

RESIDENT MEMBER HANDBOOK

2022

Graduate House is a
Residential College of
The Graduate Union



The Winged Victory of Samothrace represents action, triumph and graceful balance between battle and the stillness of having just won.

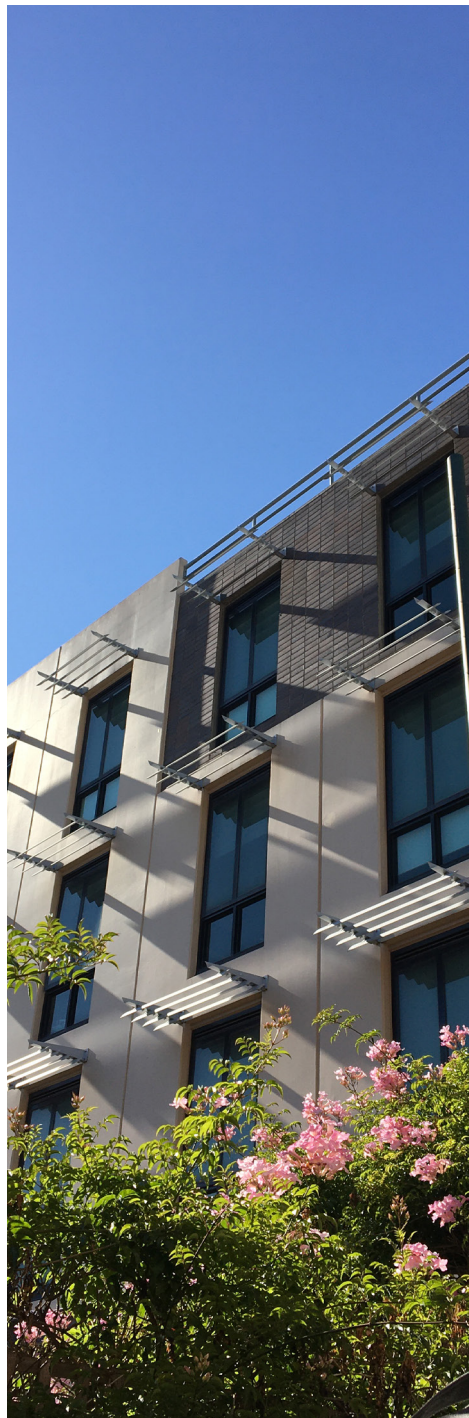
Postera crescam laude translates from Latin to "after this I will rise in glory".

Graduate House is where you reside and meet other university students. The Graduate Union is an international association of which you are a Member.

In our House and across our Union, we aim to acknowledge the privilege of education by working wisely and carefully together across cultures, disciplines and life stages as a collegium of undergraduates and graduates in the best interests of our global society.

Your stay here — be it one night or several years — will be unique. It marks the beginning, or continuation, of a lifelong involvement with our vibrant network of undergraduates and graduates.

Welcome, be an active influencer and use carefully this opportunity for sharing, learning and giving.



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GRADUATE | WHAT WE MEAN

For the purposes of this booklet, we use the term 'graduate' for both graduates and postgraduates. A graduate is a person who has a first degree from a university or college from anywhere in the world. A postgraduate is a student who has already received one degree and is studying at a university for a more advanced degree.

WELCOME

Welcome to Graduate House as a Resident and to The Graduate Union as a Member. The House and the Union together form our international charity and not for profit membership association.

Our Members are undergraduates and graduates from all universities in the world and are at various stages of their 'graduate pathway'. Some are undertaking undergraduate or postgraduate studies. Others are living elsewhere in the world and may be in the workforce, in a caring role or in retirement. As a Resident Member, you are thus part of a global collegium and network.

We encourage you to learn more about our origins and our purposes and to be an active and positive contributor and influencer. This period of residency is just a small part of your membership experience along your 'graduate pathway'.

After you leave the college we encourage you to continue membership and your important contribution.

Graduate House is where you live, learn and meet. It was the first graduate-only college in Melbourne — established over 110 years ago — and one of only a few worldwide. In 2021, we began also to admit undergraduates. This means that you share a precious time in your life with interesting people who are committed, hardworking and good thinkers.

You have here a once-in-a-lifetime opportunity to learn and collaborate with undergraduates and graduates of different disciplines, cultures and life stages. Such an experience is unlikely to be repeated in your lifetime.

We hope that you enjoy and take advantage of this unique time here with us.

THE HANDBOOK

This handbook is here to inform you about the key elements of our residential community. It is filled with practical details for making the most of your collegiate experience and has answers to many of the questions you may raise throughout your residency. Our policies and regulations are built on common sense and the balance between what is best for individual Resident Members and the frameworks and principles that underpin a harmonious and effective community.

