

**JANE FRANKLIN HALL
STUDENT HANDBOOK
2023**

Jane Franklin Hall Contact Details

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Jane is a smoke and vape-free zone

Cigarettes, e-cigarettes, and vapes are not permitted to be used in any building or other part of the College campus (except the designated smoking area located at the Davey Street pedestrian entrance).

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WELCOME

You are warmly welcomed to our community of scholars here at Jane. We are proud of our College – its history, its people and its deep connections to the University of Tasmania.

Your experience here will be what you make of it because as a resident you have an important role to play. By offering you a place in our College, we already believe that you will make a positive contribution to our community.

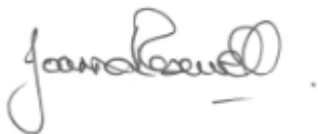
Everyone in the Jane community is committed to your success. Please make use of all the resources we provide to make your time with us, everything we, and you, would wish it to be.

You will also find that we refer very often to the Jane values. I ask that as a resident you commit to these and play your part in making these real in your everyday activities. In doing so, you will be contributing to the College's vision of producing the future leaders, thinkers and innovators of our society. One day, we hope you will be celebrated as one of those.

I hope your time at Jane will be rewarding and enriching, a place where lifelong friendships are made and where you stride towards the next stages of your life.

I am always available for a chat and look forward to getting to know you.

Welcome!



Joanna Rosewell
Principal

ACKNOWLEDGMENT OF COUNTRY

As a reflection of this institution's recognition of the deep history and culture of this island, Jane Franklin Hall wishes to acknowledge the Mouheneenner (pronounced Moo-he-nenah) People, the traditional owners, and custodians of the land upon which this campus was built.

We acknowledge the contemporary Tasmanian Aboriginal community, who have survived dispossession, and continue to maintain their identity, culture and Indigenous rights. We also recognise the value of continuing Aboriginal knowledge and cultural practice, which informs our understandings of history, culture, science and environment for students of the University of Tasmania.



STATEMENT ON THE COLLEGE CULTURE OF JANE 2023

At Jane, we believe strongly in honesty and transparency. We have not – and never will – say we are perfect. What we will commit to is our continued vigilance in providing a supportive and enriching environment for every student.

Jane is a values-based community. We explicitly advocate respect. We do this by:

- Requiring all members of the Jane community to sign a Code of Conduct each year agreeing to act respectfully towards their peers, regardless of race, culture, age, abilities, religion, gender alignment or sexual orientation – and pulling students up if they breach our standards;
- Forbidding sexual misconduct, drug use, hazing and bullying;
- Acting swiftly in referring matters to the police and/or the University, or in asking residents to leave College if they are considered a threat to other members of the community;
- Educating our students about respectful relationships, safe alcohol use, drugs and inclusion through compulsory face-to-face workshops during Welcome Weeks;
- Prohibiting derogatory, sexist and offensive chants or songs;
- Actively working to improve inclusion at the College;
- Mentoring, encouraging, and training our residential staff and student leaders to promote a safe and inclusive collegiate environment, one that fosters positive culture within the Jane community;
- Actively challenging our students to accept responsibility as young adults;
- Regularly reviewing our policies and procedures to bolster the foundations of our positive College Culture.

In addition, Jane:

- Welcomes the findings of the 2021 National Student Safety Survey commissioned by Universities Australia and released in March 2022;
- Welcomes the recommendations of *Change the Course*, the 2017 Australian Human Rights Commission Report on sexual assault and sexual harassment at Australian universities;
- Is fully supportive of the University of Tasmania's response to *Change the Course* and participated in an independent review, commissioned by the University of Tasmania and conducted by Nous Consulting in late 2018;

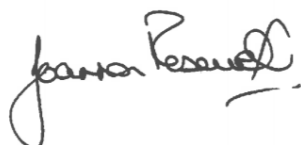
- Commissioned our own external review in 2019 from former Chancellor of the University of Tasmania, Mr Damien Bugg QC;
- Welcomes the recommendations of an independent review regarding our sexual misconduct policies undertaken by Barrister, Ms Maree Norton in 2021;
- Welcomes the recommendations of an internal audit of College procedures in relation to managing allegations of sexual misconduct and undertaken by College Council Member, Dr John Kertesz in 2021;
- Has implemented and reviewed our Sexual Misconduct Policy and Procedures and our Inclusion and Diversity Policy;
- Congratulates the Jane Student Club on creating a new position of Equity Representative on the Student Committee for 2023.

We continue to strive for improvement to our culture at Jane. Our College Council's Sub-Committee on Culture continues to be active and is guided by the recommendations made in former Australian Sex Discrimination Commissioner, Elizabeth Broderick's Report, *Cultural Renewal at the University of Sydney Residential Colleges*.

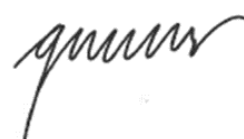
We don't see any of the above actions as the final word. We know that honest review must be unceasing as we strive towards providing a positive collegiate experience and promoting the wellbeing of all our students. As the leaders of our college, we commit wholeheartedly to all considered, compassionate measures to strengthen our community: this, we believe, is the only way to truly deliver a life-enhancing experience for all at Jane.



Mr Nick Cronin
President, Student Club
Committee



Ms Joanna Rosewell
Principal



Ms Ginna Webster
Chair, College Council

December 2022

JANE PURPOSE, VISION, AND VALUES

Purpose

Our **purpose** is to foster the development of intellectually and socially well-rounded citizens for an increasingly diverse world.

Jane Vision

Our **vision** is confident leaders who value their Jane experience as significant to their success in life.

Jane Values

1. **Intellectual Enquiry:** We value our students' thirst for knowledge and their keenness to engage and commit to collective learning about themselves and the world.

2. **Respect:** We value attitudes throughout the Jane community which work to transcend fear-driven or emotionally charged arguments about opinions, beliefs, perspectives, or background, looking towards scholarly debate to shape our understanding of all.

3. **Collegiality:** We value Jane's purpose, vision and experience and encourage participation by all members of the community in college life and leadership.

4. **Courage:** We value opportunities to grow and challenge ourselves, going outside our comfort zones knowing we have structure and support behind us. We welcome the chance to build resilience, self-confidence, and determination.

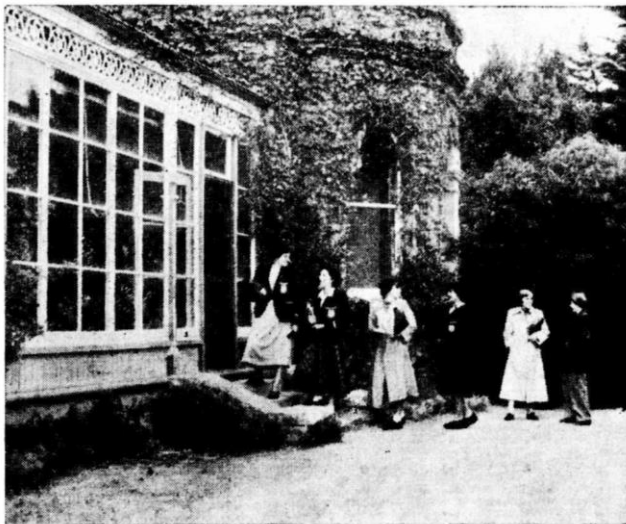
A HISTORY OF JANE

Jane Franklin Hall 1950–2023

Founded by the Tasmanian Council of Churches in 1950 as a non-denominational Christian College for women studying at the University of Tasmania, Jane Franklin Hall was always somewhere where all faiths and beliefs are welcome and intellectual growth fostered.

It took some months before the College was named Jane Franklin Hall after early suggestions failed to enthuse. The idea to name the College after Lady Jane Franklin (1791–1875), wife of Governor of Tasmania and famed Arctic Explorer Sir John Franklin (1786–1847), came from the 24-year-old Principal, Miss Thais Slatyer, who felt the name offered historic gravitas and a Tasmanian flavour. While now recognised to have been a complicated historical figure, Lady Jane was a prominent supporter of wider access to education for all classes of people, and so the name was considered an appropriate option given the College's mission.

The College's own historic centre is the building now known as Barrett. Built as a residential property in the 1880s, this has been the heart of Jane Franklin Hall since opening in 1950.



"Camboree" (Barrett), soon after Jane's opening in 1950

Subsequent additions to the campus reflect the College's growth over following decades. Among the College's historic treasures is the fishpond outside the office, which dates from the 1840s. It is the sole remaining element of the former Allport Lodge, which was demolished in 1968 to make room for Aldridge.

Jane Franklin (1792–1875)



The curious and studious Jane Franklin cut a remarkable figure in colonial Van Diemen's Land (as Tasmania was originally known). The wife of Sir John Franklin, Lieutenant-Governor of Tasmania between 1837 and 1843, Jane was an active promoter of the arts and sciences in Van Diemen's Land. The Franklins formed the Tasmanian Natural History Society, published the *Tasmanian Journal of Science*, and helped establish a school for boys. Complementing this, Jane specifically hoped to encourage educational opportunities for women and cultivate women's engagement with reading and the intellectual life. By hosting intellectual events and establishing a museum, she aimed to improve colonial culture. It was this progressive and well-intentioned aspect of her admittedly complex legacy which inspired the naming of Jane Franklin Hall over a century after her departure.

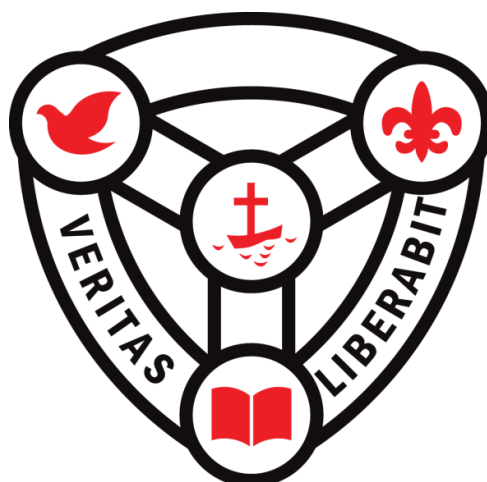
Also significant is Webber, a stylish residence designed in 1908 by the architectural firm behind Hobart's City Hall and Launceston Grammar.

