



ST PAUL'S COLLEGE

THE UNIVERSITY OF SYDNEY

A BRIEF GUIDE
TO
GRADUATE HOUSE AND ST PAUL'S COLLEGE

2020 EDITION

Graduate House at St Paul's College is Australia's premier College for postgraduate students and academics. The College is both an independent foundation and part of the University of Sydney, and the oldest College in Australia. Our community is loyal to the ancient traditions of College life, born of monastic communities, that still acts as nurturer to scholars across the World. College is both home and classroom, a place to rest, and a place to engage with some of the most rigorous mental work with which one will contend in university. This place is built on a unity of purpose, on fraternity between its members, and fundamentally on charity in our engagement with each other. In College, we reach out to our fellow members with magnanimity and generosity, we challenge each other to rigorous debate, often breaking bread at the same time. College is an antidote to alienation, to echo chambers, and to loneliness. As we set out on journeys of the mind and of scholarship, this simple guide should help you to find your way around the practical realities of College, as we all seek to engage the ineffable. I hope you will take to heart the admonition to take all the good one can from this wonderful place, and to do your part to help this College to continue to achieve the sublime.

-Antone Martinho-Truswell, Dean

- 1. Moving in** – On arrival into College, you should check in with the main reception desk in the College Office. This is located just outside the archway leading into the Old Quadrangle, and open from 9am-5pm on weekdays. If you are planning on arriving outside of these hours, please contact reception@stpauls.edu.au to make arrangements.

Move in dates and times differ by contract:

- 52 week contracts move in on or after 2pm on January 3, 2020
- 48 and 44 week contracts move in on or after 2pm on January 27, 2020 (or January 26 *by advanced approval only*)
- 36 week contracts move in on or after February 16, 2020.

If you do not know your contract type, or if you have the Dean's approval to move in on a different date, it is essential that you contact Reception at least a week before your move-in date to confirm arrangements.

- 2. Where is the House?** – Graduate House's main building, McMillan, is at the far end of the College Drive, across the roundabout from the College Office. The door facing onto the roundabout is the Academic Wing entrance. The Student Wing entrances are to the right, though the Graduate House Garden. The "Refectory Entrance" is in the inner corner of the building's L-shape, and has the College's coat of arms above the door, leading into the Refectory. The "East Entrance" is via the external stairs on the South side of the Student Wing.
- 3. Access** – Upon checking in, you should receive a key card and WIFI log in information. Your key card will open both the external doors to the House and the door to your room. Your room number has four digits, beginning with 2. The second number tells you upon which floor your room is located. There are two stairways (a main one off the Refectory, and an East Stairway leading to external stairs on the south side of the Student Wing) and an elevator just north of the Refectory. Where possible, we encourage students to use the stairs and reserve the elevator for moving large, bulky, or heavy items.

4. **Finding your way around College** – The College is a large site with many buildings, some of which can be confusing. A simple map may be found at the end of this guide. Broadly speaking, the College consists of three Quadrangles, in line from the City Road Entrance:
- a. **Chapel Quad** includes the College Chapel, the Warden's Lodge, and some undergraduate rooms.
 - b. **Old Quad** is the original buildings of the college (with some additions), and includes the College Office, Library, Salisbury Bar, undergraduate Dining Hall, Junior Common Room, and undergraduate rooms
 - c. **Third Quad** is the newest addition, and consists of the Ivan Head Building (IHB) to the West, and the House to the East.

5. **Finding your way around Graduate House**

- a. **Refectory** – The Refectory is the first room you arrive into through the Refectory Entrance and features a large hearth and our magnificent fresco, "St Paul's Altar" by Garry Shead. It is the main dining room in the House and where breakfast and dinner are served. The Refectory is at the heart of the community and can also be used for events in addition to meals.
- b. **Common Rooms** – There are five common rooms in Graduate House:

- i. **The Middle Common Room (MCR)** is located on the Ground Floor at the Southernmost end of the building. Enter from the Refectory Entrance and turn left, and the MCR is at the far end of the corridor. The MCR is also the name given to the body of graduate students in the college (see "The Middle Common Room" for more on this). The MCR is the more formal of the two main common spaces in the House.