As one of the best and brightest in the world, you are now living with others who are the best and brightest. You are now also able to meet and network with other influential and supportive non-resident Members in Melbourne and across the world.

Please assist in actively marketing and bringing others along to our GU Collegiate functions (Monthly Luncheons, Special Morning Breakfasts, College Tables, etc.).

Share your life achievements and news with other Members by providing stories and pictures for publication in our newsletters and the Melbourne Graduate, on our website and through social media. Our Members are able to help you progress your education, career and personal development, but only if they know about you and how they can help.

Our college is based on active (not passive) membership, inclusion (not elitism or exclusion), positivity and respect.

Immerse, discuss, live, learn and meet; and encourage your non-resident undergraduate and graduate colleagues to participate in and join The Graduate Union and Graduate House.

USEFUL NUMBERS AND EMAILS

USEFUL NUMBERS

Reception at Graduate House	+61 (3) 9347 3428
Duty Resident (after hours only)	0403 455 906
Melbourne University Security	+61 (3) 8344 6666 or 180 246 066
Emergency (Police, Fire, Ambulance)	000

FROM THE WALL PHONE AT RECEPTION

M1 Taxi	
M2 Security	
M3 Duty Resident	

USEFUL EMAILS

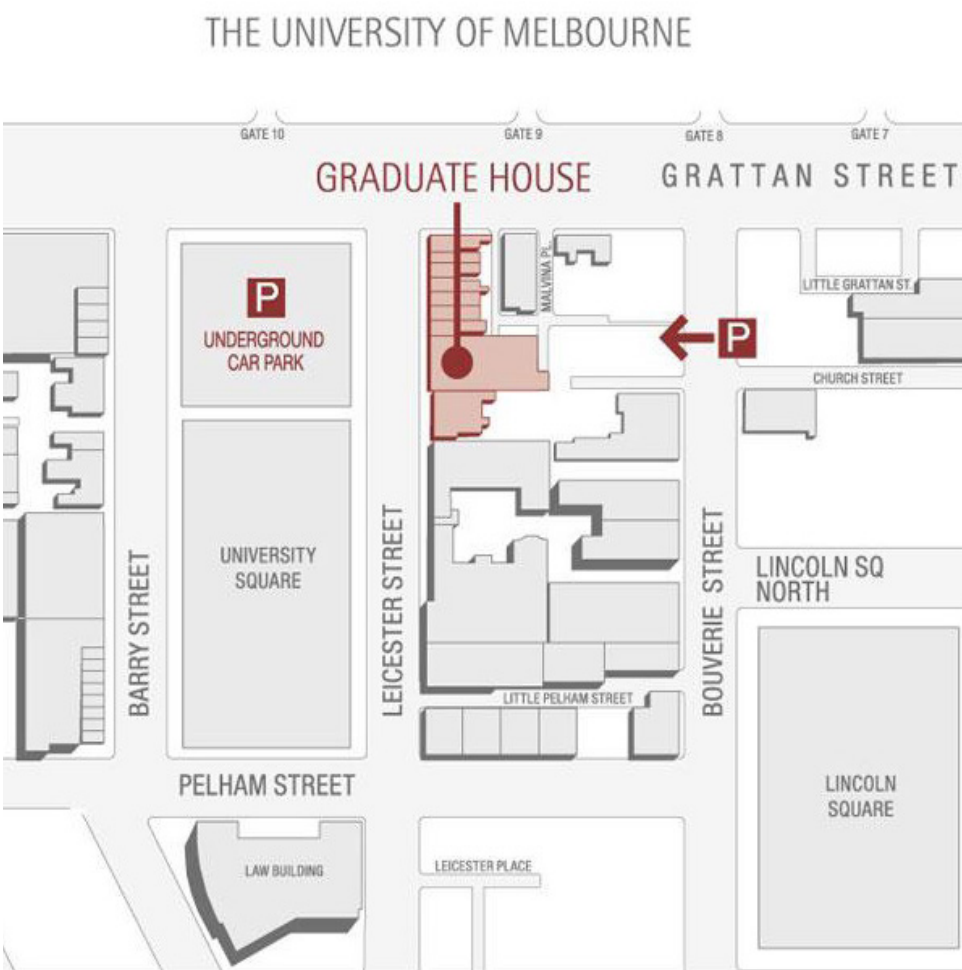
Accommodation and General Enquiries	admingh@graduatehouse.com.au
Building Services and Housekeeping	om@graduatehouse.com.au
Meeting and Function Enquiries and Bookings	meetingservices@graduatehouse.com.au
Dining and Bar	diningroom@graduatehouse.com.au
Membership of our International Collegium	membership@graduatehouse.com.au
Reciprocal Associations around the World	membership@graduatehouse.com.au
To share your Photographs, News and Stories	publications@graduatehouse.com.au
Website and Social Media	website@graduatehouse.com.au