Paralleling physical growth was the College's cultural evolution. Originally a residence for sixteen women with a nightly curfew, the original residents formed strong social, sporting, and academic traditions which helped make Jane into the attractive collegiate environment which offered more than just accommodation. Noteworthy examples of longstanding Jane traditions include regular Formal Dinners, the Jane Ball, and various Student Club initiatives such as Car Rally.

Some traditions came and went, but the biggest structural change in Jane's history was its shift away from being a single-sex College in the late 1970s. While largely in response to financial circumstances, this change was aided by changing social mores and set the scene for Jane's subsequent development as Tasmania's premier university College. Situated in beautiful grounds, hosting a wonderful community of scholars, and forming generations of alumni, Jane is drawing on its own rich tradition while also innovating to meet the needs of ever-changing times.

The College Crest

The College crest is loosely modelled after a Trinitarian scutum fidei ('shield of faith'). Originally, this meant the latin word Deus ('God') was inscribed in the inner circle, with the outer circles similarly designated for the Three Persons of the Trinity (Pater/'Father', Filius/'Son', and Spiritus/'Spirit'). The College has adopted this with symbols. A dove, a fleur de lys, and an open Bible form the outer ring. These represent the wisdom that comes from the Holy Spirit, hint at Tradition and Royalty, and convey the significance of the Word. The centre image is a ship, adapting a traditional image of the Church to represent sharing of life's journey.



The College's motto is 'veritas liberabit', which derives from the Gospel of John (8:32). This is often translated as the famous line "the truth will set you free".

The College colours are red, silver, and black.

PEOPLE OF JANE

THE MANAGEMENT TEAM

Principal

Ms Joanna Rosewell

Under the direction of the Council, the Principal is the Head of Jane with overall responsibility for the College and its community. She represents the College to the University, develops policies and long-term plans and oversees the daily operations of the College including the budget, human resources, facilities, and asset management. The Principal also does the business development, stakeholder management and represents the public face of the College.

principal@jane.edu.au

Dean of Students

Ms Sarah Hopkins

The Dean of Students is the ultimate source of information about wellbeing and student pastoral care. Got a question or a suggestion about your wellbeing or student needs? She is the one to see. She refers students to support services, develops training opportunities and manages the Senior Resident team. With a proactive approach to supporting students throughout their time at Jane, the Dean of Students also implements programs to ensure a positive living and learning experience for all College residents.

dos@jane.edu.au

Dean of Academic Studies

Dr Nick Brodie

The Dean of Academic Studies is the ultimate source of information about academic assistance. Got a question or a suggestion regarding your academic progress? He is the one to see. He is responsible for the planning, development, and delivery of Jane's academic supports. Whether you need advice or expertise, a semester of help or some last-minute pre-exam tips, the Dean of Academic Studies will steer you towards the best academic support for your needs. His initiatives and programs engage other supports and resources to provide Jane students with unrivalled access to get ahead in their chosen degree.

doas@jane.edu.au

Registrar

Mrs Libby Hopkins

The Registrar is the contact person for all applications to the College. Handling all questions and concerns to do with registration and enrolment, our Registrar follows up on references, application fees, room requests and more. As if she was not busy enough, she also handles short term stays over summer.

registrar@jane.edu.au

Finance and Office Administrator

Ms Tracy Kemash

Our Finance and Office Administrator is usually the first person you'll meet at Jane. She answers the phone with a smile in her voice and is happy to help with any queries about fees, bills or anything really.

accounts@jane.edu.au

Advancement Manager

Ms Gaye French

The Advancement Manager is here to attract financial support for Jane, whether it is for scholarships, a revamp of one of the rooms or garden maintenance. Don't be surprised if she gets in touch with you once you graduate to ask for your contribution!

advancement@jane.edu.au

MAINTENANCE STAFF

The Maintenance Team manages the day-to-day upkeep of the College, responds to maintenance requests and supervises their staff and contractors. The maintenance team is second-to-none, responding promptly to any issues you may have. They're always up for a quick chat if they're not too busy and are here to help when you need them!

Facilities Manager

Mr Christopher Warn

Grounds and Maintenance

Mr Peter Gangell

Cleaning

Ms Carmel Dearing

Bus Drivers

Mr Ben Fasnacht

Mr Jeff Knowlson

CATERING STAFF

The Catering Staff are responsible for making sure every meal at Jane is the best it can be. Be sure to introduce yourself, they are always happy to chat!

Catering Manager

Mr Warren Martin

The Catering Manager is responsible for the preparation and supply of meals in the Dining Hall and functions throughout the College. The Catering Manager also manages budget and staffing the team including cooks and kitchen assistants. If you have any suggestions or ideas for future meals, the Catering Manager welcomes and encourages you to come and talk to him. The Catering Staff are there to help you with your dietary needs.

Dining Hall Supervisor

Ms June Smith

The Dining Hall Supervisor is responsible for the provision of services in the Dining Hall and other catered spaces within the College. The Dining Hall Supervisor ensures the flow of equipment, crockery, food and beverages between the kitchen and the dining hall so that dining hall guests receive a quality service. The Dining Hall Supervisor ensures that hygiene and safety standards are maintained throughout the dining hall in the provision of food and beverages.

Head Chef

Ms Veronica Turvey

Chefs

Mr David Cullen

Mr Wasupat 'Ton' Ketsupha

Catering Staff

Ms Kaylene Allie

Ms Christine Brown

Ms Teresa Hedge

Ms Hayley Lucock

Ms Dorothy 'Dot' Pachioli

Mrs Patricia Huarte Terra

RESIDENTIAL STAFF

The Senior Residents (SRs) are residential staff who live on campus and provide residents with after-hours care and support. The Senior Residents are on-call weeknights and weekends (whenever the office is closed) ensuring that all residents have 24/7 support for issues and emergencies. The Senior Resident on-call will also do a security check of the entire college each night after 10pm to ensure the college is safe for the night.

When on call, the Senior Residents respond (but are not limited) to the following:

- First Aid emergencies
- Fire alarms
- Power failures
- Security issues
- Excessive noise
- Student behaviour and wellbeing

Senior Residents are trained in First Aid, Chief Fire Warden, Mental Health First Aid, first responder training for sexual misconduct, conflict resolution and more. The Senior Residents report to the Dean of Students and live amongst the rest of the residents and are always happy to have a chat about any issues that you may encounter.

Call **0412 905 034** to contact the SR on duty outside of office hours.

Senior Residents

Mr Humaid Shaikh

Mr Samuel Tan

Mr Matthew Diprose

Mr Jesse Rowlands

Mr Ryan Diprose

Ms Caragh Lawson

Mrs Shione Franks

Academic Mentors

The College's Academic Mentors are experienced and approachable residents who can help with your study. They run weekly study sessions designed to help you get to know other students studying the same subjects and get that little bit of extra help that makes for a big difference. Working with the Dean of Academic Studies, each Academic Mentor is responsible for students studying in particular discipline or subject area. See the section on academic assistance below for more details.

JANE FRANKLIN HALL COUNCIL

As the governing body of Jane Franklin Hall, the Council has the ultimate authority over the College's affairs and policies, including the strategic direction of Jane, the College's finances and the employment of the College Principal. The council makes sure the College continues to run smoothly.

The council also has a significant role in the strategic direction for the College, hoping to help guide Jane Franklin Hall into the future. While the Council is not part of the day-to-day running of the College, Council members are invited to attend formal dinners and events, allowing them to meet and get to know the residents of the College.

As a way for residents to have a voice heard in the Council, the Student Club President and the Student Club Council Representative are also attendees to Council meetings, observing on behalf of the residents of the College.

All members of Council are volunteers. The Principal is the designated Public Officer for Council while the Principal, the Student Club President and the Student Club Council Representative are observers. This means they can participate in discussions and raise issues for debate but cannot vote on decisions and have no liability for Council decisions.

The Council meets every six weeks of the calendar year.

Ms Ginna Webster, **Chair**

Mr Justin Hill, *LLM, BCom (Hons), GDip AppFin*, **Member**

Emeritus Prof Michael Borowiczka, *BSc (Hons), PhD, Dip Comp Dir*, **Fellow's Representative**

Mr Paul Byrne, **Member**

Ms Philippa Dawson, *MMC, Grad Dip. Publ. Pol, Grad Dip Foreign Affairs and Trade, B.Ec*,
Deputy Chair

Dr John Kertesz, *PhD, BA (Hons), Dip Ed, DipA (Mod Langs), psc*. **Senior Fellow**

Mr David Morris, *B.A., B.Ed. (Tas.), Grad.Dip.Lib. (T.C.A.E.), Grad.Cert.Ed. (Tas.), T.T.C., A.A.L.I.A.* **TCC Rep**

Professor Michael Stoddart, *BSc, PhD, DSc, FAI Biol*, **Member**

Rev Rosalind Terry, *B.Pharm, B.D*, **TCC Representative**

Observers on Council

Ms Joanna Rosewell, *BA (Hons), CTEFLA, Post.Grad.Appl.Ling. (TESOL), MJ, Cert. Fundraising*, **Public Officer**

Mr Nicholas Cronin, **President of Student Club Committee**

Mr Charles Townsend, **Student Representative**

Sub-committees of Council

Finance Audit and Risk Management (FARM) Committee

Prof Michael Borowitzka, **Member of Council**

Mr Paul Byrne, **Chair of FARM**

Mr Chris Oddie, **co-opted member**

Ms Joanna Rosewell, **Principal**
Prof Michael Stoddart, **Member of Council**
Ms Ginna Webster, **Chair of Council**

Governance and Strategy (GAS) Committee*

Mr Paul Byrne, **Member of Council**
Ms Pip Dawson, **Deputy Chair of Council**
Ms Geraldine Harwood, **co-opted member**
Ms Joanna Rosewell, **Principal**
Ms Ginna Webster, **Chair**

*the GAS Committee also operates as the Crisis Management Committee when necessary

Culture Committee

To be Advised

Alumni Committee

To be Advised

FELLOWS OF JANE FRANKLIN HALL

Jane's Fellows are a body of academics and professionals who lend their expertise and experience to the growth of the College's academic life. Fellows are involved in various aspects of College life, from supporting the College's academic projects to attending formal dinners to mentoring individual students

Fellows are here to help and mentor Jane residents, just like you, in academic, professional and personal capacities, so feel free to approach them for any advice or help.

