



# ST PAUL'S COLLEGE

## A Brief, Incomplete, and Likely-to-Become-Obsolete Guide to Graduate House and St Paul's College

2023 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 from across the World. College is both a home and a 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. **This the Handbook?** – Not quite, but yes. Also no. “The St Paul's College Handbook” exists and can be found on the College website, and you should peruse it. That said, it is a long document, covering both undergraduate and postgraduate matters, and includes many details that you should learn over time but don't necessarily need to get started here. This useful document, meanwhile, does not contain everything you could possibly need to know about the House, but it will get you started. **You should read this document in full upon receiving it.** Far more is learnt from your fellow members. Ask questions fearlessly. The College has detailed policies on academic performance,

standards of behaviour, values, and our bylaws. These can be found on the College website, and are binding on all members.

- 2. 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](mailto: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, 2023
- 41-week contracts move in on or after 2pm on February 13, 2023
- 41-week flexible contracts with extensions have unique move in dates. Check in remains 2pm.

- 3. Moving out** – Strange as it may seem, it is a good idea to have the span of the year in your mind from the start, so moving-out dates are below.

**Move out dates and times by contract:**

- 52-week contracts end at 10am on January 3, 2024
- 41-week contracts end at 10am on November 26, 2023
- 41-week flexible contracts with extensions end at 10am on the nominated date

Those on 41-week contracts may extend their contact up to January 3, 2024, after which they would begin a new 2024 contract for further residency. Those on 52-week contracts renewing their college membership for the following year continue residency uninterrupted (as the new 52-week contract will begin on the same day the old ends).

**Contracts may only be terminated early for medical placements or with the permission of the Dean.** In both cases, six full weeks' notice must be given, and six weeks' fees will be charged from the date of notice regardless of when one moves out. **Waivers of the notice period will not be granted except in the gravest of circumstances.**

- 4. Academic Standards** – The College is, before and above everything else, an academic institution. This ethos pervades life here and you will very soon come to know the many positive ways that this is the case: from a robust tutorial program, to guest speakers, debates, and reading groups, this is a place to grow in knowledge and in wisdom (which are related, but different).

Concordant with these aims, the College has a firm **Academic Policy** with regard to your semester results:

The College expects good academic results.

A member who feels they are at risk of failing one or more subjects, or of posting a Semester Average Mark under 60% **must contact the Senior Tutor** to arrange academic support.

Any member posting **either** a single fail in any subject, or a Semester Average Mark under 60% (regardless of individual course marks) will be placed on

**Academic Warning.** A member on Academic warning who in any subsequent semester posts a single fail or an average under 60% will be required to leave College, absent profound extenuating circumstances.

Furthermore, a member posting a **catastrophic fail** (including but not limited to: failing all subjects, a mark well below 50%, discontinued fails of multiple subjects, or other similar results) may be asked to leave College immediately without Academic Warning.

Your place in College is offered in conjunction with **full time study**, in your **original course of admission**. Members wishing to reduce their study load, change courses, discontinue a course, or otherwise alter their enrolment in any way **must obtain the permission of the Senior Tutor or Dean before** doing so. Changes to enrolment without the consent of the College will result in an immediate loss of your place in College.

The Academic Policy is outlined in full in the policy document available on the College website.

The College has a wide variety of **academic supports** available and you should avail yourself of these as often as they are useful to you. The Senior Tutor and Assistant Senior Tutor are your first points of contact for this, as well as the Dean.

5. **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.
6. **Access** – Upon checking in, you should receive a key card. 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 the 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.
7. **Emergencies and Lock Outs** – During normal work hours (9am-5pm Monday to Friday), any emergencies should be reported directly to the College Office, which can be reached by phone on 02 9550 7447. **If you are locked out of your room during work hours, you must come to the College Office for a temporary key.**

Outside of work hours, the College Duty Officer (CDO) is on call as first point of contact for emergencies. Emergencies include anything which may pose an immediate risk to the safety of any person, or to the integrity of the building (such as a massive plumbing leak). Fires should be directed immediately to the fire brigade, and crime to the police. **Minor repairs and other inconveniences are not emergencies and should wait for office hours to be reported.** The CDO number is **0422 888 970**.

