

**College Obligations
and Terms of
Residence (COTR)
2024**



Contents

Introduction	3
Academic Assistance	3
Academic Results	4
Behaviour	4
Bus	6
College Reputation	7
Common Rooms	7
Contact Details	8
Cleaning and Rubbish Removal	8
Dangerous Goods	9
Dining and Meals at College	9
Emergency and Evacuation Procedures	11
Fees	11
Fines	14
Fire Escapes	15
Formal Dinners	15
Guests	16
Heaters and Electrical Appliances	17
Illness, Injury and Disability	18
Insurance and Public Liability	18
Internet Access	19
Keys and Security	19
Kitchenettes	20
Laundry	21
Maintenance	21
Noise	22
Occupancy	23
Out of Bounds	24
Parking	24
Payments and Repair of Damaged Property	25
Pets	26
Photography	26
Readmission to the College	26
Room Allocation	27
Room Contents	28

Serving of Notices	30
Smoking and Vaping	30
Social Events and Alcohol	30
Storage	32
Study Spaces	33
Vacating your Room	34
Withdrawal from Residential Contract	35
Appendix 1	37
Student Code of Conduct	
Appendix 2	39
Bus Passenger Code of Conduct	

1. Introduction

1.1 Everyone who lives, studies, or works at Jane Franklin Hall has the right to do so in a safe, respectful and inclusive environment, and has a role to play in creating and maintaining such an environment.

1.2 Compliance with the College Obligations and Terms of Residence (COTR) is an important part of maintaining that environment. Students are therefore expected to be familiar with, comply with, and actively uphold the principles and expectations of the COTR and related policies and procedures.

1.3 In signing your Residential Agreement, you agree to the terms of the COTR.

2. Academic assistance

2.1 Although we make every effort to provide academic assistance, availability may be limited depending on the subject, staff availability and expertise, and the timing of requests for assistance. Students are encouraged to discuss their study with the Dean of Academic Studies.

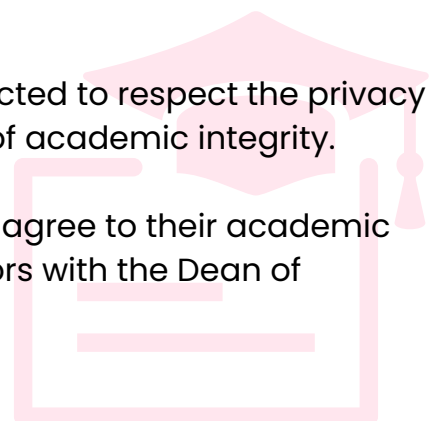
2.2 Where the College provides academic support, academic performance remains the responsibility of individual students.

2.3 Students are strongly encouraged to attend relevant Academic Mentor study sessions relevant to their course of study. While the College aims to provide as broad a range of support as feasible, Academic Mentors are employed to provide generalised guidance on the basis of university experience rather than subject expertise.

2.4 Where individual students or student cohorts may require additional subject specific assistance, a tutor may be appointed at the discretion of the Dean of Academic Studies. Tutorial offerings are subject to staffing and budgetary considerations. Where tutorial support is arranged, students are expected to attend sessions.

2.5 In study sessions and tutorials, students are expected to respect the privacy of fellow students and maintain relevant standards of academic integrity.

2.6 By attending study sessions or tutorials, students agree to their academic needs being discussed by Academic Mentors or Tutors with the Dean of Academic Studies.



3. Academic Results

3.1 You agree to provide your University of Tasmania (UTAS) Student Identification number to the College and consent to the release of your academic results and preferred email address to the College upon request.

3.2 The College will consider your results for the purposes of:

- Determining the need for further support
- Awarding scholarships and prizes
- Collating data to inform the development of its academic program
- Determining potential academic support staff for the College

3.3 Results are not used to determine future residency at the College.

3.4 Your results will be available to the Principal, Dean of Students, Dean of Academic Studies and the Scholarships Committee but will otherwise remain confidential.

4. Behaviour

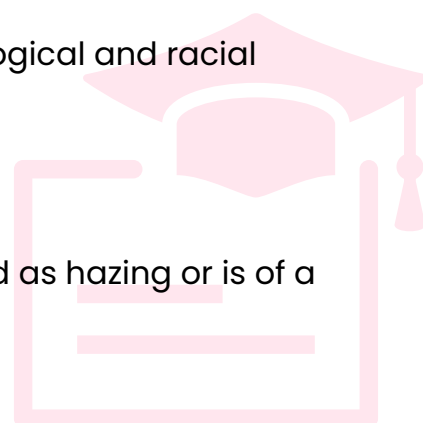
4.1 As a member of the Jane community you are subject to the conditions of the Code of Conduct (see Appendix 1) and to the terms contained in this COTR.

4.2 It is expected that you and your guests will display reasonable and respectful behaviour to others at all times.

4.3 Acts of vandalism, excessive noise, or disruptive or offensive behaviour, including alcohol abuse, and any further breaches of the Code of Conduct, may incur forfeiture of your place at College.

4.4 A number of behaviours are considered abhorrent at the College, are not tolerated and are grounds for dismissal from College. These include, but are not limited to:

- **i.** abusive behaviour including physical, psychological and racial harassment or bullying of any kind;
- **ii.** sexual assault or harassment;
- **iii.** any activity that can reasonably be construed as hazing or is of a similarly coercive practice;



- **iv.** the act of singing songs or chants which denigrate, are abusive, use obscene language or are sexist, racist or demeaning;
- **v.** the usage of illicit drugs;
- **vi.** conviction for a crime occurring while a resident of Jane Franklin Hall.

4.5 Tradition or past practice is not an acceptable excuse or ameliorating factor for any poor behaviour at College.

4.6 All correspondence regarding behaviour remains on your file and is considered with applications for readmission.

4.7 Any attempt to deliberately provide misleading or false information to staff will be considered a breach of reasonable behaviour.

4.8 The College reserves the right to involve external agencies, including the University or the police, as necessary, to protect the interests of individuals and the College or where the matter is clearly one with a criminal element.

4.9 You are subject to all College policies and procedures including but not limited to:

- Sexual Misconduct Policy
- Sexual Misconduct Procedures
- Inclusion and Diversity Policy
- Statement on the College Culture
- Alcohol Statement

4.10 All College policies are available on the College website. You are expected to familiarise yourself with them and stay abreast of all updates.

4.11 Students of Jane Franklin Hall who are students of the University of Tasmania are also subject to the policies and procedures of the University.

4.12 You are expected to reply to requests from college staff with courtesy and in a timely fashion.



5. Bus

5.1 All bus passengers must abide by the Passenger Code of Conduct (see Appendix 2).

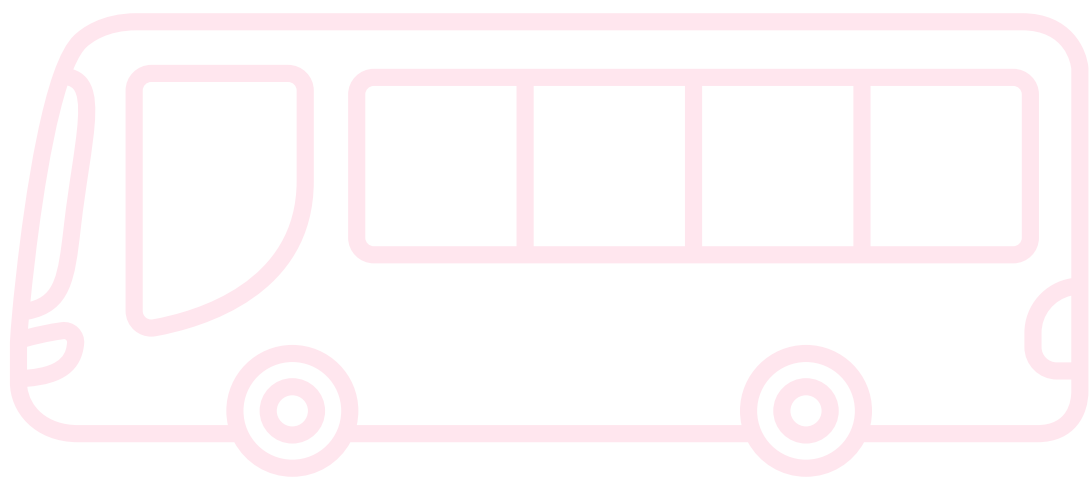
5.2 The College makes every effort to ensure the bus arrives and leaves on schedule. Please be aware that some circumstances such as traffic delays are beyond the College's control.