FELLOWS

Dr John Kertesz, PhD, BA (Hons), Dip Ed, Dip.A (Mod Langs), psc. Senior Fellow.

Prof Michael Borowitzka, BSc (Hons), PhD, Dip Comp Dir, Deputy Senior Fellow.

Mr Daniel Aitken, BBus

Professor Dirk Baltzly BA (Hons), MA, PhD (Philosophy), PhD (Classics)

Dr Paul Blacklow, B.Ec (Hons), PhD

Rev Dr Lesley Borowitzka, BSc (Hons), BA, BTheol (Hons), PhD (Microbiology), PhD (Theology)

Dr Toni-Anne Carroll, BSc (UTAS), M.A. Ed., PHD

Mr Dean Cooper, LLB

Anja Hilkeijer, Ba (Hons), LLB (Hons)

Associate Professor Damien Holloway, B.Eng, PhD

Wayne Johnson, LLB

Dr Mandy Lo, MBBS, FRACGP

Professor Jeff Malpas, BA, MA, PhD

Professor Tim McCormack, LLB (Hons); Ph.D.; FAAL

Dr David Moltow, BA (Hons), PhD
Ms Madeleine Ogilvie MHA, BA, LLB, GCM
Dr Mala Raghavan, B.Ec (Hons), M.Ec (Malaya); M.AppEcmts, PhD
Dr Mary Self, MBBS (Hons), FRACS, MA (Applied Ethics – Health Care), GDipBiostatistics,
AMusA, FTCL.
The Hon Mrs Denise Swan, LLB,
Rev. Rosalind Terry, B.Pharm, B.D, BA
Dr Bryan Walpole AM, MBBS, FACEM

HONORARY LIFE FELLOWS

Mrs Libby Mercer
Dr Louise Wells, BA, DipEd, MA, PhD, Grad Dip Couns (Counselling)
Professor Mark Harrison, BA, LLB (Hons), Grad Dip International Law, MICLA, Grad. Cert.
Higher Education

FELLOW EMERITI

Dr Karla Fenton OAM, MBBS (Melb), MRACGP, **Fellow Emerita**
Dr Rosemary Dobber, BSc (Hons), BA (Hons), PhD. **Fellow Emerita**
Mrs Doris Banks OAM, **Fellow Emerita**
Dr Adrian Blackman, **Fellow Emeritus**
Professor David Elliott, **Fellow Emeritus**

CHAPLAINS OF JANE FRANKLIN HALL

Living away from home can be a daunting thing for anyone, and we at Jane like to think of ourselves as a residential community first and foremost. If you ever have a personal question, need advice or guidance on a spiritual matter, or just somebody to talk to outside of the College, our Chaplains are always here to help! Chaplaincy is provided here at Jane as a free, non-judgmental and confidential service for all members of community. They're always here to help, regardless of your personal belief or faith.

Contact details for our chaplains can be found on the College website, so please feel free to use their services if you ever need that extra support and guidance while you're here at Jane.

Rev Rosalind Terry, *B.Pharm, B.D. Senior Chaplain*
Rev Dr Lesley Borowitzka *BSc (Hons), PhD, BA (Theology), B. Theology (Hons)*
Fr Michael Tate, AO

JANE FRANKLIN HALL STUDENT CLUB COMMITTEE 2023

As soon as you come to Jane, you become a member of the Student Club, overseen by a peer-elected Committee. The Committee represents all Jane residents at Council meetings and on other sub-committees, while also promoting participation in College activities and events held throughout the academic year. The Committee is there to bring residents closer together, get them involved in College life and, most importantly, have fun.

President

Nicholas (Nick) Cronin

Vice President

Charles (Charlie) Townsend

Treasurer

Gilbert Loane

Secretary

Alannah Clark

Publications Representative

Kelsey Anderson

Equity Representative

Angad Singh

Social Representative

Samantha (Sam) Herriott

Women's Sports Representative

Ellen (Elle) O'Brien

Men's Sports Representative

Noah Menner

Activities Representative

Liam Mani

SUPPORT

AFTER HOURS

When the front office is closed (between 5:30pm and 9:00am on weekdays, over the weekend and on Public Holidays), the Senior Residents are on call. If you have an issue that needs to be dealt with immediately and it cannot wait until office hours, please call the Senior Residents on **0412 905 034** and they will come and help you. If you are unable to reach a Senior Resident on the first try, please persist until they answer the phone.

The external gates on Elboden and Davey Street are electronically shut at 10pm each night. If you are stuck outside the gates after this time, you will need to use the security fob attached to your keys to gain access. If your security fob or the soft grey pad have been damaged or cannot be read by the electronic scanner at the gate, please call the Senior Resident on call on **0412 905 034** so they can let you in. For any damaged or lost fobs, please let the Front Office know at your earliest available time.

ACADEMIC DEVELOPMENT PROGRAM

Academic Support

Jane Franklin Hall is first and foremost a community of scholars. With residency comes an expectation that you will conscientiously pursue your study and behave in such a way that other residents are able to effectively pursue their studies. You are also encouraged to take advantage of other opportunities for intellectual and cultural development offered by the College.

One of the biggest challenges in transitioning to university life is the fact that you will need to take personal responsibility for your own academic engagement. The person ultimately responsible for this – for staying on top of lectures and tutorials, reading and assignments, workshops and timetables, enrolment and so on – is you. That said, the College aims to provide a supportive learning environment to help you on your academic journey. Don't hesitate to seek advice or help.

Academic Mentors

The College has several Academic Mentors who are charged with supporting students as they adapt to university study. Each Academic Mentor has responsibility for a subject area (often grouped by University of Tasmania College). You may have one or more Academic Mentors depending on your course structure.

Academic Mentors host weekly study sessions in the Reflection Room or Library. These get-togethers are designed to give you the chance to meet fellow students studying the same or similar subjects, to get general advice and assistance relevant to your course, and in some cases get some help with subject-matter. Academic Mentors are also a good point of contact for those students seeking more specialised help.

The Academic Mentor schedule will be advertised each semester. Freshers are particularly encouraged to attend.

Tutors

In addition to Academic Mentors, the College also has several tutors from within and beyond the College. These provide students with specialised help in response to specific study needs. First year students who might need tutoring are encouraged to speak with their Academic Mentor in the first instance but are also welcome to contact the Dean of Academic studies directly. All other students should make an appointment with the Dean of Academic Studies to discuss their tutoring needs.

Micro-Courses

Each semester the College provides a program of free micro-courses for students, designed to assist you with developing study skills and acquire useful professional aptitudes. Students seeking to build effective CVs and develop job-application strategies are especially encouraged to participate. You are welcome to attend any of the sessions. Statements of Completion will be issued to those students who complete an individual course in its entirety. Those who attend all micro-courses on offer over a semester will be deemed to have completed the Jane Franklin Hall Career Preparation Program.

Sessions are run weekly at 11am on Wednesdays in the Reflection Room. The Semester One suite of micro-courses is as follows:

Micro-Course 1:	<i>Studying at University</i>
22 February	Planning your semester and forming study habits
1 March	UTAS Student Support presentation
Micro-Course 2:	<i>Introduction to Digital Workplace Tools</i>
8 March	Word processing basics and beyond
15 March	Spreadsheets and data management

22 March	Presentations and information visualisation
Micro-Course 3:	<i>Research and Writing at University</i>
29 March	Resources and references
5 April	Reading, analysis, and note-taking
19 April	Structured writing
26 April	Advanced writing and editing
Micro-Course 4:	<i>Applying for Jobs</i>
3 May	CV-building
10 May	CV-writing
17 May	Responding to Selection Criteria
24 May	Cover letters and referees

OTHER SUPPORT SERVICES

Through Jane and the University of Tasmania, you will have access to abundant services and support networks. This includes academic support, career advice, skills development, wellbeing support, financial advice, and pastoral care. If you need help navigating these services and support networks, speak with the Dean of Students about your options.

University of Tasmania:

- Ask Us Self Service Portal www.askus.utas.edu.au
- U Connect u.connect@utas.edu.au or 1300 361 928
- Student Advisers www.utas.edu.au/students/learning/advisers
- International Student Advisers www.utas.edu.au/students/international-students
- Student counselling www.utas.edu.au/appointments or 1800 817 675
- Learning Lounge operates through the student portal and MYLO
- Faculty Office, Lecturers and Tutors Talk to your tutor and/or lecturers or approach your relevant faculty office for assistance.
- Riawunna Centre, support services for Aboriginal and Torres Strait Islander students
riawunna.admin@utas.edu.au
www.utas.edu.au/riawunna

BeyondBlue – 1300 656 419

Beyond Blue works to support and raise awareness of depression, anxiety and suicide prevention.