If you are locked out of your room out of hours, you may call the CDO to be let back in to your room. However, this is not an emergency, and the CDO is not under an obligation to respond immediately. It may take a few hours to resolve. Please remember that the CDOs are your peers, and try not to take too much of their time.

**NB:** Resident members of College staff work normal hours and are not employed to be “on call” at all hours. If the CDO is taking a long time to deal with a lock out **telephoning or knocking on the door of a resident member of staff is not an appropriate course of action.** One may have to patiently wait in one of our many fine Common Rooms for the CDO to respond.

8. **Christmas Decorations** – If you move in early in the year, one of the first things you may notice is that our Christmas tree and other decorations are likely to still be up. This is because the liturgical season of Christmas is 40 days long, ending on Candlemas, February 2<sup>nd</sup>. We celebrate the whole season of Christmas in Graduate House, and you will no doubt find that this emphasis on doing things properly carries over to most matters around College.
9. **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, the old 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.
10. **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 brunch 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, a bookcase that includes members' publications, and the Philosopher's Chair.

- 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 may be used at will, but bookings take priority, so be prepared to be evicted if you haven't booked.
- f. **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, and less expensive. 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 an exploitative third party, in the usual, regrettable model.
- g. **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.

#### 11. 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. **Shoes must be worn at all times in the gymnasium.**
- 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, including if you would like to book a study room. Questions about Library resources should be directed to the Senior Tutor.
- d. **Salisbury Bar** – The Bar is located off the Old Quadrangle in a small yard called **Concordia Court**, entered usually by passing beneath the Concordia Bell, directly opposite the main Quad entrance arch, though often as well by transiting the rubbish tip area in Old Kitchen Yard. It is typically open of a weekday evening. Graduate House members are very welcome and encouraged to attend. It has a salutary effect.
- e. **Tutorial rooms** – small tutorial rooms are distributed through the College, and may be booked for group study or other constructive uses. Please speak to College reception to book one. If you are using a tutorial room for group study and an organised college tutorial needs to use it, the tutorial group has priority.

**12. Use of Common Spaces** – The common spaces in Graduate House are for your use and you should feel at home using them. That said, they are the property of the College, not the MCR, and the College will often book them out for external use at its discretion. Complaining about this will yield the same explanation. 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 be a degenerate – clean up any mess.**

- 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.

**13. 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).

**Private events that exclusively use certain spaces may incur a fee for use of the space.** The LCR and Roof in particular are likely to incur a cost if you want their exclusive use.

**There should be no private parties during Welcome Week.**

14. **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 Executive Committee.
15. **The Senior Common Room** – Like the Middle Common Room, this phrase refers to both a physical place (located near the JCR in Old Quad) and a group of people. The Senior Common Room includes the College’s Council, Academic Fellows, Honorary Fellows, Staff, and Senior Members of Graduate House. This group of academics and professionals is a valuable resource to the members of the College, offering mentoring, wisdom, and conversation.
16. **Mail** – All 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.
17. **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
18. **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 or other rubbish on the floors of the bin rooms. Cardboard boxes too large for the recycling bins may only be left if neatly flattened and stacked beside the chutes.**
19. **Maintenance Issues** – If you have a maintenance concern about your room (eg. loose fittings, air conditioning or fridge not working, a problem with furniture), please contact Amanda O’Yang, [officeadmin@stpauls.edu.au](mailto:officeadmin@stpauls.edu.au), our Receptionist and Operations Assistant, to report it (or visit her in the College Office in business hours). Please do not email the Deans about maintenance complaints – we will simply need to forward your request onto Operations and this could delay your maintenance issue being resolved.