5.3 While College bus drivers can be flexible about drop off and pick up points within timetabled bus routes, the bus is not available as a personal transport service.

5.4 Non-Jane Residents are not allowed to use the Jane bus without permission of the Principal.

5.5 In the event that the bus cannot operate during semester time, the College will provide taxi vouchers for travel to and from university classes. In such an event, students are expected to share taxis as far as possible. Taxi vouchers provided by the College are only to be used for the purpose of travel to and from university classes and not for personal travel. Receipts for taxi vouchers provided by taxi drivers must be returned to the Jane office.

5.6 The bus only operates in Semester 1 and Semester 2 unless by prior arrangement with the College.



6. College Reputation

6.1 You may not use the College name or logo nor enter into any agreement which may bring the College into disrepute. Any agreement where the College name or logo is used or inferred, permission from the College must be sought before any business arrangement is finalised.

6.2 Any action by a resident or a group of residents that has either damaged or has the potential to damage the College's reputation will result in disciplinary actions against the student(s) concerned.

7. Common Rooms

7.1 When using common rooms, the conditions for room usage as displayed on the wall in each room are to be adhered to.

7.2 As a general rule, providing the noise level and behaviour does not impinge on the wellbeing of others, either inside the room or adjacent to it, common rooms may be used at any time.

7.3 You are responsible for keeping common rooms clean and tidy. Should a room not be kept tidy it may be closed to residents.

7.4 No alcohol may be consumed in the Coffee Lounge, Library, Conference Room or Piano Room. The Frances Parsons Building and the Asten Common Rooms are alcohol-free areas, with the exception of events that have been approved in writing by the Dean of Students or the Principal.

7.5 The common areas of Michael Webber House are only for residents of Michael Webber House or their invited, accompanied guests.

7.6 The Senior Common Room is only available to senior members of the College, including Jane Council members, Fellows, staff, Senior Residents or postgraduate students. Other usage may only be granted with the written permission of the Principal.

7.7 The Horton Common Room kitchen is not to be used for ongoing self-catering purposes and is only to be used for ad-hoc hobby type cooking such as birthday cakes. Students are responsible for keeping the kitchen clean and tidy.

7.8 From time to time, we may have external bookings of the common room spaces, particularly of the Frances Parsons Building. Every effort is made to balance the needs of residents with the needs of our guests, and we ask you to be understanding, patient, and welcoming to any guests. Guests are also asked to be understanding and patient of resident needs.

8. Contact Details

8.1 You are required to inform the College as soon as possible should you or your parents' mailing address, email address or mobile telephone number change.

8.2 As it is the main form of communication between the College and yourself, you are expected to check your nominated email every day including during holiday periods.

8.3 At the end of your Residential Agreement, you must arrange for your postal address to be changed. Mail will be forwarded for a maximum of one month. After this time it will be returned to the sender.

9. Cleaning and Rubbish Removal

9.1 You are responsible for cleaning your own room (including ensuite bathrooms).

9.2 Vacuum cleaners are available in every building and you are encouraged to use them regularly. Vacuum cleaners should be emptied after each usage as a courtesy to the next user of the vacuum cleaner. Vacuum cleaners should not be used for suctioning any wet material. Mops and buckets can be accessed by contacting Maintenance (during business hours) or the Senior Residents (after hours).

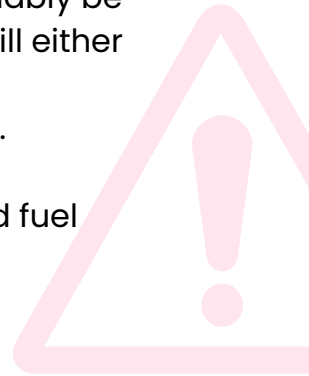
9.3 You are also responsible for your personal rubbish and recyclable materials. On site recycling and refuse bins are available. Please help the College to reduce its environmental footprint by recycling rubbish and ensuring the correct waste is placed in the correct bin.

9.4 Kitchenette and bathroom bins are not to be used for personal rubbish. Personal rubbish should be disposed of in the external wheelie bins adjacent to every building.

10. Dangerous Goods

10.1 You may not bring any explosives or combustible materials, firearms, fireworks, spear guns, ammunition or any other item that could reasonably be considered a weapon into the College. Anyone found to be doing so will either have their items confiscated with a storage fee charged or their items disposed of. The College may also refer the matter to Tasmania Police.

10.2 Candles, open flames, incense, cigarette lighters, fires or any liquid fuel lighting devices are strictly prohibited.



11. Dining and Meals at College

11.1 Whenever in the Dining Hall, it is expected you will dress appropriately, wear shoes, are sober, and behave considerately towards other residents, guests and staff.

11.2 Wearing nightclothes, such as pyjamas, slippers and dressing gowns to the Dining Hall, or in common areas, is not permitted. For your safety bare feet are not permitted in the Dining Hall.

11.3 During holiday periods, mealtimes may be shortened at the discretion of the College.

11.4 You are expected to display good manners and courtesy to all members of the community by clearing your crockery and cutlery at the end of your meal, cleaning up any spillage, leaving enough food for others to enjoy and by keeping noise to a comfortable level.

11.5 While the College is very generous in the number of helpings students may have at mealtimes, excessive meal servings, especially to the detriment of other students, will not be tolerated.

11.6 For catered students, the College provides twenty-one (21) meals per week during the term of your Residential Agreement. Each day of the two Swotvac and exam periods, the College also provides afternoon tea and supper.

11.7 Meals that are not consumed cannot be accumulated as a credit or for taking on another occasion.

11.8 Self-catering can only occur in Michael Webber House, some apartments and through the offering of a self-catering Residential Agreement or lease.

11.9 Cooking in your room is strictly forbidden.

11.10 Cooking in microwaves in kitchenettes must be followed according to the instructions in each kitchenette.

11.11 Any cooking in permitted areas must be done with due care for fire alarms. Should the fire alarm be set off accidentally through your cooking activities, the Tasmanian Fire Service may charge you a call-out fee.

11.12 Only fresh fruit and cut lunches for your own consumption can be taken out of the Dining Hall.

11.13 It is forbidden to remove the College's crockery and cutlery from the Dining Hall.

11.14 When a late meal has been arranged, it is to be eaten in the Dining Hall.

11.15 Late meals are to be requested through the College website, excepting late meals for formal dinners which can only be provided in very limited circumstances with the written approval of the Principal.

11.16 With the exception of late meals provided upon request to those who work, play sport or have classes, meals must be eaten during dining hours. This is to allow staff time to clean and prepare for the next meal. Eating together is also an essential part of our College community experience.