Lifeline – 13 11 14

Provides Australians experiencing a personal crisis with access to 24 hour crisis support and suicide prevention.

MensLine Australia – 1300 789 978

Support network for men, specialising in family and relationship concerns.

Women's Health Tasmania – 1800 675 028

Women's Health Tasmania is run by women for women to help with general health issues and support.

HeadSpace – (03) 6231 2927

Online and telephone support and counselling to young people 12 – 25 and their families and friends.

GOING TO THE DOCTOR

If you feel unwell at Jane, make sure to take care of yourself and others. Below is some helpful advice about getting medical advice and assistance. If you do become unwell at Jane, including contracting Covid, please be considerate of the health of other residents by considering mask-wearing, ensuring safe hand hygiene, and taking reasonable steps to limit opportunities for unnecessarily infecting fellow residents.

First Aid and Residential Staff

All residential staff at Jane are certified to perform First Aid. If you require assistance, call **62 100 100** during office hours or **0412 905 034** after hours.

In an emergency please visit the hospital, or call an ambulance on **000** if necessary. You must also inform the SRs on duty or the office if an ambulance is called.

The Cost of a Visit

Most doctors charge depending on the length of your appointment and the type of service you require. If you can't meet your appointment, you should cancel to avoid any possible fees.

Making an Appointment

Most doctors have an online calendar to book an appointment. Alternatively, call during business hours (generally 9-5pm) and ask for the next available appointment – either long (around 30 minutes) or short (around 15 minutes). Please note that there may not be an appointment available on the same day. For emergencies only, please visit a hospital (see page 68).

Medicare

Medicare is Australia's health care system. It reduces or removes the cost of health services such as doctors, optometrists, and hospitals. Most Australians have access to a Medicare card, either as part of their family or individually.

Bulk Billing

Bulk billing occurs when a Medicare benefit is taken as full payment for the cost of the

service provided. This means that you do not have to pay. Some doctors may bulk bill students.

Practices that do not bulk bill require payment after your appointment. Where this is the case, the practice will often charge you the full amount of the appointment and then reimburse you the Medicare component in a separate transaction. Where this is not the case, you can apply for a Medicare rebate by visiting the Hobart Service Centre located at 30–38 Barrack Street for part of the cost. This is credited into your bank account.

International Students

In Australia, for non-emergency health concerns you will need to make an appointment with a general practitioner (GP) from one of the local practices. Hospitals in Australia are generally for emergency health issues.

If you are an international student, you must purchase private health insurance called Overseas Student Health Cover (OSHC) as a condition of your visa for the length of your study in Australia.

When health care costs are not fully covered by the policy purchased from your private health insurance providers, you must pay for any gap in costs. Please be aware that most OSHC providers do not cover any dental expenses.

Health Care and Concession Cards

Health care and concession cards can help low-income earners and students to access cheaper health care services and medicines.

The type of health care or concession card you can claim will depend on:

- The type of income support payment you receive;
- Your age;
- Whether you have dependents;
- Any other requirements.

For information on health care and concession cards, call the Centrelink Students & Trainees line on 132 490.

Local Medical Practices

Ochre Medical

Level 1, 242 Liverpool Street, Hobart (approx. 3-minute drive or 17-minute walk from Jane)

Ph: (03) 6223 1055

Mon–Fri 8am–8pm; Sat 9am–1pm

<https://ochrehealth.com.au/medical-centre-hobart/>

Your Hobart Health

Ground Floor, 71 Bathurst Street, Hobart (approx. 5-minute drive or 25-minute walk from Jane)

Ph: (03) 6169 3111 – Select Option 1 ‘Your Hobart doctor’ for a GP appointment.

Mon–Fri 8am–6pm

<https://www.yourhobarthhealth.com.au/>

Sandy Bay Clinic

183 Sandy Bay Road, Sandy Bay (approx. 3-minute drive or 15-minute walk from Jane)

Ph: (03) 6210 0500

Mon–Fri 8:30am–5pm

NB Unfortunately, many GP practices have closed their books to new patients which means it can be extremely difficult to find a practice that will accept new patients. Some of our students access their own GPs at home via telehealth. Others use the after-hours service. Please do not let this put you off seeking medical help. The College will try to help in the event of you not being able to get an appointment with a doctor.

After Hours GP Service

After Hours Doctor Hobart

Ground Floor, 71 Bathurst Street, Hobart (approx. 5-minute drive or 25-minute walk from Jane)

(03) 6169 3111 – Select Option 4 ‘After hours doctor’

Mon–Fri 6pm–10pm; Sat 9am–10pm; Sun & Public Holidays 10am–10pm

<https://yourhobarthhealth.com.au/services/after-hours-doctor/>

Rosny Doctors and After Hours

27 Bligh Street, Rosny Park (approx. 14 minute drive from Jane)

Mon–Fri 6pm–9pm; Sat, Sun & Public Holidays 1pm–9pm

<https://rosnydoctors.com.au/>

After Hours Doctor Derwent Park

1/252 Main Road, Derwent Park (approx. 16-minute drive from Jane)

Mon–Fri 6pm–10pm; Sat, Sun & Public Holidays 9am–10pm

<https://www.afterhoursdoctor.com.au/>

COLLEGE LIFE

THINGS TO DO AT JANE

Jane Ball

For a night of elegance and grandeur, look no further than the annual Jane Ball. Held in second semester, it's a chance to get dressed up, spend an evening out with your friends at Jane and dance the night away.

Jane Play

The Jane Play is run by residents annually and is the perfect chance for you to show off your acting skills.

The Jane Weekend and Car Rally

A highlight of the Jane calendar, the Jane weekend is when students elect the student club for the following year. The weekend includes a dinner as well as a talent show. A must-do event is the car rally, the annual Jane Franklin Hall scavenger hunt. All residents are invited to participate in teams of 10, looking for certain Jane relics or places of interest around Hobart, as set out by the Car Rally Organisational Committee. The prize varies from year to year, but anyone at Jane will tell you that it's all about the team building and fun that comes along with it.

Jane's Got Talent

Do you have a talent that you want to show off to the world? Then Jane's Got Talent is something for you! Organised by the Student Club Committee, Jane's Got Talent is a fun way to get involved in and support the Jane community.

Intercollege Sport

Be part of the Jane sporting culture by becoming a Raider! You can either play on one of our sports teams or come and support the teams during their games throughout the year. Support the Jane Raiders as we battle our long-time foes: Christ College and John Fisher College.

Cultural Program

Ever been to an orchestral concert? The Jane Cultural Program offers subsidised opportunities to experience some of Hobart's best cultural offerings, such as the Tasmanian Symphony Orchestra. Keep an eye out for special outings and special Jane prices!

International Events

With more and more residents coming to Jane from overseas, the Student Club Committee is increasing the number of events celebrating multiculturalism throughout the year.

Dog Days at Jane

Every Semester we hold our very popular Dog Days during SWOTVAC. Breeders and trainers across Greater Hobart have been kind enough to bring their dogs to Jane, allowing our residents a fun and enjoyable way to relax and de-stress around exam time.

Mid-Semester and Mid-Year Trips and Excursions

During mid-semester and semester breaks the college organises small group excursions around Tasmania for those staying at the college over the break. Trips include local zoos, popular tourist attractions and National Parks and are usually all day. All trips are either free or heavily subsidised but have limited availability so book early at the office to secure your spot.

Live at Jane

A super chill night of live music.

Intercambio

The Intercambio is a popular discussion group, usually facilitated by a Senior Resident or a special guest on a range of testing topics, often with an ethical or philosophical bent. Held in the Senior Common Room, the discussions move along smoothly with special treats, passion, wit, and lots of laughter.

Committees

Behind the scenes, there are several Committees students may wish to join:

- **Food Committee:** passionate about your food? Meet regularly with the Jane catering staff to discuss all things food at the College, bring new ideas and suggestions to help keep the students and kitchen in touch.
- **Fresher Committee:** half-way through the year, first years are invited to stand for the Fresher Committee which runs the "Fresher Franny" – often a pathway to the Student Club Committee
- **Welcome Week Committee:** residents who intend to return the following year are invited apply for the Welcome Week Committee, a crucial component of Welcome Weeks at Jane
- **Car Rally Organising Committee (CROC):** second year and above students plan and organise the annual car rally
- **More Committees** are being developed this year – stay tuned and get involved!

Jam sessions

For all the College musicians out there, these casual sessions are a chance to play alongside other talented and enthusiastic musicians. All instruments, including voice, are welcome.

THINGS TO DO AROUND HOBART

Mount Wellington/Kunanyi

A twenty-minute drive from Jane Franklin Hall, the mountain has an imposing, yet spectacular effect over the skyline of Hobart. Surrounded by gorgeous views of the Derwent River and Hobart, it is well worth the extra jumper you may need to take with you.

Royal Tasmanian Botanical Gardens

If you have a spare couple of hours to yourself, the Royal Tasmanian Botanical Gardens is well worth a visit. Immaculately kept gardens and rolling hills of green, lush grass, you can lose yourself in the Japanese Gardens, or the Macquarie Island hut, or stop in at the café for a cup of coffee as you look out on the Derwent River.

Salamanca Market

Every Saturday, come rain, hail, or shine, you can always count on the Salamanca Market to entertain you. Filled with vibrant colours, food, souvenirs and gifts, music and fun, the Market is definitely something you should experience for yourself while you're living at Jane.

Hobart Twilight Market

Hobart's Friday night market operates from Long Beach, Lower Sandy Bay and overlooks the Derwent River. The market mixes gourmet fare and local artisan produce, fashion, art, home décor and craft. The Hobart Twilight Market is a perfect place to relax on a Friday night. The market runs on the first and third Friday of each month.