- ii. **The Lee Common Room (LCR)** is on the fifth floor, and features a double kitchen with ovens, icemaker, stove, dishwasher, and so forth, as well as casual dining space, a television nook, and sitting area. This is the House's more informal common space

iii. **The East Common Rooms (ECRs)** are located at the far East end of the first, second, and third floors, and include kitchen, dining, and sitting areas. The second floor ECR2 features a pool table donated by members of the 2019 Graduate House Cohort.

c. **Roof Terrace** – The Roof Terrace is adjacent to the LCR and can be accessed either from the LCR or the East Stairway. The roof terrace is a spacious outdoor area with barbecues, an outdoor hearth, dining tables, and other sitting areas.

d. **Blattman Room** – This is the servery located adjacent to and accessed via the Refectory. Breakfast and informal dinners are served here to be taken into the Refectory, and there are a few small tables and barstools where one can dine in smaller groups.

e. **McCredie Room** – This is a private dining and meeting room immediately adjacent to the MCR. It must be booked with Reception for use.

f. **The Old Dean's Office** – This is a small study and group work space on the ground floor of the McMillan Building, at the far east end of the building, accessed from the Graduate House Garden. It can be used without booking, at all hours of the day and night, for study, reading, or group work. (As such, do not expect it to be pin-drop silent. For that, try the Mansfield Library in Old Quad; who knows, it might be pin-drop silent.) You will notice that it has many bookshelves and not many books – if you have any useful volumes you no longer wish to keep, you may leave them tidily on the shelves here.

g. **Laundry Room** – The Laundry Room is at the bottom of the Main Stairway on the lower ground floor. Washing machines take coins or EFTPOS, though you might find that coins are more reliably accepted. Dryers are free of charge, an environmental absurdity. Please remember that these machines are shared with the whole community, so be respectful: empty finished loads of washing quickly and keep the room tidy. Note that the College does not own these machines, which are provided and serviced by a third party, in the usual model.

h. Lavatories – Single occupancy lavatories (including ambulant lavatories) are located on the Ground floor just east of the Main Stairway, and in the LCR adjacent to the kitchen. There is also a single lavatory in the Old Dean's Office.

6. Other facilities throughout the college

a. Chapel – The Chapel is located (unsurprisingly) in Chapel Quad. The College is an Anglican foundation which welcomes people of all faiths and none. Spiritual life is led by the Chaplain, the Reverend Antony Weiss. Weekly choral evensong and other services are held in the chapel during term (see Chapel). Graduate House members gather at the Refectory hearth to process over to Chapel.

b. Gymnasium – There is a College gymnasium located on the lower Ground floor of the Ivan Head Building, at the west end of Third Quad. You can enter the Gymnasium using your key card via the glass doors at the bottom of the stairs in the breezeway that cuts through the IHB.

c. Mansfield Library – The library features a number of study spaces as well as printing facilities. It is open to all members of college. Please use the library often and enthusiastically. Speak to the College Office if you have any questions about the use of library facilities or need to contact the Librarian.

d. Salisbury Bar – The Bar is located off the Old Quadrangle in a small yard called Concordia Court, entered by passing beneath the **Concordia Bell**, directly opposite the main Quad entrance arch. It is typically open on an evening on a somewhat varied schedule.

7. Use of Common Spaces – The common spaces in Graduate House are for your use and you should feel at home using them. Most typically require no booking and are open at all times. The MCR, LCR, East Common Rooms, Roof Terrace, and Refectory (outside of meal times) can be used at any time and by all members of the community, unless a booking has been announced. **If you are using one of these spaces, and others arrive to join in, make them feel welcome.** Please also remember that loud music tends to claim a space and exclude others. Turn it down if another group is sharing the space with you.