11.17 Respect the right of vegetarians to have first call on vegetarian meals. If you are not vegetarian, you have two choices of meat dishes at dinner. Vegetarians have just one choice. It is unfair when they miss out because non-vegetarians have got in first.

11.18 The kitchen is closed on Christmas Day and Boxing Day. Students who are in residence at this time will be provided with pre-prepared meals and supplies.

12. Emergency and Evacuation Procedures

12.1 You must carefully read the emergency and evacuation procedures displayed in your room. Take them seriously and learn what you should do in the event of a fire.

12.2 If you hear the fire alarm ring, evacuate the building immediately, using the fire escapes and follow the directions of Senior Residents and other staff. Evacuation is mandatory, even if you suspect it is a false alarm or a fire drill. Failure to evacuate will incur a fine.

12.3 You are required to follow all guidelines relating to the College's fire safety equipment. No fire safety equipment is to be used except in the case of an emergency; such activity is a breach of State Government law and the matter will be referred to the Tasmanian Fire Service. Breaches will result in a fine and, if appropriate, reimbursement of the cost to replace such item.

12.4 You must not interfere or cover any fire detection equipment or evacuation notices. This includes the smoke detector on the ceiling of your room. Breaches will result in a fine.

12.5 If you do not follow the safety regulations – including setting off fire alarms through irresponsible behaviour – you will be liable for any costs associated with the alarm. Additionally, irresponsible behaviour which sets off the fire alarms or endangers the community will face disciplinary action and/or penalties under the Tasmanian Fire Code.

12.6 Corridors, entry ways and doors are to be kept free of equipment, footwear, clothing and personal belongings to allow for easy escape in the event of a fire emergency. Students whose belongings block throughways in the College will be fined and have their property confiscated.

13. Fees

13.1 You and/or the responsible bill payer agree to pay all fees applicable to the terms of your Residential Agreement, subject to the terms of any guarantee or indemnity entered into by a guarantor with the College.

13.2 The following fees are payable to the College:

- **Application Fee.** This is a non-refundable fee, payable upon application to the College. It must be paid before your application can be considered.

- **Acceptance Fee.** To confirm your residency, you are required to pay a non-refundable Acceptance Fee.
- **Room Bond.** If you are a new resident, you'll need to pay a Room Bond. The Room Bond is retained by the College until the termination of your Residential Agreement and shall be refunded to you - minus an Alumni Association fee - when you leave the College should you meet all the conditions of your Residential Agreement. The College reserves the right to deduct from the Room Bond any amount deemed by the College to be payable by you, due to your breach of any contractual conditions. Your Room Bond is paid the first time you enter College and carried over into subsequent years of residency. It is to be paid upfront.
- **Alumni Association Fee.** This fee of \$50 is deducted from your Room Bond upon leaving College and is non-refundable.
- **Building levy.** The Building Levy supports the ongoing maintenance and improvement needed for our College infrastructure. It is non-refundable and is to be paid upfront.
- **Student Club Membership Fee.** Student Club Membership Fees are collected by the College and passed onto the Jane Franklin Hall Student Club Committee for allocation towards social, sporting and cultural activities. The fee is non-refundable and is to be paid upfront.
- **Accommodation Fees.** These are the bulk of your fees and cover meals, transport, electricity, tutorials etc.



13.3 Accommodation Fees are payable in one of three ways:

- **Plan A.** One single payment of all accommodation fees for the year. A discount of \$522 will be provided for payments received by the early bird date. Payment can be made by bank transfer, EFTPOS or credit card.
- **Plan B.** Two payments, one per semester. A discount of \$200 will be provided for each payment received by the early bird date. Payment can be made by bank transfer, EFTPOS or credit card.
- **Plan C.** Fortnightly direct debit instalments via credit card or bank account. (unavailable to international students)

13.4 All fees are payable by the due date unless otherwise agreed with the College.

13.5 All upfront fees are to be paid before your commencement at College and before scheduled DDR payments commence.

13.6 International students are required to pay a minimum of 50% of all semester fees upfront before arrival at the college. The other 50% is payable by the due date.

13.7 Regardless of whether you remain in residence, leave early, or take a holiday, you remain responsible for the full amount of your fees for the duration of your Residential Agreement.

13.8 No partial or full remission of fees is offered for those who are absent from College for any reason.

13.9 All correspondence and accounts relating to your residency will be directed to your nominated billing address.

13.10 You are bound to pay your fees for the length of time specified in your Residential Agreement. This is the case even if you are paying through instalments.

13.11 Unpaid accounts will be forwarded to a debt collection agency for recovery. Any expenses incurred by the College in recovering the debt, will be added to your account.

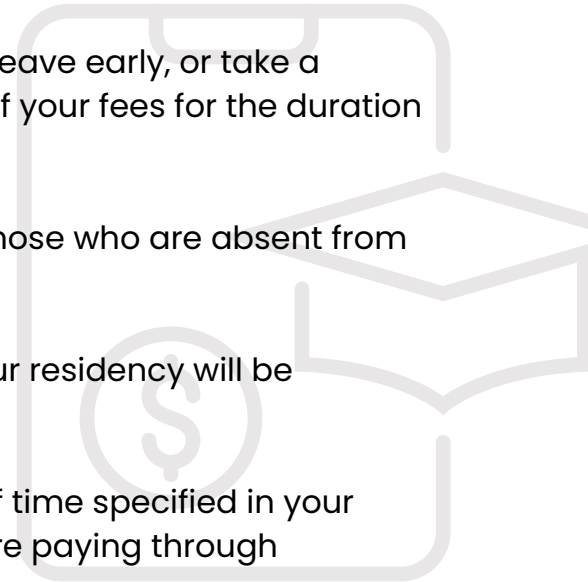
13.12 For International students, non-payment of fees by the due date may also have consequences for visa retention.

13.13 Overdue accounts will accrue late payment fees of \$35 a week from the due date until monies are paid.

13.14 Students who have received a scholarship from Jane Franklin Hall will not be eligible for early bird fee discounts.

13.15 Students may only claim one discount. Should a student be eligible for two discounts (e.g. alumni discount plus an early bird discount), the greater discount will apply.

13.16 Students who are approved to share a room will not be eligible for the early bird discount or any additional discounts, including scholarships.



13.17 Statements are supplied electronically to you from time to time via your nominated email address. However, you can request a statement at any time. If you do not understand any part of your statement, please contact our Finance and Office Coordinator.

13.18 Direct Deposit (DDR) Payments are paid fortnightly. To pay by DDR, download a DDR Agreement and a DDR Schedule from the Forms Directory on the Jane Franklin Hall website <http://www.jane.edu.au/forms-downloads/> complete and return them with your Acceptance Fees.

13.19 Dishonoured DDR payments will incur a fee from the College of \$20 to repeat the authorised request for funds. The charge will be repeated for every occasion on which the DDR is not successful due to any errors on your part. If you need to make alternative arrangements, please advise our Finance and Office Coordinator prior to the DDR date.

13.20 The DDR facility is available only to domestic students.

13.21 Sundry items include academic gown, linen pack, lost key fee, car parking fee, fines, pre-Residential Agreement accommodation, College merchandise etc. They can be paid for in cash, credit card, EFTPOS or added to your invoice.