WEBSITE AND SOCIAL MEDIA

Please join the **Resident Member Facebook**
facebook.com/groups/graduatehouserescidents

The Website for the Association
www.graduatehouse.com.au
(Graduate House and The Graduate Union)

The Association’s Facebook, Instagram, LinkedIn, Twitter and YouTube give updates on GU Collegiate functions and news of relevance to undergraduates and graduates in study, in careers, in caring roles and in retirement.



GRADUATE HOUSE IS IN THE HEART OF THE GRADUATE PRECINCT.

Walk across the road to be at lectures, in the research laboratory or at your hospital placement.

OUR HISTORY

The Graduate Union boasts a rich history spanning over 100 years. Below are some of our major milestones, esteemed Members and fond memories.



Dr Helen Sexton, Professor Georgina Sweet and Mrs Edith Cherry elected on the 29th April, 1911 to a provisional committee.



14th July, 1911 Sir John Monash becomes the Association's first President.



Meetings are held in the rooms of Dr J W Barrett at 105 Collins Street, Melbourne.

1911



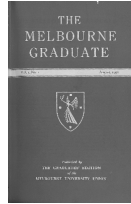
Philanthropist Sidney Myer gives an endowment to secure the future of Monthly Luncheons. These continue today.

1926



Sir Robert Gordon Menzies, later the 12th Prime Minister of Australia, acts as honorary Secretary-Treasurer.

1919



The first Melbourne Graduate Magazines are published.

1950



Barbara Funder, Assistant Secretary-Warden to Bill Berry.



The first paid Secretary and staff member of the Association, William (Bill) Berry, is appointed.

1948



The second stage of the terraces is opened by Sir Rohan Delacombe and Chancellor of The University of Melbourne, Sir Arthur Dean.

1965

The first stage of Graduate House as a residential college opens for seven graduate residents.

1962



Gladstone Terraces from Grattan Street to 222 Leicester Street is purchased.

1957



The third stage of the terraces are opened. The library is named after Sir William Johnston, the 2nd President of The Graduate Union.

1971



The three terraces from 210 to 214 Leicester Street are purchased through benefaction from Stella Mary Langford.

1970

233 Bouverie Street is purchased. This is sold in 2001 to fund redevelopment of the large warehouse site.

1984



Kidd's Warehouse, from 216 to 220 Leicester Street, is purchased and is later (2005) redeveloped to form the current four-storey middle wing of the residential college.

1974

Graduate House is affiliated as the eleventh residential college of The University of Melbourne. It remains the only graduate-only college.

1972



The central four-storey college wing is opened, comprising 58 en suite rooms, a large ground floor dining room and lounge, an industrial kitchen and the Stillwell and Ian Potter meeting rooms.

2005

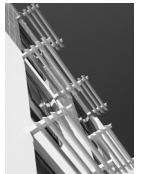


The Ian Potter Foundation gives a generous donation which is used to improve dining and meeting facilities.

1988

Acquisition of units in Barry Street (2016) and Barkly Place (2018).

2017+



The redeveloped Stella Langford Wing is opened with meeting rooms, residential self-contained apartments and a multi-storey car park.

2010

WHO WE ARE

A UNION OF GRADUATES

We began as a membership association over one hundred years ago — in 1911. Women and men of different ages, disciplines and nationalities met to keep alive their university experience and resolved to support new graduates in the transition from undergraduate studies to careers and life-long learning.

The Graduate Union is now a charity and a not-for-profit membership association of undergraduates and graduates from the world's universities. Resident Members, one part of this membership, are enrolled in programs of study or are visiting academics. Non-resident Members do not live in college and are in Melbourne or elsewhere in the world.

MISSION

The Graduate Union seeks to bring together graduates — from undergraduate years to graduation, through careers, caring roles and in retirement — in an active international membership network, residential college and meeting place for the socially responsible advancement and application of education.

A HOUSE FOR UNDERGRADUATES AND GRADUATES

Since the late 1950s, graduates from universities around the world have stayed at Graduate House. Since 2021, undergraduates have also been admitted as residents. Resident Members are thus studying for their first or subsequent degrees. They come to Graduate House to study, tutor and teach, research, collaborate, develop professionally and network.