The kitchens in each common room and the barbecues on the roof terrace need to be shared equitably and **kept clean. It is absolutely unacceptable to expect anyone to clean up after you in the kitchens. Do not leave any mess.** The McCredie Room should be booked prior to use – contact Reception to enquire.

a. Study – Outside of mealtimes, Members are very welcome to use the Refectory as a convenient place to study. However, during meals service it is imperative that all books, papers, computers, and anything else be cleared from table and out of sight. **Work of any kind must not be visible during meals.**

b. Technology – **Use of any electronic devices is forbidden in the MCR at all times.** This is a space for conversation, reading, and socializing, and this should be strictly adhered to. Similarly, **no telephones or any other electronics may be used in the Refectory during meal times** (but may be used during study outside of meal times). There are no restrictions on technology in the LCR or East Common Rooms.

c. MCR Drinks – There are decanters of sherry and madeira, and glasses available in the MCR for members to partake of. The charge is \$2 per glass. These drinks must be signed for in the MCR Drinks Book, located with the decanters. Please use this facility responsibly.

8. Private Parties – A "private party" is any gathering in the House not arranged by the College or the MCR Committee. This is your House, and it happens to be a great place to host gatherings, small and large, formal to relaxed. The College strongly encourages guests, and encourages you to feel comfortable hosting privately in the House, whether in your rooms, or in the common spaces. Graduate House is a community of adults, and as such, we do not, as some Colleges, place concrete restrictions (like "any gathering larger than 7 requires approval"), but rely on the mature judgement of our members. Events of a certain scale or certain requirements do require approval from the Dean. To determine if your proposed gathering needs approval, consider the following questions:

- a. Does the event require exclusive use of a common space?
- b. Will the event be producing any noise which can be heard outside the room in which it is being held? (Including one's own rooms.)
- c. Does the event involve any decorations?
- d. Will the event involve any staff (cooks, barmen, security, staff of any kind)?
- e. Is the event taking place in the MCR or McCredie Room?
- f. Will the event involve more people than you can reasonably look after as host?
- g. Will this event have any impact on other residents?

If the answer to any of the above questions is "yes", you need to request approval from the Dean. Similarly, if you for any reason think it might be a high impact event, best to get in touch with College staff well in advance. As examples: a gathering of 10 people for dinner in one of the ECRs probably does not need approval, but a cocktail party for a student society in your room probably does. Use your best judgement. **If you have not sought approval for exclusive use of a common space, you are obligated to share the space if other members of the College wish to use it during your event.** (This is especially true of the LCR and Roof Terrace).

There should be no private parties during Welcome Week.

- 9. **The Middle Common Room** – In addition to being a room within the College, the MCR is also the society of all the postgraduate students within the College. Its undergraduate counterpart is called the "Students' Club". The MCR is led by the MCR Committee.
- 10. **Mail** – Student mail is delivered to the College Offices. The MCR Committee appoints Mail Convenors to deliver paper mail to rooms in Graduate House. Anything larger than an envelope will be held at the College offices and can be collected from Reception.

- 11. Address** – When receiving mail to College, please give your address as:

[Your name]
Graduate House, 2XXX [your room number]
St Paul's College
9 City Road
Camperdown NSW 2050
Australia

- 12. Rubbish** – rubbish chutes are located in the bin rooms on each floor of Graduate House. Landfill waste can be sent down the chutes in small bags. Any large bags of waste should be taken to Old Kitchen Yard behind the Old Quadrangle (accessed opposite the south end of the IHB). Recycling bins are also located in the bin rooms. Please be conscientious about recycling as much as possible, and correctly. **It is unacceptable to leave bags of other rubbish on the floors of the bin rooms.**

- 13. Conduct** – Details of acceptable conduct in College are given in the Code of Conduct which you have signed. However, it should go without saying that all members of College are expected to maintain exemplary behaviour and extend decency and magnanimity to all within and without our community. Members of the College should be beacons of goodness to the world, and any behaviour inconsistent with this high standard will not be tolerated. College exists to allow the sharing and debating of ideas, and to allow each person to be his or her whole self, free in thought and expression. It is a place where we may be vulnerable with one another, but also where we may challenge each other in rigorous discussion. The College believes in respect and dignity for all and expects all members to live and act in a manner consistent with this.