13.22 Any bank charges taken from international financial transfers will be charged to a student's account.

14. Fines

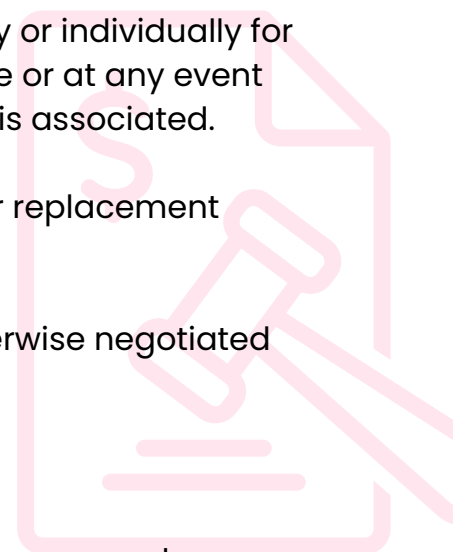
14.1 The College reserves the right to fine residents collectively or individually for any behaviour, action or damage which occurs at the College or at any event with which the College or the Jane Franklin Hall Student Club is associated.

14.2 A fine may be given in addition to any costs for repairs or replacement incurred as a result of residents' behaviour.

14.3 Fines must be paid within the stipulated time unless otherwise negotiated with the Dean of Students.

14.4 All fines will be contributions to the Jane Foundation.

14.5 You are responsible for any fines or damage incurred by your guests. These charges will be added to your account unless rectified by your guest in a timely manner.



15. Fire Escapes

15.1 It is a serious offence to breach College security by using fire escapes (other than in an evacuation emergency), or to wedge open any doors.

16. Formal Dinners

16.1 It is understood by the community and agreed to by you in signing your Residential Agreement, that you will attend all formal dinners as detailed on the annual calendar of events. Study, work and sporting commitments are not to interfere with these dates.

16.2 Any student unable to attend formal dinner must advise the Office of their intended absence and reasons for their absence no later than lunchtime on the day of the dinner.

16.3 At formal dinners, academic gowns are to be worn by all students at all times throughout the meal. The only times a gown may be removed is at the express invitation of the Principal.

16.4 It is expected that students will dress for formal dinner as if they were attending a smart business occasion.

16.5 When you receive an invitation to sit at High Table at formal dinner, you are expected to R.S.V.P. promptly, remembering that R.S.V.P. means to tell the Office if you are accepting or declining the invitation.

16.6 When dining at High Table, mobile phones are not permitted and should not be placed on the table.

16.7 Late meals are available in a very limited number of circumstances on formal dinner nights, and emailed permission must be gained from the Principal.

16.8 No alcohol may be brought into the Dining Hall during a formal dining occasion, nor removed from it.

16.9 Mobile phones should be turned to silent during dinner.

16.10 For the duration of the dinner, please remain seated at the table at which you commenced the meal.

16.11 It is strictly forbidden to arrive at formal dinners drunk.

16.12 Drinking games are forbidden at formal dinners.

16.13 Anyone causing excessive noise or disturbance will be asked to leave formal dinner.

17. Guests

17.1 You are responsible for your guests.

17.2 All guests must be signed in by a resident via the Guest Register through the website. Guests are expected to adhere to the required behaviour and regulations of the College. If they do not, you, as the host, are liable for payment of fines, damage or cleaning fees that result from the poor behaviour of your guest(s).

17.3 Guests must be accompanied by their host at all times.

17.4 Guests, including family members or past residents, are not permitted during Welcome Week and Raid Week. Guests are only permitted during Quiet Time with the approval of the Dean of Students.

17.5 Room-sharing on anything other than a strictly temporary basis is not permitted. Having a guest stay more than four nights in a month is unacceptable, unless you have received the prior permission of the Dean of Students and only in very limited circumstances. The College reserves the right to charge Accommodation Fees for guests.

17.6 Mattresses are available for hire from the Office, between 9:00 am and 5:30 pm, for a maximum of four nights. Mattresses are charged at the rate of \$30 per night. Senior Residents will not provide mattresses after hours.

17.7 Guests who attend the Dining Hall during mealtimes are considered to be dining and, therefore, must pay in advance for their meal or have the cost of the meal added to their host students' semester invoice. Meal vouchers for guests may be purchased from the Office. A resident whose guest is found not to have paid for a meal will have the cost added to their account and may face disciplinary action.

17.8 Parents (including step-parents), siblings and grandparents are offered 6 meals per family group each semester at no cost. Additional family members or individuals requiring more than 6 meals per semester can purchase meal vouchers at the Office at a cost of \$15 for lunch or breakfast, \$25 per person for dinner meal or \$40 per person for formal dinners.

18. Heaters and Electrical Appliances

18.1 It is your responsibility to ensure the safety of any electrical appliance brought into the College by arranging with the Maintenance Team to have your items tested and tagged.

18.2 Electrical appliances and power boards brought from overseas must conform to official Australian standards.

18.3 The College takes no responsibility for damage incurred to any electrical item which is connected to the College's electrical supply.

18.4 Before being plugged in to the College's electrical supply, all electrical appliances you bring to College must be inspected by the College's maintenance staff. To arrange an inspection, please submit a Maintenance Request on the Jane website.

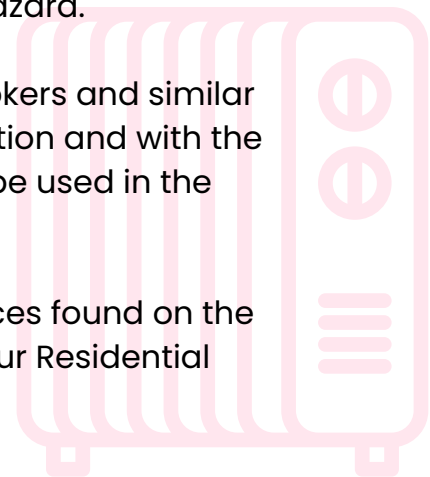
18.5 Because of the age of the buildings, there are restrictions on the amount of available electricity. Please limit the number of electrical items you use simultaneously. The College reserves the right to impose further restrictions on the number and type of appliances if necessary.

18.6 To ensure efficiency and energy saving, it is essential to keep the provided heater in your room on a low setting if it needs to be used for an extended period of time.

18.7 Nothing should be draped over heaters as this is a fire hazard.

18.8 Kettles, microwaves, sandwich makers, toasters, rice cookers and similar cooking appliances are prohibited in your room. After inspection and with the permission of the Facilities Manager, some appliances may be used in the kitchenettes.

18.9 Personal heaters or any unauthorised electrical appliances found on the premises will be confiscated immediately, until the end of your Residential Agreement.



19. Illness, Injury and Disability

19.1 You must inform the College of any illness, disability or infectious disease that might seriously threaten your health or your capacity to live in College, including any issue which may affect the health of others. This includes mental health concerns.

19.2 It is recommended you consult with your family doctor before entering College to seek advice regarding vaccinations, especially for strains of meningococcal and influenza.

19.3 All students and guests are required to be fully vaccinated for COVID-19 and provide a COVID vaccination certificate to the College Registrar as per the College's COVID-19 Vaccination Policy.

19.4 The College reserves the right to ask you to temporarily return home or seek hospitalisation should you have an illness that may affect the health or wellbeing of others.

19.5 Failure to disclose any pre-existing medical condition may jeopardise any special consideration that a resident may request later.

19.6 Neither the Jane Franklin Hall Student Club nor Jane Franklin Hall will be responsible for any injury sustained whilst a resident is participating in a sporting activity or any subsequent compensation that may arise from that injury.

19.7 Should your illness, including mental health, deteriorate such that the College can no longer reasonably support your needs, the College may ask you to seek alternative accommodation.

19.8 The College reserves the right to contact parents or guardians in the event your illness becomes a serious cause for concern, even if you are over 18 years of age.

20. Insurance and Public Liability

20.1 The College does not accept any legal responsibility with regard to your physical wellbeing and academic progress.

20.2 The College will provide normal maintenance and security of the College property and facilities but does not accept responsibility for the supervision or security of your personal effects.