Beaches

Long Beach/Nutgrove Beach

The closest "beach" to Jane Franklin Hall, Sandy Bay is only a few minutes' drive away from the College. Lined by shops, cafes and restaurants, Sandy Bay is a great place to enjoy an afternoon stroll or a sandwich during those sunny days.

Clifton Beach

Located 25km southeast of Hobart, just outside of Lauderdale, Clifton Beach is a tourist

hotspot for surfers and body boarders, both local and from abroad. Even if you don't want to get in the water, it is still a beautiful beach to visit during your time here.

Kingston Beach

A short drive down the Southern Outlet, Kingston Beach is a popular tourist spot, with facilities such as a dog beach, a bike park, various shops, and cafes if you want to stop for a quick shop or a coffee, and a great view of the Eastern Shore.

Opossum Bay

Located on the other side of the Derwent River, Opossum Bay is a lovely little alcove where you can enjoy some good fish and chips, beautiful views at any time of the year, fishing, and some excellent walking tracks along the headlands. It's a bit of a drive, but well worth the 45 minutes it takes to get there.

Richmond

At some point during your time at Jane, you should make your way out to Richmond. Housing galleries, tea shops, craft boutiques and museums, Richmond is an historical centrepiece of Tasmania, delving all the way back to the 1820s. Nestled on the main street is the Sweets 'n' Treats lolly shop, where you can grab some lollies or a milkshake before having a stroll along the riverside. If you're into the spooky side of things, the Richmond Ghost Tours should definitely be on your to do list.

Mount Field National Park

Mt Field National Park is Tasmania's first national park, with stunning vistas, great walks, abundant wildlife and excellent visitor facilities. While it is just over an hour's drive from Hobart, the Tall Trees and Russell Falls walks make it well worth it.

MONA – Museum of Old and New Art

If you like your art a little quirky then MONA is the place for you. Situated underground, 20 minutes away from the city centre, explore the highlights and randomness of David Walsh's multi-million-dollar private art collection.

Mount Nelson Signal Station

The Signal Station offers unspoiled panoramic views of Hobart, the Derwent River, and Opossum Bay and beyond. Less than 10 minutes' drive from Jane and a comfortable bushwalk from Sandy Bay and Tarooma via the Bicentennial Park and Truganini Reserve.

Bonorong Wildlife Park

Just 30 minutes north of Hobart's CBD, Bonorong Park is home to many animals, including wombats, koalas, Tasmanian devils, birds, quolls and more. They also have free-roaming

kangaroos who are always keen for a good scratch on the chest and some gentle hand feeding.

Port Arthur

The World Heritage-listed Port Arthur Historic Site on the Tasman Peninsula is Australia's most intact and evocative convict site, and an essential destination on any tour of Tasmania. The Historic Site has over 30 buildings, ruins and restored period homes set in 40 hectares of landscaped grounds. Allow plenty of time to fully experience all that Port Arthur has to offer.

Theatre Royal

For a night of comedy or drama, look no further than the Theatre Royal! A short walk from Constitution Dock, the theatre has a steady flow of nationally and internationally known acts come through its doors! Any performance by the Bell Shakespeare Company is a must see! The Theatre Royal is also the oldest running theatre in Australia.

ZooDoo Wildlife Park

ZooDoo is a uniquely hands-on wildlife park located in Richmond, near Hobart Airport. Visitors get up-close and personal with a huge variety of animals. There is a coffee shop, barbecue and picnic facilities onsite. Admission to the park includes full access to all activities and attractions with no time limit.

EVENTS

Dark MOFO

Dark MOFO, MONA's winter festival held in June, delves into centuries-old winter solstice rituals, exploring the links between ancient and contemporary mythology, humans and nature, religious and secular traditions, darkness and light, and birth, death and renewal. Live music acts from around the world, art, interactive exhibits, a winter feast, and, if you're feeling brave enough, take a dip in the end-of-winter solstice nude swim that closes out the festival.

Other winter festivals include the **Festival of Voices** (early July), **Huon Valley Mid-Winter Festival** (July), then in August the **Beaker Street Festival** and **Tasmanian Whisky Week**.

The Royal Hobart Show

An agricultural show that includes the traditional elements, including animals, food, carnival, show bags, petting zoo, commercial exhibitors, rides, and first-class entertainment. The Royal Hobart Show runs towards the end of October each year.

Taste of Tasmania

Between Christmas and New Year's Eve, come spend time down at the Taste of Tasmania! The name says it all, with all kinds of food and drink, locally sourced and produced in Tasmania, available to try over the weeklong festival. If you're staying over the summer months, it'd be a shame for you to miss out!

Australian Wooden Boat Festival

Held across Hobart's vibrant and bustling waterfront in early February every second year, the four-day festival brings together the largest and most beautiful collection of wooden boats in the southern hemisphere. There is also incredible local food, live entertainment, music, demonstrations and displays... and it is free to attend!

DINING AT JANE

Communal dining is one of the great hallmarks of college life. By coming together to eat we share time and stories while building community and friendship. Jane is unique as being Tasmania's sole exemplar of this esteemed academic tradition.

Dining Hall

Because it is central to the College's community and values, residents are asked to treat it as a respectful place. While in the dining hall you should dress appropriately (no pyjamas or bare feet, please), be sober and behave responsibly, and be considerate of staff, other students, and any guests who may be present.

Crockery and cutlery should never be taken out of the dining hall. Residents are allowed to take these outside to dine during clement weather but must return all items to the dining hall immediately afterwards.

Our catering team is here to provide you with the best possible variety of food from a multitude of cultures and countries. If you have any dietary requirements or requests, you are more than welcome to discuss them with the Catering Manager. There is always a halal-friendly and a vegetarian option for our non-carnivorous residents.

Guests in the Dining Hall

We invite your immediate family (parents, brothers and sisters or grandparents) to enjoy up to six meals per resident per semester in the Dining Hall at no extra cost, excluding Formal Dinners. Family members are most welcome to come to a formal dinner at the cost of \$40 per head. Please also let the Office know the names of your guests for formal dinner so that they may be acknowledged in the Principal's welcome.

Other guests (including friends from outside Jane, former residents of Jane, partners) are only permitted in the Dining Hall during meal times if they are dining and have paid for their meals. Meal vouchers can be bought in advance from the Office. After hours, you may see the Dining Hall Supervisor who will record your details and the cost will be added to your semester invoice. Meal costs per head are:

- Breakfast \$15
- Lunch \$15
- Dinner \$25
- Formal dinners \$40
- Meal voucher book: \$180 (pay for 9, get one free)

MEAL SERVICE TIMES DURING SEMESTER

Breakfast*	7:00 am - 9:15 am (7:00 am to 10:00 am on weekends)
Lunch*	12:00 noon - 1:30pm
Dinner	5:30 pm - 7:00 pm
Formal Dinner	6:30 pm (some Formal Dinners include pre-dinner drinks at 6pm)

*Note: You can get a packed lunch at breakfast if you can't return for lunch.

Over the holiday period, meal service time may be shortened if there are a significant number of people returning home between semesters. The Dining Hall is closed around 10pm when the Senior Resident locks up.

Late meals

Late meal requests can be made through the Jane Franklin Hall website. Late meals are available until 10pm, when the Dining Hall is locked. If this causes an issue, please feel free to discuss it with the Dean of Students.

Please be aware that on formal dinner nights, late meals are only available with the express permission of the Principal. To gain that permission, you must email the office at office@jane.edu.au by 11am on the day of the formal dinner. Permission for a late meal on formal dinner nights will not be given because you have an assignment due the next day as it is expected that you will organise your study routine to factor in your attendance at formal dinners.

There is also fridge that often has fruit or cakes. You are welcome to help yourself to these snacks outside the usual mealtimes, but please store appropriately as the College will not be liable for anyone becoming ill because of improper food storage.

Meals away from College

The kitchen will provide food for excursions, camps etc. which are part of a course or field trip. Three working days' notice is required. An application form is available on the College's website at: <https://www.jane.edu.au/food-request>

Formal Dining

One of Jane's signature attributes is its commitment to formal academic dining. Once a fortnight during semester (every second Monday), the whole College community formally dines together in academic gowns. Council members and Fellows are regular attendees at formal dinners, and the College generally invites special guests as well from the university and other professions.

Attendance at Formal Dinners

When signing your Residential Agreement, it is understood that you are agreeing to attend all Formal Dinners, as detailed on the annual calendar of events. Study, work and sporting commitments, no matter how passionate of a supporter you may be, should not interfere with these scheduled dates.

If you are unable to attend a formal dinner, please let the Front Office know by no later than 11am the day of the dinner. Attendance at formal dinners is periodically taken and those who repeatedly miss formal dinners without an apology will be fined.

Invitations to High Table

Before Formal Dinners, residents will be invited as guests of the Principal to attend pre-dinner drinks in the Senior Common Room, and to dine at the High Table. Residents will receive email invitation notifications, so keep an eye out for one!

As with most invitations, **you are expected to RSVP before the due date** by letting Libby know at the front office, even if you have to decline the invitation. Being invited to sit at High Table allows you to meet various members of the wider Jane community, as well as the University.

Please note, when seated at High Table, cell phones are expressly prohibited, and cannot be placed on the table.

Traditions of Formal Dinner

Academic Gown The Academic Gown is to be worn by all in attendance throughout the meal. If it a particularly hot night coincides with a Formal Dinner, you are allowed to take off your Academic Gown, once invited to do by the Principal. Graduates may wear their hood and their colours.

Acknowledgement/Welcome to Country

At Jane we acknowledge the Mouheneenner people. A student or guest will be invited to deliver the welcome address (given by those of Aboriginal descent) or the acknowledgement (given by those not of Aboriginal descent). You don't have to know the acknowledgement by heart; the words will be given to you by the Registrar.

After Dinner After dinner, those who sat at the High Table return to the Senior Common Room for coffee or tea. Any student may come for a cup of

tea or coffee after Formal Dinner, as it is a very good way for you to network and meet people.