- 14. Guests** – Graduate House is your house and you should feel free to invite guests to College and to College events. Guests are particularly encouraged at common meals, at the below rates. Similarly, for some

College events, a small charge may apply to guests. Occasional and short-term overnight guests are permitted, but these should be kept to infrequent occasions and reasonable lengths of stay. Guests staying more than three nights need to either be booked into a room or added to your residence contract as a partner.

- a. **Breakfast** - \$5
- b. **Brunch and Dinner** - \$10

15. **Chapel** – Chapel services are held throughout the week, and provide spiritual and musical nourishment to the soul. **All members are particularly encouraged to attend Choral Evensong on Tuesdays.** The Chapel Schedule for 2020 is:

Monday 8:30am Morning Prayer (15-20 mins)
 5:30pm Holy Communion (30 mins)
 10:30pm Compline (10-15 mins) after Bible Study

Tuesday 5:30pm Choral Evensong (45 mins)

Wednesday 8:30am Holy Communion (30 mins)

Thursday 10:30pm Compline after World Views (10-15 mins)

Friday 5:30pm Evening Prayer (15-20 mins)

Special services such as ANZAC Day, Holy Week and Easter will be advised separately on notice boards and the College website.

Choral Evensong is perhaps the best expression of the Collegiate Chapel Tradition, and presents some of the finest choral music offered in Sydney. Members of Graduate House gather in the Refectory to process to Chapel at 5:20pm on Tuesday (or may go directly to the Chapel themselves). After evensong, those who have attended are invited for a preprandial in the Senior Common Room, and may dine on High Table in the undergraduate hall.

The College Choir is always looking for singers. The Director of Music, David Drury, would like to meet anyone who has some musical background, an interest in choral music, or plays an instrument. Call or email, ddrury@stpauls.edu.au, 0403 888 357.

Other Chapel Events

Weekly Bible Study is offered from 9:30pm on Monday evenings. This year we shall read through Matthew's Gospel focussing particularly on who is this man Jesus, also called the Christ, the Son of God. This should prove interesting for those open to exploring the Bible for the first time but will be equally engaging for those who have had any previous exposure to the Gospels.

For those wanting to be involved in discussions on **World Views**, Philosophy, Theology, and Ethics then the group which meets on Thursday evenings from 9:30pm should be appealing. This group engages with a range of ethical, moral and theological issues. Topics are mostly chosen by students and are disseminated earlier on the day.

Supper, tea and coffee are provided on these evenings with the option of attending Evening Prayer or Compline afterwards. All are most welcome and further information is available from the Chaplain who will also willingly help Paulines find a local church to visit or attend on a Sunday as he and a number of our students have personal contacts across the full range of churchmanship on offer in Sydney. The Chaplain, the Rev'd Antony Weiss, may be contacted either by phone or SMS on 0417 240 461 or by e-mail: chaplain@stpauls.edu.au, or visited in the Vestry next to the Chapel or in his College flat (room 1407 of the Ivan Head Building).