20.3 The College does not provide insurance for your own items including cars. You are encouraged to secure insurance which meets your own needs.

20.4 The College strongly recommends that you do not leave large amounts of cash or valuable belongings in your room. It is strongly recommended to lock your room whenever you are away.

21. Internet Access

21.1 The College accepts no responsibility for any electrical or electronic mishaps arising from the connection and supply of power and internet services.

21.2 Before the WiFi facility can be used, your computer must be properly configured and have adequate virus protection software installed. Any machines suspected of causing any network disruptions will be disconnected and further investigation will be conducted before re-enabling them.

21.3 Access to the network is restricted to staff, students of Jane Franklin Hall and approved guests.

21.4 The information, communication and technology services and facilities provided by the College are intended only for appropriate, legal and ethical use in line with the Jane purpose, vision and values, as well as policies and procedures.

21.5 The College monitors and may restrict internet usage where breaches of usage, as outlined in Clause 21.4, occur.

22. Keys and Security

22.1 Your room and its possessions are your responsibility.

22.2 All external doors to College buildings are to be kept closed and locked and are accessible with your external door key.

22.3 You are responsible for maintaining possession of all keys issued to you at all times. It is strictly prohibited to lend them to anyone or allow them to be copied while they are in your possession. If you lose any or all of the keys so issued, it is essential to report the matter to the office immediately.

22.4 To encourage care and enhanced security, there is a non-refundable replacement charge of \$100 per key and \$20 per fob (payable by cash, EFTPOS or credit card).

22.5 Due to impacts on the College's security, further losses could result in the termination of your Residential Agreement.

22.6 Keys issued by the College remain the property of the College at all times.

22.7 If you have lost, forgotten or mislaid your keys, you will be given access to your room by Office staff or the Senior Resident on Call.

22.8 Staff who have been provided with the appropriate keys are permitted to enter your room for any authorised purpose including maintenance or to check on your welfare.

22.9 You are strongly encouraged to lock your room when it is unattended and at night when you are sleeping.

23. Kitchenettes

23.1 You are expected to tidy up after yourself and it is important that hygiene standards are maintained.

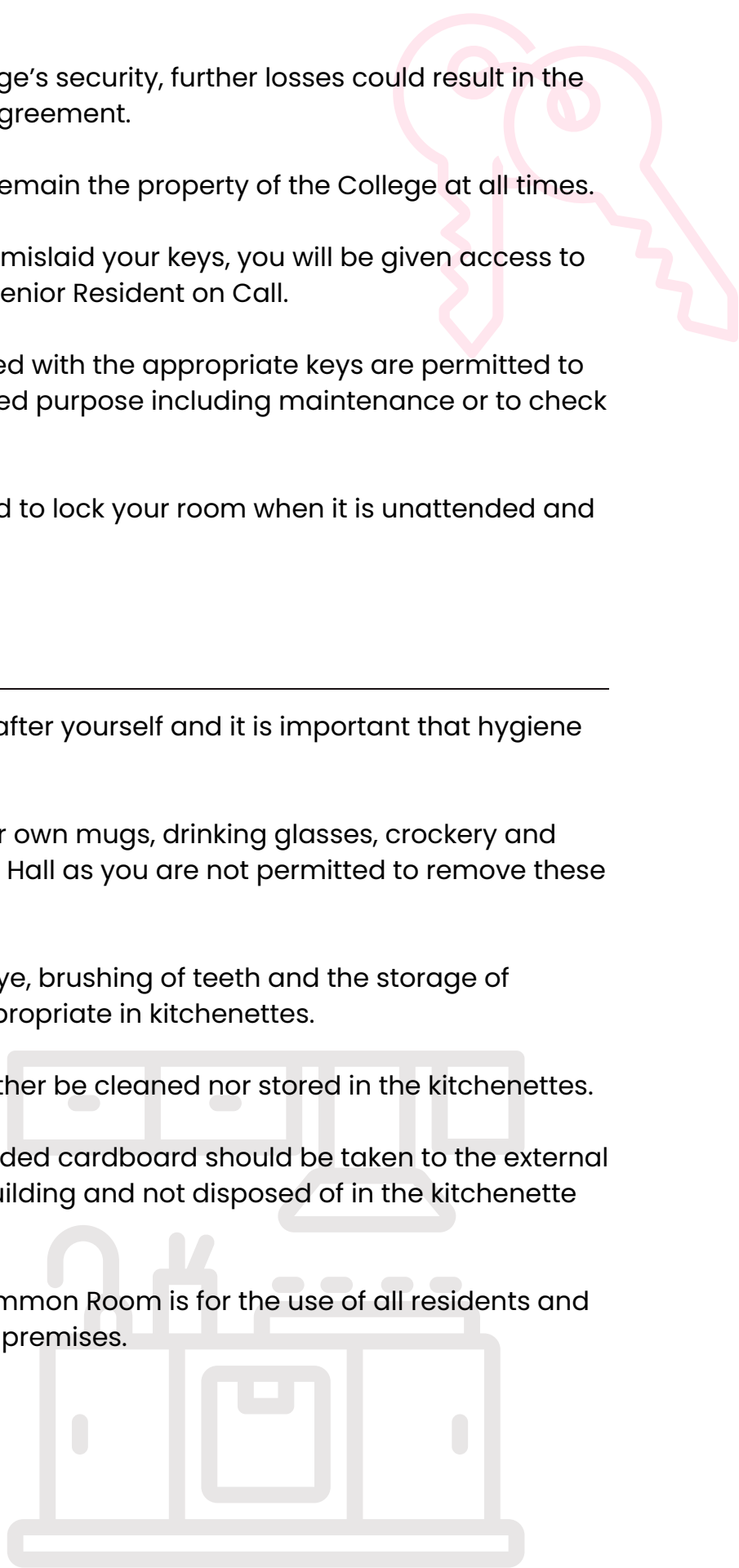
23.2 You will need to provide your own mugs, drinking glasses, crockery and cutlery for use outside the Dining Hall as you are not permitted to remove these items from the Dining Hall.

23.3 The use of cosmetics, hair dye, brushing of teeth and the storage of perishable foodstuffs are not appropriate in kitchenettes.

23.4 Items of clothing should neither be cleaned nor stored in the kitchenettes.

23.5 Personal rubbish and discarded cardboard should be taken to the external rubbish bins adjacent to each building and not disposed of in the kitchenette waste bins.

23.6 Equipment in the Horton Common Room is for the use of all residents and should not be removed from the premises.



24. Laundry

24.1 Please follow the instructions for using the washing machines and dryers that are in the laundry.

24.2 You must supply your own washing powder/liquid.

24.3 You use the laundry facilities entirely at your own risk.

24.4 If you leave washing or other items in the laundry it is at your own risk.

24.5 You should contact the Maintenance Team or Senior Resident on Call in the event of non-residents using the laundry or if there is any malfunction.

24.6 The laundry is thoroughly cleaned every month. Unclaimed clothing is confiscated and items which remain uncollected will be consigned for disposal.

24.7 Guests are not permitted to use laundries.

24.8 If air-drying laundry, you must use the designated areas or use a drying rack in your room. You must not leave your laundry to air-dry in hallways or common areas.

25. Maintenance

25.1 You are expected to help maintain College buildings and grounds in good order by cleaning up after yourself, picking up any litter and reporting all maintenance issues to the Facilities Manager.

25.2 You are obliged to allow College staff to enter your room at all reasonable times (accompanied by you whenever practical) for inspection, cleaning and repairs. Authorised College staff hold the necessary keys for these purposes.