People just like you raised money and bought and developed property to grow Graduate House into what it is today: three college wings plus two off site premises of college accommodation. We entrust

you with this stewardship to continue to protect and grow our 'house' for the benefit of the generations of undergraduates and graduates who will come here in the future.

VALUES OF MEMBERS

- collegiality;
- universal friendship;
- social conscience and responsibility;
- intellectual challenge and contribution;
- life-long learning; and
- intercultural and interdisciplinary experiences.

A MEETING PLACE FOR GRADUATES

Over 30,000 people meet at Graduate House each year. Our meeting services are for charities, not-for-profits, universities and government groups to hold board and committee meetings, training sessions, dinners, social functions, seminars, conferences, alumni reunions, graduations and award ceremonies.

Resident Members invite guests to Graduate House and encourage other students to join either as Non-resident University Student Members or as Non-resident Members (e.g., for those who are in the workforce, a caring role or retirement). Membership gives discounts and access to an influential international community. It also looks good on the resume!

VALUES OF THE ORGANISATION

- responsibility, accountability and stewardship;
- contribution and performance;
- professionalism, integrity, transparency and ethics;
- respect for differences and integration with diversity; and
- focus on the strengths and integration of undergraduates and graduates.

LIFESPAN OF MEMBERSHIP

Our Members are from all stages of the 'graduate pathway':

- studying at undergraduate level;
- just graduated;
- in postgraduate study;
- early in a career;
- caring for children;
- mid-career;
- caring for elderly relatives;
- returning to study;
- late in a career;
- in full or semi-retirement; and
- in volunteer work.

EQUITY AND DIVERSITY

From the start of our Association we have adhered to an egalitarian ideology.

We have the explicit expectation that all Members are lifelong influencers for equity and diversity, and work to sustain and grow this Association likewise into the future.

OUR STAFF

The staff members at Graduate House and for The Graduate Union are friendly, hard-working and approachable.

With origins from all over the world, collectively, the staff speak most languages. They are good people to talk with about your general day-to-day and other matters.

OUR TEAMS

The Accommodation team helps you to book and pay for residency and with many of the day-to-day requirements of your stay here.

Inform the Building Services team if repairs or replacements are needed and if you

have ideas for safety, renovations and facility improvements.

The Membership team assists you in joining, contributing to, and benefiting from, the international interdisciplinary collegium that is The Graduate Union.

The Culinary team in the kitchen prepare breakfast and dinner for all Resident Members as well as for the Dining Room (lunch and dinner for Members and non-members alike), GU Collegiate and all meeting and function services.

The Housekeeping team clean all rooms and apartments and all common and meeting areas. Help them by keeping your room and the common areas clean, cleared and tidy.

The Publications team produce the monthly newsletters, the Melbourne Graduate, the marketing for GU Collegiate, the social media and website posts, etc. Send them news, stories, achievements and academic publications.

The Meeting Services team coordinates the meetings and functions in the ground floor areas. Contact this team for Resident Member functions and to book in guests for breakfast, lunch or dinner in the dining room.

The Senior Management team, with the CEO and Head of College, is responsible for strategy, systems, finance and operations that support membership, the residential facilities and meeting services.

SOCIAL MEDIA

In addition to visiting our social media sites, we ask you to be a collegial contributor by spreading local and international news and opportunities for undergraduates and graduates, sending GU Collegiate notices through your networks regularly and encouraging membership of The Graduate Union by non-resident undergraduates and graduates here in Melbourne and elsewhere in the world.

Graduate House Residents' Social Events

Apart from the more formal Graduate House Facebook page, there is a Facebook group solely for present and past residents. This is



We have three Facebook® sites.

- Graduate House is our formal 'face' at which you can post and like stories relating to undergraduates and graduates internationally.
- Graduate House Residents' Page is for those who come and go from our college, so feel free to post Graduate House news, social functions, excursions and volunteer opportunities.
- Graduate Union College Alumni is for past residents of Graduate House (since opening in 1962).



The Graduate Union uploads videos regularly to YouTube® particularly of the many world-class presentations at our GU Collegiate events and of Graduate House life. Share your learning, researching and socialising by uploading videos.

monitored and maintained by the residents themselves and is called 'Graduate House Residents' Social Events'.

Any gatherings that are organised for and/or by the residents are posted in this group. This enables all residents to post, interact and participate. The group also acts as a forum for informal discussions on any topic.

Upon entering residency, the new resident joins the group themselves or may be added to the group by asking an administrator of the Facebook group or one of the Duty Residents.



The Graduate Union provides endorsements to Resident Members for their already-listed skills. Our Members across the world are on LinkedIn®. Some use it to promote and network professionally. Others are very influential and may be searching for the right professional graduate to employ.