- 20. Furnishing your Room** – Any small furnishings that you can carry alone can be brought to your room without permission, with the exception of additional refrigerators or heaters, which are not permitted. Larger furnishings that require two or more people to move require the permission of the Dean.

**Items may be hung on the walls using blu-tack only.** The use of any other method to attach things to walls, such as command strips, nails, tape, or otherwise will incur a minimum fee of \$300 for repair and repainting.

- 21. 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.

- 22. 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** - \$10
- b. **Brunch and Dinner** - \$15
- c. **Formal Dinner** - \$20

- 23. 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. Those attending Choral Evensong from Graduate House are invited to join formal dinner in the undergraduate hall afterwards.** The Chapel Schedule for 2023 will be published during welcome week.

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](mailto: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).

- 24. Meals** – Meal times are below.

- a. **During semester**, all dinners are served in the Refectory and Blattman Room, excepting Friday dinner, which is served on the Roof. Breakfast Monday-Sunday is served in the old Dining Hall in Old Quad, Brunch on Sunday in the Graduate House Refectory.



- i. **Breakfast – Monday-Friday 7:00am-9:30am, Saturday and Sunday 7:30-9:30am, in the old Dining Hall**
  - ii. **Brunch – Sunday 9:00am-12:00am**
  - iii. **Formal Dinner – Monday 7:00pm**
  - iv. **Informal Dinner – Tuesday – Thursday 5:45pm-7:30pm**
  - v. **Friday Barbecue – 5:45pm-7:30pm, on the roof terrace**
- b. **Out of semester**, all meals are served in the Refectory and Blattman Room.
  - i. **Breakfast – Every day 7:30am-9:30am**
  - ii. **Dinner – Monday-Friday 5:45pm-7:30pm**
- c. Note that there is a kitchen shutdown over the Christmas period during which **no meals are served**. This is usually on the order of three weeks long. College fees are calculated to account for this gap in meals, so no additional discounts are given during the shutdown.

25. **College Café** – The Salisbury Bar operates as the College Café on Weekdays from 7am-3pm. Coffee and snacks are available at reasonable prices.

26. **Office Hours, and Tea** – The Dean works normal hours (9-5pm) on weekdays, excluding Wednesdays, when he can meet students by advanced booking or by telephone. The Dean is happy to take meetings with students in or out of office hours by prior arrangement. For brief matters, one can also drop into the office without appointment, which will be accommodated whenever possible.

In 2023, the Dean will endeavour to take tea in the MCR from 3:30-4:30pm on Thursdays in semester. Anyone may drop in for a chat during this time.

27. **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 7:00pm. 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 7:00pm. **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. That said, hectoring other members' guests about the dress code, is, however, gauche beyond contemplation. See Dress Codes below for more details.
- d. **Wine** – At most Formal Dinners, 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** – Before Formal Dinner, there is a usually dinner seminar with a distinguished academic accommodating up to 16 people in the McCredie Room at 6:15pm. The Dinner Seminar attendees sit together at dinner for further

discussion, and enjoy Common Room 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.

**28. 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.

**The full College dress code, from the Handbook, is reproduced below:**

Paulines pride themselves on their high standard of dress and the tone it helps to set at College. All members of College are expected to abide by the dress regulations. Different places and occasions require different types and standards of dress, and the rich variety of College life makes it necessary to learn quickly what to wear and when.