25.3 All maintenance requests are to be lodged through the website Portal.



26. Noise

26.1 Unreasonable noise will not be tolerated at any time. Unreasonable noise is defined as:

- **i.** sound, including but not limited to music, loud conversation or singing, which interferes with the ability of others to study, sleep or quietly enjoy their living environment.
- **ii.** gathering in corridors or residents' rooms, shouting or running down corridors, ball games in corridors, slamming doors or any other activity likely to disturb a resident.
- **iii.** excessive noise on a single occasion or continual disturbances.

26.2 The volume of any entertainment, with the door and windows closed, should be contained so that it does not intrude upon the activities of others.

26.3 The appropriate and safe use of headphones is strongly recommended. Some residents may also find noise-cancelling headphones to be of use.

26.4 Unduly loud sound systems such as those equipped with sub-woofers or similar are strictly prohibited.

26.5 If you are unreasonably noisy, individually or as a group, and fail to (1) disperse immediately from any room or part of the College premises, (2) turn down or off any device upon being requested to do so by a Senior Resident, you can expect a fine and/or a formal warning from the College.

26.6 You will be liable for a similar penalty for any unreasonable noise generated by your guest(s).

26.7 Electronic or audio equipment causing unreasonable noise (including alarms, music or continually ringing phones), may be switched off, appropriately unplugged or confiscated by staff.

26.8 Residents are expected to have the opportunity for uninterrupted sleep after 10:00 pm. However, this does not mean that noise prior to 10:00 pm will be tolerated. On the contrary, it is important to always be considerate of others.

26.9 There is a period each semester during Swotvac and examinations known as 'Quiet Time'. It is expected that you are quiet during the designated hours, and failure to do so may result in an on-the-spot-fine without prior warnings.

26.10 Tuesdays of semester are deemed "Quiet Tuesdays" and the same rules of Quiet Time apply.

27. Occupancy

27.1 The College grants to you for the term of your Residential Agreement a license to occupy and/or use:

- **i.** the furnished room or such other furnished room as may be allocated to you by the College from time to time;
- **ii.** in common with other occupants, the bathrooms, toilets, kitchenettes, Dining Hall, laundry facilities, study rooms, library, common rooms, passageways and stairs in the College in which such facilities are contained, and the grounds relating to the College;
- **iii.** items as detailed in your Room Inventory with the right to use hot and cold water, electricity and/or gas laid on to the College;
- **iv.** WiFi facilities, abiding by College policies of usage.

27.2 You may occupy and use the College on license as a lodger only and shall acquire no estate, right, title or interest in the College other than as a licensee.

27.3 You will not have exclusive occupation of your room as the College reserves the right for members of its staff, from time to time, to gain entry to your room without your consent (e.g. if you are being unreasonably noisy, and for reasons of maintenance and safety).

27.4 You must at all times take reasonable care of the College premises, as well as its fittings, fixtures and furniture.

27.5 You are not authorised to use the College or any of its facilities for financial gain or business activity, nor permit the College to be used for any purpose which would cause unreasonable annoyance to any other resident, nor practice any behaviour which, in the opinion of the College, is prejudicial to the wellbeing of residents.

27.6 You must observe socially acceptable hygiene practices in all areas of the College, refrain from discarding rubbish indiscriminately and refrain from storing food in the kitchenettes. You must maintain acceptable standards of hygiene in the kitchenettes, bathrooms and other common areas of the College.

28. Out of Bounds

28.1 You are not permitted on rooves, in ceilings, in the maintenance department or in the main kitchen.

28.2 You are also not permitted to enter another resident's room without their express permission. An unlocked door does not constitute permission.

28.3 Accessing unauthorised areas of the College is grounds for disciplinary action.

28.4 The Senior Common Room is only accessible to the Principal, staff, Fellows, Council members, and Senior Residents or those who have gained the written permission of the Principal for an authorised event.

29. Parking

29.1 Car parking spaces are allocated on a first-come-first-served basis following receipt of a completed Residential Agreement and payment of the Acceptance Fee.

29.2 Permits must be displayed at all times, are not transferable and may not be swapped between residents.

29.3 If you have a permit to park in the College grounds and are to be absent from College for any extended length of time, you are required to leave your car keys with the College so that in the event of an emergency your car can be moved.

29.4 You may park only in your allotted space. You may not park in another resident's space or anywhere else on the grounds.

29.5 The speed limit within College grounds is 10km/h. Penalties apply for dangerous driving on campus.

29.6 The flow of traffic through College grounds is one way from Elboden Street, exiting via left hand turn only into Davey Street.

29.7 The rear entry off Davey Street and towards the Asten Car Park is two-way. The bottom Aldridge Car Park is also two-way. All other areas of the College, including the top Aldridge Car Park, are one way as outlined in clause 29.6.

29.8 Guests in the College are asked to park only in designated visitor parking (in front of the office) or on the streets surrounding the College. The exception is family members picking up or dropping students off at College at the end or beginning of semester. In such a case, safety and consideration must be paramount.

29.9 Parking in visitor spots outside these hours is allowed providing all cars are moved before 8:30am Monday to Friday and on weekend special event days such as Open Day.

30. Payment and Repair of Damaged Property

30.1 You are required to pay for all loss or damage caused by you to the fittings, fixtures and furnishings in your room (as specified in your Room Inventory) and in any other part of College property. This includes any accidental damage.

30.2 You are also responsible for any loss or damage caused to any part of the College and its property by someone you invite to the College.

30.3 Where it cannot be determined who exactly is responsible for damage or loss but where you are found to have been involved in any capacity with that damage or loss, you will be required to pay any portion that in the opinion of the College should be charged to you.

30.4 Replacement charges on the Room Inventory are only a guide. The College reserves the right to vary charges according to specific repairs with the amount of such charges determined by market pricing.

30.5 For any accidental damage or loss you cause to Jane property and that you admit to the College within 3 days of the damage occurring, you will be charged 20% less of the total replacement/repair costs.

30.6 If you do not admit the damage or loss but you are later found to have caused it you will be charged for the entire amount of the replacement or repairs and you may be subject to disciplinary procedures. This only applies to damage caused to property outside your own room: damage to your room will be charged at full replacement cost when you vacate the room.

30.7 If you willfully damage any College property you will be subject to disciplinary procedures. Damage caused by you while under the influence of alcohol will not necessarily be determined as accidental, although the circumstances will be judged on a case-by-case basis.

31. Pets

31.1 You may not keep pets of any kind or feed stray animals on College property.

31.2 From time to time, we may have pets visit the College. You are asked to be respectful of other's rights to enjoy the company of pets.

31.3 If you are hosting a pet, you are asked to manage the animal's behaviour in a way that respects other's rights who may not wish to be in the company of pets. You are also required to clean up after the pet.

32. Photography

32.1 Your image may be used in promotional material for Jane Franklin Hall including the College's website, social media and on printed material unless you specifically advise in writing to the Principal that you do not wish for your image to be used.

33. Readmission to the College

33.1 The College reserves the right to refuse readmission to the College at the end of your Residential Agreement and the opportunity to re-apply is not to be taken as consent or acceptance by either the College or you.

33.2 The College reserves the right to deal with every case on an individual basis.

33.3 Room allocations are at the discretion of the College and past residency does not entitle a student to a specific room.

33.4 Offers of residency are processed once all outstanding debts have been paid.

34. Room Allocation

34.1 An offer of residency is for a place in the College, not for a specific room. The allocation of your room is at the absolute and unfettered discretion of the College.

34.2 Room allocations occur prior to the start of semester once all documents related to your residency have been received and processed.