The Graduate Union posts photos weekly to Instagram of activities and events specific to Graduate House. Stay up to date by following and liking @Graduate_House on Instagram.



Our Twitter® account shares information from Graduate House to our Resident Members and the world.

SHARE YOUR STORY

Our influential Members enjoy reading about the lives of other Members. Many wish to provide support for your undergraduate or postgraduate studies, career and personal development. They can only do so if they learn about you — your goals, your past, current and future learning and career pathways and your contributions to society.

Our publications are sent to our membership around the world. The inclusion of your story is a very effective method of enhancing your visibility. It is also a good way of recording your stay here. Some time in the future you will be able to show your time and achievements here to future bosses, your family and even (potentially) your grandchildren!

We respect individual choice to remain private. Some university students and graduates are naturally quite shy about showing their achievements or sharing their life. However, we encourage all Resident Members to take this rare opportunity to self-promote and to inspire Members globally.

There are a variety of story types for our different media channels

YOUR GRADUATE PATHWAY STORY

The Melbourne Graduate is a periodical published two to four times a year (since 1950) and held at the State Library of Victoria. In this we publish 'graduate pathway' stories about our Members.

For your 'graduate pathway' story, tell us:

- where you are from in the world;
- when and why you became a Member and came to Graduate House;
- your academic, professional and caring career — past, now, future;
- your involvement and special memories with the 'House' and 'Union'; and
- what you see for your future involvement with the 'House' and 'Union'.

YOUR ACHIEVEMENTS AND ACTIVITIES

Published monthly, the newsletter has information about upcoming events and news of Member achievements and activities, such as for:

- coursework students, passing a major exam or assignment, or completing a module or a semester;
- research students, having your topic confirmed, attending or presenting (abstract or poster) at a conference, submitting your doctorate or masters, or publishing an article;
- all, celebrating graduation, getting a job, starting a family, publishing, getting a promotion, etc.; and
- visiting academics, your collaborations, conferences, books, etc.

GUCA — WHERE ARE YOU/THEY NOW?

GUCA is the acronym for Graduate Union College Alumni. It refers to all those who have lived in college since Graduate House first opened in 1962. We estimate that we have 15,000 to 20,000 college alumni. Some resided here for just a short time. For others this was their home for a good part of their university study period.

Help us to inform past residents about GUCA. The majority are from overseas or other states of Australia and we have thus lost touch. We aim to learn about and share their 'graduate pathway' stories with other Members.

Volunteers continue to search through our archives to list the names of these alumni and to capture photographs. You are very welcome to assist with this research and data entry project.

THE GRADUATE UNION MERCHANDISE RANGE



WOMEN'S AND MEN'S CREW NECK
T-SHIRT \$30.00



WOMEN'S POLO
\$42.00



MEN'S POLO
\$42.00



KNITTED VEST
\$50.00



WOMEN'S AND MEN'S MERINO
PULLOVER \$110.00



WOMEN'S AND MEN'S WINDCHEATER
WITH HOOD \$50.00



CAP
\$22.00



TIE
\$25.00



WINTER SCARF
\$35.00



OUR LAND SCARF
\$35.00



BEACH TO SEA SCARF
\$35.00



LATTE GLASS
\$12.25



DIAMOND JUBILEE CUFFLINKS
STANDARD \$104.00
DIAMOND INSET \$195.00



PEN
\$5.00



METAL HANDBAG HOLDER
\$15.00



KEY CHAIN
\$3.00



GREETING CARDS (SET OF FIVE)
\$10.00



SHOPPING BAG \$5.00
3 FOR \$12.00

GRADUATE UNION MERCHANDISE

Graduate House has an extensive range of quality clothing and gift products, perfect for yourself or as a gift. Purchase at Reception or from www.graduatehouse.com.au/join-us/merchandise/

THE IN-HOUSE INTERNATIONAL COLLEGIUM

This world map shows a snap shot from 2019 of the numbers of Resident Members from each country. It demonstrates that Graduate House is one of the most international residential colleges in the world. Many Resident Members are the only person in college from their country and the only person in college from a particular academic discipline.

We ask that you welcome and reach out constantly and repeatedly to Resident Members who are from different backgrounds, countries and disciplines. The experience of being able to converse daily with this group of developing world leaders in their fields is not repeated when you leave college. The friendships and professional networks formed here will stay with you for life throughout your 'graduate pathway'.

This college environment also provides the potential to develop the foundations of significant global initiatives — undergraduates and postgraduates from different countries and with expertise in different fields are likely to exert intelligent and collective influence in the future.