Announcements As Formal Dinners are one of the main opportunities for the whole community to come together, announcements are sometimes made during dinner. Announcements may be made by the Principal, Senior Residents, Student Club Committee, or anyone who has sought permission from the Principal to make an announcement.

High Table As a centuries-old, academic tradition, the Principal, staff, invited students and special guests are seated at the High Table.

Grace As a reflection of the College's traditions, Opening and Closing Grace will be led by a selected student or a special guest. We understand that not everyone observes a Christian faith, but we still ask that you bow your head during Grace.

Guest Speaker From time to time, the College invites a Special Guest Speaker to talk for around ten minutes. Suggestions for potential future guest speakers can be given to the Principal at principal@jane.edu.au

Suitable Clothing

- Wearing your Academic Gown is **compulsory** at Formal Dinners.
- For men – trousers or dress jeans, and a collared shirt with a tie, dress shoes.
- For women – a smart dress or a skirt/dress pants with a smart blouse, dress shoes.
- Dress as if you are going to a nice restaurant or a business event – bare feet, thongs, t-shirts and shorts are not considered appropriate for formal dinners.

Your Obligations at Formal Dinners

- Please sit where you are allocated unless the College declares it a "Free seating" dinner.
- Please be mindful that guests are present during these dinners, and a core value of the Jane community is mutual respect.
- Unlike usual dinners throughout the year, late meals are only available on Formal Dinner evenings in very limited circumstances (as explained under "Late Meals").

- No alcohol is to be brought in or removed from the Dining Hall during a Formal Dinner. This pertains to the College's special liquor license, under the Responsible Service of Alcohol guidelines.
- If you are invited to dine at the High Table during Formal Dinners, it is essential that you RSVP to the Registrar as promptly as possible.
- Your mobile phone should be switched to silent or turned off during dinner.
- During Formal Dinners, please remain at the table that you've been assigned to. This helps the Catering staff know where people with dietary requirements are seated to ensure they receive their correct meal.
- It is strictly forbidden to arrive at Formal Dinners intoxicated. Anyone who is seen to be causing excessive noise or disturbing the dinner will be asked to leave.
- Formal dinners are not the place for drinking games.

OTHER IMPORTANT INFORMATION

External Guests

Every now and then your parents, partner or friend may come down to Hobart for a visit and wish to stay at Jane for a night or two. If this happens, please sign your guest in via the Jane Guest Register on the website and let the Front Office know so that they may organise an extra mattress to be placed in your room. Mattress hire is \$20 per night. While your food costs are covered in your fees, friends will need to purchase a Lunch/Dinner ticket from the Front Office. Regular tickets cost \$15 for lunch and breakfast, and \$25 for dinner, while Formal Dinner tickets cost \$40.

Libertas

Libertas is Jane's annual magazine which is emailed or mailed out to our past and present residents, Fellows, Council Members, Donors, intrastate and interstate schools. *Libertas* acts as a way for past residents to connect to the Jane community after they've left, provides an insight into the future direction of the College and features stories by and about residents and events that have been held throughout the year. The *Libertas* magazine is available at the Front Office or on our website.

Quiet Time

Quiet Time is a Jane tradition that occurs during SWOTVAC (Study Without Teaching Vacation), the week of no classes prior to exams) and the exam period each semester. During Quiet Time, residents must always keep noise levels at a minimum, except for study breaks and mealtimes. During this time noise fines will be issued with no warnings and the College has a no-alcohol policy. Vacuuming and general cleaning will only occur during these break times so that study is not disrupted. Reasonable levels of noise are permitted

for the purposes of communal study in designated study areas: the Dining Hall, Horton Common Room, Asten Common Room and the Coffee Lounge.

During this period afternoon tea and supper are also served (at 3pm and 9pm respectively) to add extra times to relax and have some snacks. More information is sent out to residents closer to the exam period.

Quiet Tuesdays

Every Tuesday night of semester will be designated Quiet Time from 7.00pm to 8.30am the next morning. The same rules as mentioned above will apply.

Newsletter ('Plain Sheet')

Plain Sheet is the weekly email newsletter to keep you up to date on upcoming events, weekly dining hall menus and any other items of interest. It is highly recommended that you read *Plain Sheet* to keep updated on happenings in the College.

Maintenance

While you are living at Jane, you are encouraged to help keep the College buildings and grounds in good condition. Any issues should be reported by completing a Maintenance Request form available on the College website. Any requests made of the Maintenance Team will be attended to as soon as possible.

Internet Access

At the start of your residency, you will be given a Wi-Fi username and password for your own personal use, with unlimited data provided.

Guidelines prohibit unethical use of the College's equipment to breach copyright legislation, engage in commercial activity or perform acts of harassment or nuisance to others. Please note that use of the network is subject to monitoring by College and University staff.

Furniture and Storage

While you're allowed to bring your own things for your rooms here at Jane, you should not move any furniture or equipment provided by the College from their allocated space without first seeking the direct permission from the Maintenance Manager. Any furniture that is abandoned or left in the corridors will be identified, with a service fee charged against the occupant of the room.

Once you have permission to move any furniture from your room, you are obliged to move it yourself, or with the help of friends, in consultation with the Facilities Manager. At the end of your Residential Agreement, you are responsible for returning all furniture.

If you have brought your own furniture and equipment with you, they **must** be removed from the College at the end of your Residential Agreement, unless a prior arrangement has been organised with the Facilities Manager. However, if you have signed a further Residential Agreement with the College and are returning the following year, you may store smaller or boxed items in our Box Rooms over the summer period. Couches and armchairs left in rooms without permission from the Facilities Manager will find their way into the skip bins at the end of the year. Storage over the summer period will incur a fee. Contact the office during business hours to arrange storage in College Box rooms.

Bus Service

The Jane Bus service is included in your fees and runs every weekday throughout each semester, as well as during SWOTVAC and exams. The bus runs daily covering all the major campuses around Hobart (Sandy Bay, Menzies etc.). If you are studying at a campus not on the bus route, arrangements can be made by contacting the office. The bus timetable is available on the Jane website or down at the Jane office if you prefer paper copies. Please also note the Passenger Code of Conduct (on page 46). Please note that the bus does **NOT** operate on Public Holidays.

Mail

Australia Post delivers mail once each weekday, usually in the afternoon. Mail is sorted and placed in student mailboxes under the first initial of their last name. If parcels are too large for the mailboxes a collection slip is left in the mailbox indicating where the parcel can be collected.

Neither Australia Post nor Jane Franklin Hall takes responsibility for the security of students' mail placed in the mailboxes. If students are expecting a credit card or passport, please let the office staff know and it can be stored and collected from the office.

Cleaning and Room Hygiene

You are responsible for keeping your room clean. This includes making sure your room is adequately ventilated to prevent mould growing. To save cleaning fees being added to your account at the end of your contract, we ask you to:

Vacuum your room at least once a fortnight;

Empty the vacuum cleaner after you've used it;

Regularly dust the surfaces in your room with a damp cloth;

Wash and dry all personal crockery and cutlery;

Open your windows for at least one hour a day – even in winter! (Although make sure you put on a warm jumper and turn off your heating before you do);

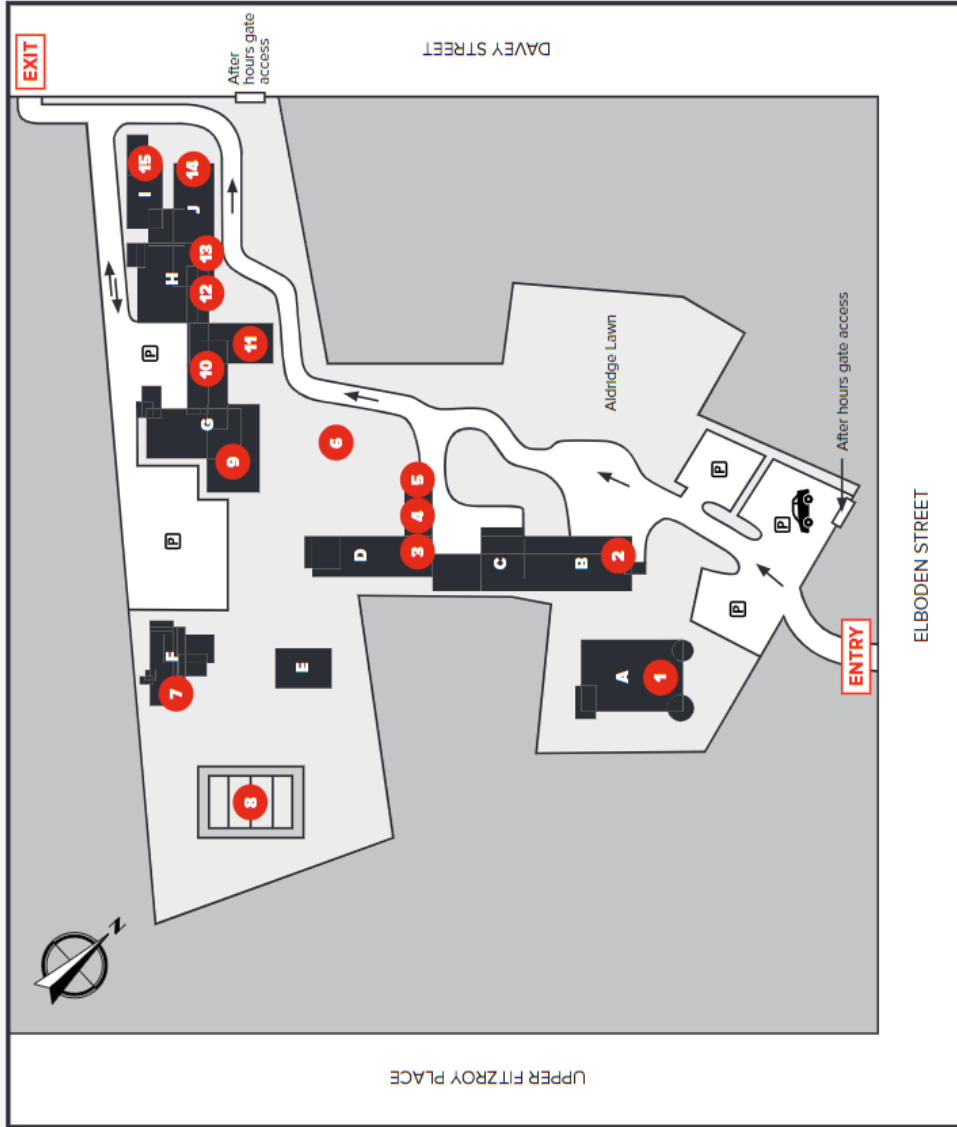
Wash your bed linen at least once a fortnight;

Empty rubbish bins into the external skip bins.