34.3 Your room is for the duration of your Residential Agreement. Changes to room allocations during the term of the Residential Agreement will not be considered except under exceptional circumstances. An application for such a change should be made in writing to the Dean of Students, whose decision is final. There will be a cost of \$50 for room changes.

34.4 If reapplying to continue your residency, you may request building preferences. The College employs the following criteria (in no particular order) in allocating rooms:

- Academic achievement
- The length of time you have lived at the College
- Election to a position on the Student Club Committee or appointment as a Senior Resident
- Incumbency i.e. residents who choose the room they occupied the year before
- Prior records of behaviour
- Active contribution to the College community
- Particular concerns regarding health or disability
- Preference for a particular building
- A desirable balance of genders, ages, and cultural, regional or scholastic backgrounds for each floor or building

34.5 In re-applying for residency, please be aware the room configuration may have changed to accommodate conference requirements and refurbishments.

34.6 After two years' continuous residence in the same room on successive Residential Agreements, you must vacate your room over summer to allow for maintenance procedures.

35. Room Contents

35.1 You are solely responsible for the condition of your room and its contents. Apart from fair wear and tear, the cost of any material damage done to the walls, door, carpet, paintwork, fittings or furniture is your responsibility.

35.2 Most residents bring their own pillows, pillowslips, sheets and doonas to the College. Linen packs are available for purchase from the Office. The cost of the linen pack if opened is not refundable.

35.3 Standard single or long single beds are provided by the College and no room automatically comes with a double or longer bed. Because of specific room layouts, no long beds are available in most Asten or any Vines rooms.

35.4 Except with the written permission of the Facilities Manager, you are not permitted to remove furniture from your room.

35.5 For safety reasons, beds larger than singles are not permitted in single rooms.

35.6 Posters are permitted but you will be charged for any damage above normal wear and tear done to the walls. It is recommended that you use UHT yellow tac only. However, you do so at your own risk as any damage done to the walls may require a repaint, with the costs invoiced to you.

35.7 If you have an ensuite, you are required to supply your own cleaning products and be responsible for maintaining appropriate standards of cleanliness and hygiene.

35.8 On arrival, complete a Room Occupancy Checklist. If anything listed is not in your room, submit a maintenance request through the Portal within 48 hours of arrival. It is important to note any damage/omissions at this stage as you will be held liable for any damage to your room at the end of your Residential Agreement.

35.9 If you are in any doubt whatsoever about your room, its contents and their condition, it is your responsibility to notify the Facilities Manager before your departure.

35.10 Minimum replacement costs for room and furnishings damage:

See next page



(Minimum replacement cost depends on damage, costs to the College and market price)

Item	Minimum replacement cost	Item	Minimum replacement cost
Bed base	\$360	Light fittings	\$240
Bookcase	\$150	Mattress	\$350
Carpet	\$600	Mattress Protector	\$50
Curtains/rail/blinds	\$450	Mirror	\$80
Desk	\$350	Notice board	\$140
Door	\$500	Notices	\$10
Door closer	\$420	Rubbish bin	\$20
Ergonomic chair	\$350	Set of drawers	\$400
Fob	\$20	Wardrobe	\$400
Heater	\$600	Window	\$380
Keys (Each)	\$100		

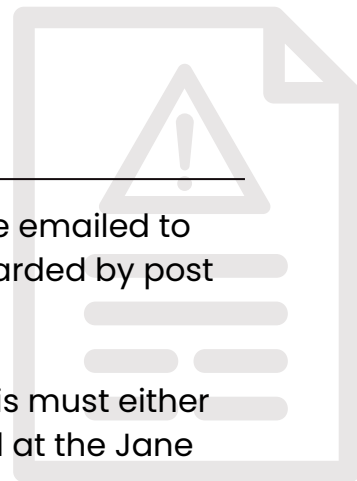
35.11 Should you have a special ergonomic need, you are advised to bring your own chair and supports to College, as the College can only provide a standard ergonomic desk chair.

35.12 You are also responsible for the cleaning of any mould which accumulates in your room. To prevent mould from growing, you are strongly encouraged to ventilate your room by opening your windows daily.

36. Serving of Notices

36.1 If it is necessary to serve any notice on you, the notice will be emailed to the email address you nominate, handed directly to you or forwarded by post to your last known address.

36.2 If it is necessary for you to give any notice to the College, this must either be delivered personally to the Principal or posted to the Principal at the Jane Franklin Hall postal address.



37. Smoking and vaping

37.1 Smoking and vaping are only allowed in the designated outdoor College smoking area.

37.2 Smoking and vaping are strictly forbidden in all other areas of the College, including Michael Webber House.

37.3 Vapes and e-cigarettes: it is illegal under Australian Law to buy, possess or use liquid nicotine for vaping without a prescription from a registered Australian medical practitioner. Residents found using these products without a prescription may face dismissal from the College as per section 4.4.

38. Social Events and Alcohol

38.1 You are to familiarise yourself with the Alcohol Statement and related policies.

38.2 There is an expectation that when you consume alcohol, you do so sensibly and with consideration for others.

38.3 The following actions are strictly forbidden and can result in legal consequences:

- **i.** For those under 18 years of age to consume alcohol anywhere in the College;
- **ii.** To supply alcohol to a person who appears to be drunk;
- **iii.** To sell or supply alcohol to a resident or guest who is under 18 years of age.

38.4 Residential staff are authorised to direct residents who appear to be drunk to leave any public area. Failure to comply may result in disciplinary action by the College.

38.5 Sponsorship of College events by companies selling alcohol is not permitted.

38.6 Alcohol may not be consumed in any public area between midnight and noon or during weeks designated as 'Quiet Time', on Quiet Tuesdays and at designated times during Welcome Week and Raid Week.

38.7 Designated Common Rooms are alcohol free either on all or some days each week with the policy displayed in each room.

38.8 Except with the permission of the Principal, alcohol not supplied by the College may only be consumed in residents' rooms, in designated Common Rooms and outside until midnight. Alcohol may not be consumed in the corridors and other shared spaces.

38.9 No resident or guest may compel or otherwise influence another resident or guest to drink alcohol against his or her will.

38.10 The use of beer bong and similar devices are forbidden at the College and at College sports functions.

38.11 On Formal Dinner occasions, no alcohol is to be brought into the Dining Hall.

38.12 No alcohol is to be removed from the Dining Hall.

38.13 The brewing or distilling of alcohol is strictly prohibited unless it is part of a College-sanctioned Brew Club activity that has been authorised by the Principal.

38.14 The sculling of drinks, binge drinking and drinking games are expressly forbidden at any events where alcohol is served or sold. This includes formal dinner.

38.15 Should any bottles, cans, carafes or similar items containing alcohol be left in common areas of the College, they will be confiscated. Any opened containers of alcohol found around the College will be disposed of.

38.16 Applications for all functions and events in the College (including those where alcohol will be served) must be made on a Function Booking Form and received by the Office at least seven days prior to the function or event.

38.17 Any function or event at which eight or more people are expected, whether it is organised as a private function or otherwise, and at which alcohol may be consumed, must be applied for on a Function Booking Form and received by the Office at least seven days prior to the function or event.

38.18 In promoting functions and events, no advertising of alcohol or the availability of alcohol is allowed.

39. Storage

39.1 The College has very limited storage capacity. Because of this, during semester:

- **i.** Only suitcases and Jane-purchased boxes can be stored in box rooms. Other items can only be stored with the permission of the Facilities Manager at facilities@jane.edu.au;
- **ii.** Boxes are available from the office for a fee of \$10 each, with \$5 refunded if the box is returned in usable condition;
- **iii.** Under no circumstances are valuables, large items or personal furniture to be stored in a box room;
- **iv.** Everything is stored at your own risk and goods must be properly covered and labelled with your own name.