RECIPROCAL ASSOCIATIONS

Resident Members may take advantage of the discounts, bonuses and hospitality of our national and international partners. The Graduate Union is a member of the Association of College and University Clubs (ACUC). This means that we give access to Graduate House to members of other associations while they are in Melbourne. In return, our Members can take advantage of short-stay reciprocal arrangements with other associations and colleges in the ACUC and other networks. These reciprocal associations may be able to provide accommodation while Resident Members are attending conferences and placements overseas and interstate.

For a list of the associations with which we have reciprocal rights, ask at Reception. Before travelling, Members should obtain a card or email of introduction for booking purposes and to present at the association to be visited. Please note that costs for short-term stays in the majority of these associations are near equivalent to staying in a good hotel.



GU COLLEGIATE

GU Collegiate functions are for Resident and non-resident Members to come together. They are also open to non-members. Please attend and assist by inviting your undergraduate and graduate colleagues, lecturers and supervisors to these unique collegial experiences.

Details of dates, times and topics are on our website and social media channels, and in our publications, flyers and posters.

GU COLLEGIATE INVOLVING ALL MEMBERS

We provide free entry or large discounts for Resident Members to attend our many other GU Collegiate functions.

These are good networking, learning and career-enhancing opportunities which are attended by our influential non-resident Members, many of whom are in careers or retired.

RESIDENT MEET AND GREETINGS (MAGS)

The Meet and Greetings (MaGs) are held throughout the year during an evening mealtime. An important component of college life, they give Resident Members opportunities to be a part of our growing collegial culture and to network with scholars from around the world.

MONTHLY LUNCHEONS

On the 1st Wednesday of each month (excluding January, July and December) and over a two course lunch with wine, an eminent speaker gives a presentation on a topical issue in their discipline.

These Monthly Luncheons began in 1911 and have been held regularly ever since. We shall continue this college tradition for hundreds of years.

RESIDENT SPECIFIC GU COLLEGIATE

In addition to MaGs, other GU Collegiate functions for just Resident Members generally include Special Breakfasts on the 2nd Tuesday of each month, a mid-year get together and an end of year celebration.

COLLEGE TABLE

An informal discussion, College Tables are held six times per year, led by a distinguished speaker focusing on one topic, and are like sitting around a table with family and friends. The speaker steers the discussion based on the emerging threads, questions and observations from the attendees. Lunch is served during the College Table.

RESIDENT RUN FUNCTIONS

Resident Members may host their own functions, such as graduation celebrations, film nights, indoor-sport tournaments, concerts, dinners or other social gatherings.

Graduate House has several rooms for these purposes. Be sure to organise bookings in advance and to coordinate arrangements, such as room set-ups, catering, audiovisual requirements and clean up, with Reception and our meeting services team.

OTHER GU COLLEGIATE FUNCTIONS

There are a number of other Graduate House events that Resident Members will enjoy. These include the welcome BBQ at the beginning of the year, the Women's Forums, the Annual General Meeting Dinner at the end of May, and the Chairperson's Cocktail Party and end-of-year celebration in December. For specific dates please consult the calendar on our website.

YOUR GRADUATION

Your graduation ceremony is usually held with thousands of other people and with limited seat allocations for your guests.

To make this important life occasion more special and more personal:

- book well ahead for your interstate and overseas guests to stay here at Graduate House during the graduation period;
- book well ahead to have a celebration at Graduate House with your family, friends and peers (e.g., a cocktail function or a formal dinner before or after the graduation ceremony);
- take family and friend graduation photographs in the courtyard — it is a lovely backdrop;

- send us your graduation photographs with a short story about your course so that we can share this wonderful news and your success with our Members.

The University of Melbourne has graduation ceremonies in March, August and December and will send you notice a few months in advance.

Graduations at other universities have similar schedules. With thousands of proud relatives coming in for these graduations, try to prepare for finding accommodation (at Graduate House is one option) and a venue for family and friend gatherings (at Graduate House is one option!).



ROLES WITHIN GRADUATE HOUSE

There are a number of opportunities for Resident Members to contribute to The Graduate Union and to Graduate House.

RESIDENT MEMBER REPRESENTATION

Council, the governing body of The Graduate Union, delegates responsibilities to five subcommittees:

- Buildings and Facilities;
- Finance and Audit;
- Governance and Nominations;
- Membership and Marketing and;
- Fundraising and Benefactions

Each year, one or more of these subcommittees seeks to appoint Resident Member representatives. These voluntary positions, with terms ranging from one to three years, provide valuable experience in governance.

If you are interested in being a member of one of these subcommittees, obtain a copy of the Rules and Regulations of the Association from Reception and arrange to meet with the CEO/Head of College.