### **Men**

*Smart Casual:* casual collared shirt (e.g. linen); chinos or tailored shorts; smart shoes

*College Formal Dinner:* collared business shirt and tie; jacket (sports coat or blazer); trousers or chinos; leather shoes or riding boots; academic gown

*Black Tie:* Dinner suit (‘tuxedo’); white formal shirt, and black bow tie; black polished shoes; academic gown

Note: the following apply to all men’s dress codes:

- no jeans
- no trainers
- academic gown must always be worn with a jacket

### **Women**

*Smart Casual:* dress; knee-length to long skirt with collared shirt or smart top; tailored trousers; smart shoes

*College Formal Dinner:* smart dress; skirt or tailored pants with blouse or dressy top; jacket (optional); flats, heels or boots; academic gown

*Black Tie:* Formal evening dress knee to floor length (ball gowns are not generally worn to dinners), or dressiest cocktail dress; evening-appropriate flats or heels; academic gown

Note: the following apply to all women's dress codes:

- no jeans
- no 'cut-out' tops, or dresses
- no sneakers or trainers

## **General**

Please note the following:

1. Appointments with the Warden, Dean, or other staff require smart casual dress as a minimum.
2. Students are expected to shower and change after sport/gym training before entering the Dining Hall or Refectory
3. Caps and hats must be taken off when entering the Dining Hall or Refectory
4. The following are forbidden in the Dining Hall or Refectory at all times:
  - bare feet (footwear must be worn)
  - active wear or sports gear
  - singlets, tank or muscle tops
  - bare midriffs or 'cut out' tops
  - very brief shorts or skirts

**29. Wine Cellar** – The House wine cellar is a committee lead by the Cellarmaster that provides wine for sale for formal dinners and on other occasions, and holds tastings throughout the year. The cellar committee will usually open the cellar door (located just outside the MCR) before Formal Dinner, to allow the purchase of wine for dinner. The Cellarmaster may open the door at other times by request or at his or her discretions.

**30. 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 Reception ([reception@stpauls.edu.au](mailto: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.

**Any repeated misuse of your parking permit and/or the boom gate pass key may result in the cancellation of the parking permit, with no refund of the fee.**

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.**

**31. 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, contact the Dean or Senior Tutor, or get in touch with the Associate Deans if there is anything we can do to help.

**a. Associate Deans** – The House has two Associate Deans, one of whom is always on duty during term. They have a combined disciplinary and pastoral role and are responsible for the good order of the House. They carry the aegis of the College with respect to regulations, such as noise complaints and student events.

You should feel very welcome to get in touch with them if you need to chat about study, how you are finding life in Graduate House, or any other pastoral or community concerns. **They are not however to be used as a one-stop-shop for minor issues in college or a short-cut to contacting another member of staff.** Where this Guide indicates you should contact another member of staff to help you with a problem (eg. the College Office in case of maintenance issues, a CDO in case of lock-outs, or the Dean if you need approval for a private party), these are not matters for the Associate Deans. Please respect their time and show initiative in contacting the appropriate member of staff to help you.

**b. Assistant Senior Tutor**

Meheer Zaveri, is a member of Graduate House and is the College’s Assistant Senior Tutor. Meheer is your first port-of-call for questions about the tutorial program and is also very happy to assist any member of Graduate House with study skills, study routines, exam and assessment preparation or other academic challenges you may be facing. You can contact Meheer by email: [meheer.zaveri@gmail.com](mailto:meheer.zaveri@gmail.com).

The University of Sydney also has a Counselling and Psychological Service (CAPS) which offers a range of professional and confidential psychological and mental health services. You can contact CAPS on 86278433 from 9am to 5pm Monday to Friday.

**32. Tutorial Program** – The House has a tutorial program that provides subject specific supplementary instruction, particularly for the courses of our larger cohorts, such as medicine and law. Any three members may request a tutorial for a unit in which they are co-enrolled. The tutorial program and other academic support is organized by the Senior Tutor, Katie Allan, and the Assistant Senior Tutor, Graduate House member Meheer Zaveri. A tutorial timetable will be released at the beginning of each semester.

**33. Questions** – For any queries or details, the College Office Reception is your first stop.

## **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: 0422 888 970**

**University Security: ext 487 or 9351 3333**

**Health Direct (24-hour line to speak to a registered nurse): 1800 022 222**

**NSW Mental Health Line: 1800 011 511**

# College Map

