLine Australia	1300 789 978	Telephone and online service support for men. www.mensline.org.au

Aboriginal Services

Name	Contact	Details
Derbarl Yerrigan Health Service	9421 3888	https://www.dyhs.org.au/
Yorgum Aboriginal Corporation	9218 9477	http://www.yorgum.org.au/



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