39.2 The office can provide access to box rooms upon request and only between 9.00am and 5.30pm.

39.3 Once your Residential Agreement has expired you are only permitted to leave goods in box rooms if you have signed a Residential Agreement for the following semester. In such cases the following items only may be stored:

- **i.** Suitcases clearly labelled with a Jane identification sticker purchased from the office for \$5 per sticker;

- **ii.** Office-purchased boxes only, clearly labelled with an identification sticker purchased for a fee of \$10, with \$5 refunded if the box is returned in usable condition;
- **iii.** Mini-bar fridges providing they are clearly labelled with an identification sticker purchasable from the office for \$50 and they are empty and clean.

39.4 Any item that does not have an identification sticker on it will be discarded.

39.5 Any item that is not collected within a four-month period from the date on the identification label will be discarded.

39.6 Locked sheds and bike shed keys are available for the storage of bicycles. Under no circumstances are bicycles to be taken into the buildings. Any bicycles found inside will be removed. Bikes require an identification label.

39.7 All bicycles are on the premises entirely at the risk of the owner and no responsibility is taken for their security.

40. Study Spaces

40.1 The Library, the Piano Room and the Conference Room are silent study spaces when not in use for academic mentoring sessions, tutorials, Council meetings, or other purposes approved by College staff.

40.2 The Frances Parsons Building may be used as a study space when not used for functions.

40.3 The Dining Hall may be used for study, but you are asked to clear away all books and study items before meals. You must also accept that the Dining Hall is first and foremost a place for eating. The work of kitchen staff is not to be impacted by students using the Dining Hall for study.

40.4 Other communal spaces (the Asten Common Room, the Coffee Lounge, the Horton Common Room) may also be used for study but priority in those spaces is given to recreational activities.

41. Vacating your Room

41.1 Your Residential Agreement stipulates what date your residency ends. Unless otherwise organised with the College you are expected to move out of College by 10:00am on or before that date.

41.2 When moving out you are expected to lock your door and return your keys to the office, leaving your room in the condition in which you found it. You will not be deemed to have checked out until your keys have been returned to the office and charges will continue to apply.

41.3 When vacating your room, you are expected to turn off all heaters and lights as well as lock the door behind you.

41.4 Your room will be inspected at the end of your residency. Should there be any damage above ordinary wear and tear, a fee will be charged and/or your room deposit forfeited. Likewise if no attempt has been made to vacuum and clean your room before checking out a cleaning fee will be charged

41.5 Any furniture which you have removed from your room must be returned, or you will be liable for payment for the missing item.

41.6 All outstanding financial matters must be settled before departure.

41.7 To have your room deposit returned, you are required to complete a "Refund of Room Deposit" form available on the website or from the office. The maximum that can be returned of a room deposit is \$450.00.

41.8 Any keys in your possession must be left at the Office on departure to avoid an additional charge. Keys may be returned through the slot in the Office door.

41.9 It is your responsibility to return any furniture items, including furniture left in storage, to your room. Any furniture not in your room will be considered missing. You will be charged for items missing from your room in accordance with the fees listed at clause 35.10 unless you are in a non-standard room in which case charges for some materials may be greater.

41.10 Any items left in your room that are NOT part of the room inventory will be disposed of if they are left in your room at the end of your Residential Agreement, regardless of whether you intend for that item of furniture to be passed on to another student.

41.12 Leaving non-College owned furniture in other rooms, corridors or in common rooms is not permitted and the furniture will be disposed of.

41.13 Your liability is not limited to the value of the room deposit, and the full value of any missing or damaged items will be charged to your account and the payment due within 14 days.

42. Withdrawal from Residential Agreement

42.1 The College will release you from your Residential Agreement providing eight weeks' notice is given and a withdrawal fee of \$2400 is paid. Should a student wish to leave before the eight-week notice period, the College will require the student to pay out the notice period. Students who withdraw to undertake a study abroad semester are no exception to the withdrawal conditions.

42.2 If you received an early bird fee discount, you will be required to reimburse the College the discounted amount.

42.3 Any intentions to withdraw must be discussed with the Dean of Students before the College agrees to release you from your Residential Agreement.

42.4 All outstanding financial matters must be settled before departure.

42.5 The College may revoke your Residential Agreement under the following conditions:

- **i.** Upon a determination by the College that you should be expelled with immediate effect. In such circumstances you will be charged the withdrawal costs outlined at clause 41.1 and the balance of any refundable fees already paid to the College will be refunded to you from the actual day of departure; or
- **ii.** By the giving of eight weeks' notice, in writing, by the College to you. In such cases the balance of any refundable fees already paid to the College will be refunded to you from the actual day of departure.
- **iii.** Upon determination by the College that it cannot provide adequate support for health, including mental health concerns. In such cases the balance of any refundable fees already paid to the College will be refunded to you from the actual date of departure.

42.6 In the event of a withdrawal from College with an intention to return in future, you are still required to pay penalties as outlined in clause 42.1. However, the College may agree to credit the penalty amounts towards future fees.



Appendix 1

Student 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.

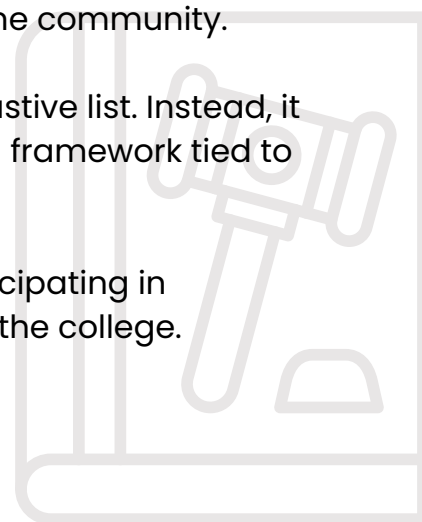
This Code does not attempt to provide a detailed and exhaustive list. Instead, it sets out standards of expected behaviour providing a broad framework tied to the values of Jane Franklin Hall.

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 or intimidating or likely to jeopardise the safety of others.
- d.** Demonstrate commitment to a zero-tolerance stance on harassment, sexual harassment, violent behavior, 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 with staff members.
- f.** Display respect for the Council Members, Fellows and Alumni and behave with appropriate and courteous manners towards them 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.** Act at all times 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 others opinions, beliefs and background and to 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 endeavor 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.
- t.** Know the requirements of your course and progression rules and seek timely advice and assistance from the Dean of Academic Studies or University services, as required, to maximise successful progress.
- s.** Act honestly and ethically in the production of all academic work and assessment tasks. Acknowledge shared ownership of ideas in group projects.

Appendix 2

Bus Passenger Code of Conduct

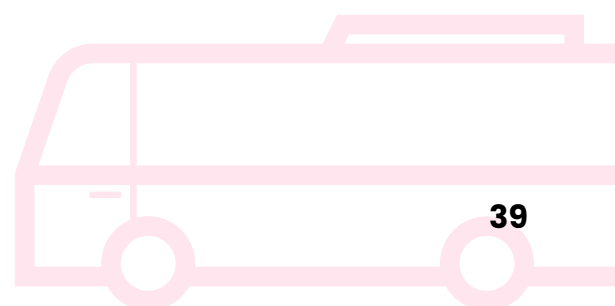
To operate a safe and reliable service, we ask that all passengers follow the College Code of Conduct and observe the following rules when travelling on our bus:

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 at all times.
- 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.
- 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 and/or a fine.