COLLEGE GROUNDS



JANE FRANKLIN HALL 6 Elboden Street SOUTH HOBART TAS 7004



Rooms & facilities

- 1 Edwin Pitman Room
- 2 Office
- 3 Laundry (downstairs)
- 4 Gym (downstairs)
- 5 Horton Common Room & Jane Shop
- 6 Barbeque
- 7 The Underlodge
- 8 Tennis court
- 9 Dining Hall
- 10 Asten Common Room
- 11 Student Club Committee Room
- 12 Senior Common Room (downstairs)
- 13 Reflection Room (upstairs)
- 14 Library
- 15 Coffee Lounge (upstairs)

Buildings

- A Michael Webber House
- B Aldridge
- C Horton Link
- D Horton
- E Frances Parsons Building
- F The Lodge
- G Asten
- H Barrett
- I Fleming
- J Vines

Elboden Street: turn left at the first street after the lights on the Southern Outlet

AREA DESCRIPTIONS

1 – Edward Pitman Room (“Eddie P”)

This is a communal relaxation space within Michael Webber House. This space is only to be used by residents, or guests of residents, who reside in Webber.

3 – Laundry

At Jane, washing machines, dryers and washing lines are available 24/7, at no cost. There are instructional signs placed in the laundry that must be followed at all times. You are responsible for supplying and keeping your own washing powder. Any washing products are left in the laundry at your own risk.

If any of the laundry equipment malfunctions, you are obliged to contact the Maintenance Manager to report the issue. Do not try and handle the problem yourself.

5 – Horton Common Room (“The H”)

The Horton Common Room (The H) is accessible for all residents, in the middle of the College. The H contains a large flat-screen television, a DVD player, Play Station, and Foxtel. Residents are allowed in the Horton Common Room 24/7, but the noise level should be controlled as to not annoy or irritate others in the HCR or in adjacent rooms. Residents are responsible for keeping the common rooms clean and tidy.

The H also has a fully functioning oven for baking the odd sweet treat or two. It is not to be used for self-catering purposes. The kitchenette must be kept cleaned or the kitchen will be closed.

8 – Tennis Court

The tennis court (located in front of the Frances Parsons Building) can be used for tennis, netball, basketball and volleyball between 7am and 10pm every day. If you wish to take the net down at any point, we ask that you please put it back up before you leave. If the lights have been turned on, please turn them back off when leaving and lock the gate behind you. Consumption of alcohol is prohibited on the tennis court.

10 – Asten Common Room (“ACR”)

Located off the Dining Hall is the Asten Common Room (ACR). While not as spacious as The H, Asten has a piano, a table tennis table, as well as a multitude of board games to keep you entertained during the day. During the cold winter months, the fire is often lit.

12 – The Senior Common Room

The Senior Common Room in Barrett is for senior members of the College, such as Staff, Fellows, Post-Graduates, Chaplains, Senior Residents and Council members. It is used to host pre- and post-formal dinner drinks, so you can chat with politicians and a range of other influential people who attend formal dinners as guests of the College. Our Post-Graduate occupants can also book the room for their own use during the year.

14 – Library

The Library (located underneath Vines) is a silent study space available for use by all residents. Please be considerate of others using this space. Failure to keep noise levels down while using this space will result in fines. The library is home to many old books and computers which are connected to the UTAS servers. There is also a printer that can be accessed through the computers via the UTAS printing service, although this service is being reviewed. You are advised to bring your own printers or use the ones at the University.

15 – The Coffee Lounge

The Coffee Lounge is another communal area that can be found in the Fleming Building. As it is close to resident's rooms, noise levels should be kept down when using the Coffee Lounge, especially during the night. A large flat-screen television is available to use, as well as a kitchenette and comfy seating.

A – Michael Webber House (“Webber”)

Webber was acquired by Jane in the 1980's to house residents. It has a self-catered living area, kitchen, communal area, and a patio. Residence in Webber is a privilege and is offered to students based on seniority and behaviour at the College. For this reason, Webber is largely self-managed and non-Webber students may only enter Webber at the invitation of a Webber resident.

B – Aldridge (“Ridge”)

Aldridge is a large residential block at the bottom of the college. The front office is located at one end of the bottom floor while the rest of the building is dedicated solely to resident's rooms.

C – Dr Karla Fenton OAM Wing

The Horton Link is home to three post-graduate apartments. It forms a link between the Horton and Aldridge buildings.

D – Horton

Horton is located almost in the middle of the College. On the bottom floor is a laundry and gym. Directly above these rooms is the Horton Common Room. The rest of Horton houses three storeys of resident's rooms.

E – The Frances Parsons Building (“Franny P”)

The Frances Parsons Building is a large multi-purpose space located on the southeast side of the College, down the hill from the Dining Hall. Throughout the year, the Franny P is used for the Commencement ceremony, Student Club events, university tutorials, presentations and much more. When not in use for these events, the Franny P can be used by residents at any time for study and/or relaxation. As with all other areas, residents are asked to be mindful of others using the space and clean up after themselves. There is also a piano for music student's use.

Occasionally The Franny P is booked for external and Council meetings. During these times, the Franny P may be restricted for use. Prior notification of these events will be communicated through Plain Sheet or the Student Club page.

F – The Lodge

Formerly the Principal's residence, this is now a private rental property owned by the College.

G – Asten

Asten is the building which houses the Dining Hall, the Asten Common Room, and the Student Club Committee Room. It also contains two storeys of residential rooms.

H – Barrett

Barrett is the original area from which the college started in 1950. It now forms the centre of a large complex joining Asten, Fleming and Vines. It houses the Senior Common Room and the grand piano along with a small number of residential rooms located on the second floor. A number of rooms for study sessions, tutorials, private study, and meetings are on the bottom floor of Barrett.

I – Fleming

Fleming is the wing located on the north-western edge of the grounds. It is home to a small amount of ensuite rooms, a post-graduate flat and the Coffee Lounge.

J – Vines

The Vines wing contains the Library and residential rooms. The residential component of Vines is closed for 2023.

Bathrooms

Shared bathrooms are found on each floor of each building and include toilet cubicles, sinks and showers. Most bathrooms in the college are unisex unless otherwise stated, such as the Male and Female bathrooms in Horton Middle and Vines. Misuse of these segregated bathrooms is taken seriously and will result in fines.

It is the responsibility of each resident to clean up after themselves in bathrooms. Toiletries are left in shared bathrooms at your own risk. Fines will apply if you leave a mess in these shared areas.

Residents who have ensuite or private bathrooms will be responsible for cleaning these themselves.

Box Rooms

Throughout the college there are storage rooms known as 'Box Rooms' (usually one per building). These rooms are mainly used for storing the belongings of returning residents over the summer holidays if they are unable to take everything back home.

Only storage of Jane boxes and student fridges is generally allowed. Boxes must be purchased from the Jane Office. Stickers for fridges must be purchased at the Jane Office.

If you plan to leave the College once your Residential Agreement has ended, you must take all your belongings from the Box Rooms. This is to make sure that there is space in the Box Rooms for incoming residents and reduce overflow from the Box Rooms.

If you need to access a box room during reasonable hours, contact your local Senior Resident.

Kitchenettes

Each floor of every building comes equipped with a kitchenette for use by residents, at any time. The kitchenettes have microwaves, small communal fridges, and boiled water urns. They are also regularly supplied with tea, coffee and sugar. You must supply your own cutlery and crockery if you wish to use them in the kitchenette.

As kitchenettes are communal areas it is very important that they are kept clean and free of clutter. Residents are expected to clean up after themselves and failing to do so may result in closure of kitchenettes, confiscation of any items left in kitchenettes and/or fines.

All kitchenettes have rubbish bins and recycling bins for small items. Any large items and rubbish from personal room bins should be placed in the large wheelie bins around the college or dumpsters behind the Dining Hall.

EXPECTATIONS

ALCOHOL AT JANE

Some residential Colleges are dry - Jane is not. At the College, we allow residents who are over 18 to drink alcohol. As a rule of thumb our guiding principle for alcohol consumption is providing you don't damage yourself, others, property or reputation in any shape or form, then you can have a drink.

The reason for our approach is because, in a society that allows adults to consume alcohol, we believe it is important for our students to learn how to drink responsibly. This means, amongst other things:

- knowing your limits
- saying no
- being able to enjoy yourself without drinking alcohol
- never forcing anyone to drink alcohol, either by subtle coercion or by overt pressure
- respecting the decision of those who don't drink
- understanding the consequences of drinking too much
- understanding that many people are confronted by a culture of too much alcohol
- understanding that excessive alcohol consumption can bring out aggression, damage relationships, cause people to do things they would not otherwise so, and sometimes commit dangerous - or sadly even criminal - acts.
- accepting that drinking alcohol can negatively affect long-term health.