- 16. Meals** – Meal times are below. All meals are served in the Refectory and Blattman Room, excepting Friday dinner, which is served on the Roof.
- a. **Breakfast** – Monday-Saturday 7am-9:30am
 - b. **Brunch** – Sunday 9:30am-11:30am
 - c. **Formal Dinner** – Monday 7:15pm (but see below)
 - d. **Informal Dinner** – Tuesday – Thursday 6:00pm-7:30pm
 - e. **Friday Dinner** – 6:00pm-7:30pm, on the roof terrace
- 17. Afternoon Tea** – Afternoon tea is served in the MCR on Thursdays in full term from 3pm-5pm. A light tea is laid up for approximately 25 people and not replenished, so arriving near the beginning of the tea is advised. Guests are most welcome, particularly university colleagues and course mates.
- 18. Formal Dinner** – This is the most important event of the week in Graduate House and is the occasion of our community's coming together. **You should attend Formal Dinner every week as far as possible, both to hear important announcements, but more importantly to participate in this important unifying element of our collegiate life.**
- a. Dinner begins at 7:15pm. Unless you are joining a seminar or sitting on High Table, you should be at your seat on one of the three long tables in good time for 7:15pm. **Please do not be late.**
 - b. **High Table** – This is the perpendicular table at the end of the Refectory, and is where the presider and certain guests sit during formal. It should be kept clear until the High Table party processes in.
 - c. **Dress** – the dress code for formal is **jacket and tie for men**, and **smart equivalent for women**, worn together with your **academic gown, which is mandatory**. It is **essential** that this dress code is adhered to – open collars and shirt sleeves are not acceptable. Guests must adhere to the dress code but need not wear a gown. See Dress Codes below for more details.
 - d. **Wine** – On most Mondays, wine is served only at High Table. Those not dining on High Table are welcome to bring their own wine

to dinner. The Cellarmaster may sell wine from the House cellar before dinner on Mondays.

e. Dinner Seminar – On most Mondays, there is a dinner seminar accommodating up to 16 people in the McCredie Room at 6:30pm. The Dinner Seminar attendees sit at High Table at dinner, and this includes wine and dessert afterwards. Invitations are sent out the week preceding.

f. Feasts – On a number of occasions in the year, Formal is upgraded to the dignity of a Feast. This involves a number of changes that are announced in advance.

19. Dress Codes – There are a variety of Dress Codes used in the House:

a. Gowns to be worn – when this occurs with no other details, one may come as they are, adding their academic gown over this.

b. As for Formal – this is minimum of jacket and tie for men, equivalent smart day dress for women, always with academic gowns. As the name suggests, this is the basic dress code for Formal Dinner, and is also the dress code for Chapel.

c. Festal Dress – This refers specifically to academic dress and means that in addition to the academic gown, an academic hood is encouraged to be worn, if one has one. Doctors are encouraged to wear their full dress. If an outdoor event, academic hats may be worn. Under the gown, a minimum dress of **As for Formal** is expected, though this is often combined with **Black Tie**.

d. Black Tie – properly called "Semiformal", this dress code means, for men, a dinner jacket, black bow tie, and cummerbund or waistcoat. For women, a cocktail dress or evening dress (but generally not a full ball gown) is typical.

e. White Tie – properly called "Formal", and the most formal dress code, this is not generally used in College except optionally at events like the Ball.

20. Parking – Members arriving into College may temporarily park along the north edge of the College Roundabout for easy access to Graduate House whilst they unload. Those wishing to use a parking

space in College must apply to do so, and must pay for a parking permit as per the fee schedule. Contact the Reception (reception@stpauls.edu.au) to request a parking application. Inappropriately parked cars, and those parked without a St Paul's permit are subject to fines by University of Sydney security. For short term visitors, parking is available near the College Office. A temporary permit must be obtained from Reception. **It is your responsibility to arrange a parking permit in advance, during business hours, for visitors parking on the weekend.**

21. Support – College exists to help you achieve your best education and become your best self. Academic, pastoral, and spiritual support are readily available, and the College's dedicated leaders and staff are here for you. You should feel welcome to stop by the office or get in touch with your Peer support Leaders if there is anything we can do to help.

a. Peer Support Leaders – The House has three peer support leaders who may be contacted on any pastoral issues one faces, and provide support and assurance, and are trained to respond to any arising issues. They are:

- i. Tim Berney-Gibson - timberneygibson@gmail.com
- ii. Natalie Klug - nklu4644@uni.sydney.edu.au
- iii. Tishan Wellalagodage - dontishan@yahoo.com.au
- iv. Kara Ortiga - kara.ortiga@gmail.com

22. The Dean and Associate Dean – The Dean is Head of House at Graduate House and is assisted in this by the Associate Dean. Both are very happy to meet with students by appointment to discuss academic or pastoral matters, as well as anything to do with the House.