RESIDENT MEMBER COMMITTEE

A Resident Committee meets regularly to discuss residency matters, to compile reports for use by staff and the Council committees, and to receive and distribute communications to all Resident Members. This committee is comprised of the representatives on Council subcommittees, and the Duty Residents.

COLLEGE GROUPS

Informal self-organising groups of Resident Members form according to shared interests in such areas as music, drama, sport, volunteering, debating, gaming and socialising.

Because the population in college varies each week, the types of groups and their

membership changes. It is thus up to each current Resident Member population to run college groups and to ensure succession planning for when they leave.

Though staff and funding for college groups are not possible on an ongoing basis, The Graduate Union may be able to provide limited and intermittent support, and to assist with fund-raising.

GRADUATE HOUSE STUDENT GROUP

The Graduate House Student Group (GHSG) is a constituted affiliated member of GSA (Graduate Student Association of The University of Melbourne). This affiliation brings benefits to GHSG, including opportunities to network with other postgraduate student groups, to apply for funding, to provide representation of postgraduate matters and to gain training.

The GHSG committee is comprised of Resident Members in positions that include a President, Vice-President, Secretary, Treasurer, Events Coordinator, Sports Coordinator, Publicity Coordinator and annual Ball Coordinator. The committee welcomes your input and many projects to which you could contribute. It has a succession process to ensure its continuation with the ever-changing population of Graduate House.

If you are interested in becoming a committee member or in giving your support for their initiatives, get in touch with them. Details are in the newsletter, on in-house flyers and on the Resident Facebook site.

Your contribution to the collegial membership experience is acknowledged through awards, certificates of appreciation and nomination/referee support from the CEO/Head of College



for grants, employment and other development opportunities.

DUTY RESIDENTS

Duty Residents are also Resident Members living in college.

They assist Resident Members of Graduate House during non-core business hours — that is, from 7:00PM to 7:30AM Monday to Friday and all day on Saturdays and Sundays.

New Resident Members who arrive in the evenings or on weekends are shown to their rooms and given a brief tour of the facility by the Duty Resident rostered on at that time.

Duty Residents also welcome new Resident Members and assist them in feeling and becoming included in college life.

The Duty Resident roster rotates weekly. The roster is shown on the notice board in the communal TV room. The rostered Duty Resident may be contacted by mobile phone 0403 455 906, by pressing the external intercoms and from the wall phone at Reception (the M3 button).

The needs for Duty Residents to study and to rest are to be respected. Call for a Duty Resident only with matters that cannot wait until the next weekday.

A Duty Resident position may arise when a current Duty Resident is intending to depart. Be sure to identify and get to know your Duty Residents for your term of residency, and if interested in becoming a Duty Resident, inform Reception.

SCHOLARSHIPS, BURSARIES AND AWARDS

Graduate House offers its Resident Members a number of development opportunities. These are announced to Resident Members throughout the year via email, through in-house flyers, in the newsletter and through social media. They include:

- a \$3,000 scholarship for research postgraduate students, which opens for applications late January and closes early April;
- four \$500 bursaries for coursework postgraduate students which open for applications late January and close early April;
- two Graduate Union nominations and

\$2,000 sponsorships to attend the annual National Student Leadership Forum which open for applications late April and close early July, with the Forum held in Canberra early to mid-September;

- support for the Rotary Peace Fellowships, with the closing date for endorsement from Carlton Rotary at the end of May and for submission to the International Rotary Foundation by the beginning of July.

For more information, please refer to our website: www.graduatehouse.com.au/learn-here/awards-and-opportunities/

SUPPORT TO RAISE FUNDS

From its establishment in 1911, Members have built our 'Union' and our 'House' through hard work, pro bono contributions and generosity in the form of bequests, donations and gifts.

Resident Members are asked to honour this legacy and our culture of active and contributing membership. In earlier stages of the 'graduate pathway' support you can help us raise funds by encouraging people in your networks to donate and bequest to Graduate House. After you have established careers, family and other phases of your life, we ask for your support through donations and bequests.

Donations and bequests are tax deductible and put entirely to support our 'Union' — the graduate membership — and our 'House' — our residential college and meeting place for undergraduates and graduates.



CROWD FUNDING — FUND LIFELONG LEARNING

The Graduate Union has launched a crowd funding site to support education along the 'graduate pathway'.

This platform is open to everyone — individuals, professionals, academics, non-for-profit organisations, companies and



more, to either create fundraising ventures or for those who just want to be a part of an idea by way of financial support towards a venture.

To create a crowdfunding post for your venture, all you have to do is register and create your profile on the site for free. You can donate directly to a venture without actually creating an account.