Many students at Jane choose not to drink either because they don't like the taste, they can't afford it, they're on medication, they don't like what it does to people or it is not part of their family or cultural habits. That is totally OK.

While we have no hesitation in strictly disciplining anyone who abuses the College's stance on alcohol consumption, we hope we never need to. Part of being in our community is respecting all. We hope that the same level of trust we give in not being a dry college is reciprocated in the behaviour and actions of our students. That is the Jane way.

Help is at hand

We also know some people may need some support to manage their alcohol habits. That is OK, too.

You are encouraged to approach a Senior Resident, a member of the Student Club Committee or the Dean of Students if you think some extra help may be needed.



JANE FRANKLIN HALL

RESIDENTIAL CODE OF CONDUCT

OVERVIEW

Jane Franklin Hall is a diverse society of student residents, staff, and community members. This code aims to provide a simple and clear statement of expectations for residents towards all members of the Jane community.

This Code does not attempt to provide a detailed and exhaustive list. Instead, it sets out standards of expected behaviour providing a broad framework tied to the values of Jane Franklin Hall.

It applies to all residents when attending the college or participating in activities off college premises as part of a representation of the college.

CODE OF CONDUCT

It is expected that as a resident you will:

- a. Familiarise yourself with college policies and procedures pertaining to your rights and responsibilities as a resident;
- b. Familiarise yourself with the University of Tasmania's policies and procedures and your rights and responsibilities as a student at the university;
- c. Treat others with fairness, respect and courtesy and act in a manner that is not threatening, harassing, intimidating or likely to jeopardise the safety of others;
- d. Demonstrate commitment to a zero-tolerance stance on harassment, sexual harassment, violent behaviour, and sexually offensive actions and criminal activities;
- e. Respect the staff of Jane Franklin Hall and behave with courtesy and understanding in all forms of communication;
- f. Display respect and courtesy to Council Members, Fellows, Chaplains, and Alumni at all times.
- g. Appropriately use and respect the college grounds and property and act with honesty and integrity if damage to college property occurs.

- h. At all times, act with honesty and be willing to learn and to take ownership of mistakes and to have the courage to request help when you need it.
- i. Be open and accepting of other people's opinions, beliefs and background and seek understanding without judgment of others.
- j. Behave courteously and accepting of others in and outside the Jane community regardless of race, age, abilities, gender alignment or sexual orientation.
- k. To act as a positive member of the Jane community and where possible endeavour to contribute to the strengthening of the Jane community and its values.
- l. Challenge yourself to seek new and beneficial opportunities and to encourage and support others to learn about themselves, others and the world.
- m. Have the courage to act with integrity at all times, to model good behaviour to others and to challenge inappropriate behaviour.
- n. Embrace leadership opportunities positively as a chance to have a lasting positive influence, to inspire and to empower others in the community.
- o. Participate in college events to your level of comfort and play an active role in supporting the participation and hard work of others in the Jane community.
- p. Respect the privacy and personal boundaries of others in the Jane community and share the communal and common areas with courtesy and fairness.
- q. Take responsibility for your own learning in the context that learning is the outcome of a collaborative partnership between the University of Tasmania and students.
- r. Embrace ideas and new knowledge and encourage a culture of learning and academic discovery.
- s. Know the requirements of your course and progression rules and seek timely advice and assistance from College or University services, as required, to maximise successful progress.
- t. Act honestly and ethically in the production of all academic work and assessment tasks. Acknowledge shared ownership of ideas in group projects.



CODE OF CONDUCT – JANE BUS PASSENGERS

To operate a safe and reliable service, we ask that all passengers follow the College Code of Conduct and observe the following rules when travelling on our buses:

RESPECT: • Respect fellow passengers, Jane Franklin Hall staff and members of the public. Verbal or physical aggression towards the driver, Jane Franklin Hall staff or other passengers will not be tolerated. • Report any incidents of anti-social behaviour (including incidents of bullying, harassment, discrimination, and vilification of any kind) to either a driver or Jane Franklin Hall staff at the time the incident occurs. • Please let everyone disembark the service before boarding. • Be mindful of other passengers, such as people with disabilities, and offer them a seat.

PASSENGERS MUST: • Present themselves at the bus stop at least five minutes before the bus is due to depart. • Respect fellow passengers, Jane Franklin Hall staff and members of the public. • Wear seat belts where provided. • Keep doorways and walkways free from bags and other items, and please don't put your feet or bag on seats. • Act in a responsible manner which does not endanger life. • Follow any instructions given by Jane Franklin Hall staff.

PASSENGERS MUST NOT: • Distract the bus driver. • Stand or move around the vehicle when it is in motion. • Use intimidating, inappropriate or aggressive language or behaviour towards other passengers or Jane Franklin Hall staff. • Act in any way that may cause danger or distress to others. • Leave litter on the bus; smoke or breach alcohol and drugs policy whilst travelling on the bus. • Throw or trail articles from the vehicle's windows or doors or wear dirty clothing or footwear likely to soil the vehicle. Interfere with the vehicle's fixtures and fittings including emergency exits and door controls.

Any passenger found to be in breach of the above code of conduct, risks receiving an indefinite travel ban.

CONTACTS

Senior Resident On-Call (5:30pm-9:00am Mon-Fri, 24 hours Sat- Sun)

Telephone: 0412 905 034

Office

Email: office@jane.edu.au

Telephone: 62 100 100

Dean of Students

Sarah Hopkins

Email: dos@jane.edu.au

Dean of Academic Studies

Nick Brodie

Email: doas@jane.edu.au

Facilities Manager

Chris Warn

Email: maintenance@jane.edu.au

Catering Manager

Phil White

Email: cateringmanager@jane.edu.au

Dining Hall Supervisor

June Smith

Email: cateringmanager@jane.edu.au

Registrar

Libby Hopkins

Email: registrar@jane.edu.au

Principal

Joanna Rosewell

Email: principal@jane.edu.au

Accounts and Office Administrator

Tracy Kemash

Email: accounts@jane.edu.au

OTHER IMPORTANT SERVICES

Banks

Commonwealth Bank

2/109 Liverpool Street

Bendigo Bank

109/113 Murray Street

The Cat and Fiddle Arcade

NAB

76 Liverpool Street

MyState

144 Collins Street

Westpac

15/60 Liverpool Street

Wellington Centre

Suncorp Bank

99 Liverpool Street

Bank of Queensland

46 Murray Street

ANZ Hobart

61/63 Liverpool Street

Service Tasmania and Centrelink

Service Tas Hobart Branch

134 Macquarie Street

1300 13 55 13

Open Mon-Fri until 5:00PM

Centrelink

30-38 Barrack Street

13 24 68

Open Mon-Fri until 4:30pm

Hospitals (for Emergencies only)

Royal Hobart Hospital

48 Liverpool Street

(03) 6166 8308

Open 24 hours

Hobart Private Hospital

Argyle Street & Collins Street

(03) 6214 3000

Open 24 hours

Chemists

Chemist Warehouse

205 Sandy Bay Road

South Hobart Capital Chemist

360 Macquarie Street

Supermarkets

Woolworths Sandy Bay

Bay Village Shopping Centre

Open until 12:00AM

Coles Supermarket

246 Sandy Bay Road

Open until 12:00AM

Fast Food Outlets

Dominos

147 Macquarie Street

(03) 6212 7920

Open 11:00AM – 12:00AM

McDonald's

268 Sandy Bay Road

(03) 6224 8124

Open 24 hours

Hungry Jacks

158 Davey & Antill Street

(03) 6224 4023

Open 7:00AM – 10:00PM

Liv-Eat

118 Liverpool Street

(03) 6236 9087

Open until 8:30PM

Subway

77 Elizabeth Street

(03) 6234 5448

Open until 11:00PM

Zambrero

80 Liverpool Street

(03) 6234 4561

Open until 9:30PM

Annapurna Salamanca

93 Salamanca Place

(03) 6224 0400

Open from 5:00PM – 10:00PM

La Bella Pizza

209 Sandy Bay Road

(03) 6224 2425

Open from 12pm daily

Burger Got Soul

160 Sandy Bay Road

(03) 6223 5559

Open until 9:00PM

Gyms

Unigym Hobart

Grace Street

Sandy Bay

F45 Training Hobart

69 Liverpool Street

Hobart

ZAP Fitness 24/7

205 Sandy Bay Road

Sandy Bay

Cinemas

Village Cinema Hobart

181 Collins Street

Hobart

1300 555 400

Village Cinema Eastlands

Bligh Street

Rosny Park

1300 555 400

State Cinema

375 Elizabeth Street

North Hobart

(03) 6234 6318

Local Churches

St Francis Xavier Catholic

61 Adelaide St

South Hobart

0418 397 602

Baptist Sandy Bay

239 Sandy Bay Road

Sandy Bay

(03) 6231 1027

C3 Church

64 Anglesea Street

Hobart

(03) 6223 1393

Greek Orthodox

5 Antill Street

South Hobart

(03) 6223 6019

Hillsong Connect

209 Davey Street

South Hobart

1300 535 353

St David's Cathedral

23 Murray Street

Hobart

(03) 6234 4900

Hobart Mosque

166 Warwick Street

West Hobart

(03) 6234 6998

Hobart Jewish Synagogue

93 Lord Street

South Hobart

(03) 6223 7116

Hairdressers

Lustre

359B Macquarie Street

South Hobart

(03) 6223 7618

Sfumato Hair

160 Collins Street

Hobart

(03) 6224 0094

Zero Designs

87 Newdegate Street

West Hobart

(03) 6234 7700

Some Hallucination Hair

83 Salamanca Place

Hobart

(03) 6224 1555

Head Rush Hairdressing

20 Magnet Court

Sandy Bay

(03) 6223 6664