- i. **Dean: Dr Antone Martinho-Truswell**
- ii. **Associate Dean: Katie Allan**

23. Questions – For any queries or details, the College Office Reception is your first stop. Out of hours, you can call the College Duty Officer.

EMERGENCY CONTACTS

Emergency Services: 0-000 from College landline or 000 from mobile phone

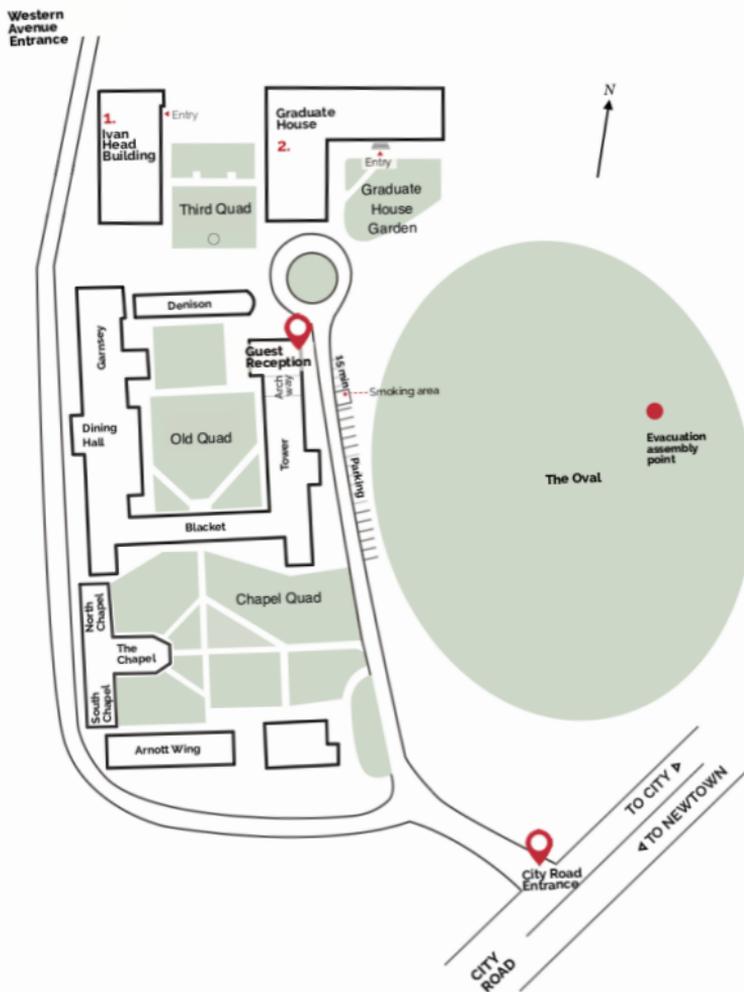
Newtown Police Station: 9550 8199

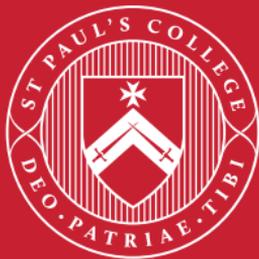
College Office, during business hours: ext 447 or 9550 7447

After-hours College Duty Officer: 0444 598 669

Fire Chief: 0414 537 279

University Security: ext 487 or 9351 3333





GRADUATE HOUSE