Creating and developing your own venture is an excellent way to enlarge your network and to give you experience in managing and marketing a project. For more information go to: www.fundlifelonglearning.com

DIAMOND JUBILEE CAMPAIGN

In 2017, our Diamond Jubilee Campaign was launched to celebrate the 60 year anniversary of the purchase of Gladstone Terrace by the Graduate Union.

The Diamond Jubilee Campaign is to support expansion of our Graduate House to include:

- 11 upper floors and 5 basements
- 136 en suite residential accommodation rooms
- a large café opening onto Grattan Street
- larger resident-only rest and recreation spaces
- function and meeting spaces including a fixed theatrette and editing suite
- basement gym, car parking and bicycle racks

The Diamond Jubilee Campaign will double our provision of a mature, supportive and safe collegiate environment for undergraduate and postgraduate students and visiting academics.

For more information go to: www.graduatehouse.com.au/diamond-jubilee-campaign/





FINANCE

The Australian currency is the Australian dollar (and cents) with symbols \$ (and 'c') and code AUD.

Cash includes four silver cent coins (5c, 10c, 20c and 50c), two gold coins (the larger \$1.00 and the smaller but heavier \$2.00) and five notes (\$5.00, \$10.00, \$20.00, \$50.00 and \$100.00).

The credit cards accepted at Graduate House are VISA and Mastercard, with payments made through eftpos — electronic funds transfer at point of sale (Reception). You can also set up automatic credit card payments or direct debits from your bank account.

Residents who are staying for several months may want to open an account with an Australian bank. The big four banks in Australia are ANZ, Commonwealth Bank (Commbank), National Australia Bank (NAB) and Westpac. There are also many local and international banks available. The banks that are closest to Graduate House are the National Australia Bank and Commonwealth Bank, both of which have branches on the campus of The University of Melbourne. To open an account, you will need to provide identification, such as a passport, driver's licence and a student card.

Cash can be withdrawn from banks and from ATMs (automatic teller machines). The closest ATM to Graduate House is in the 7-Eleven store on the corner of Swanston and Grattan Streets. Be advised that certain ATMs may charge withdrawal fees.

RESIDENTS' FUND

Established in 2009, the Residents' Fund is to assist Resident Members in need.

Undertaking university study and residing in a college can be quite expensive. For reasons out of their control, Resident Members can sometimes experience financial difficulties.

To be eligible for funding from the Residents' Fund, you must be a current Resident Member being accommodated at Graduate House for at least 12 months, enrolled in an undergraduate or postgraduate course at a university in Melbourne and be able to demonstrate financial need and inability to gain any other or sufficient social security pensions or benefits, or grants and scholarships to support yourself, your dependants or particular initiatives.

Please seek to speak with a staff member about your financial difficulties. They may be able to assist (e.g., shifting you to a less expensive room).

To discuss how to apply for funding from the Residents' Fund please make an appointment with the CEO/Head of College.



SUSTAINABLE PRACTICES

On 25th September, 2015, countries adopted a set of goals to end poverty protect the planet, and ensure prosperity for all as part of a new sustainable development agenda. Each goal has specific targets to be achieved over the next 15 years.

At Graduate House, we are committed to sustainable practices. We have already implemented environmentally friendly measures, including LED lighting with motion sensors and timer automation systems through existing heating, ventilation and air conditioning.

As a Graduate House Resident, consider the following practices to help us be environmentally friendly.

TRASH CANS

Don't be trashy. Recycle. Reduce your waste, reuse what you can and then recycle.

RECYCLING BINS

Believe in second chances. Recycle. Your aluminium can could become another can, a dishwasher, or even an airplane.

ELEVATORS

Push yourself, not the button — take the stairs. Every elevator ride uses enough energy to recharge your mobile phone.

WATER TAP (FAUCETS)

When it's not in use, what's your excuse? Humans are using fresh water faster than it can be replaced. Turn off the tap.

COPIES/E-PRINT STATIONS

Think before you ink.

LIGHT SWITCHES

Save money and the planet by turning off the lights.

PAPER TOWEL DISPENSERS

Remember, paper comes from trees.

SHOWERS

Shorten your shower. Save water and power. Every minute of a shower uses the equivalent of 12 bottles of water.

LAUNDRY MACHINES

Give your laundry the COLD shoulder. Heating water accounts for 90 percent of the energy used to wash clothes.

FILL 'ER UP

Wash a full load to take advantage of the water and energy used to run this machine.

WATER FOUNTAINS

Take back the tap. This water is safe, clean and FREE.

TELEVISION

The sound of silence. Operating a TV uses the same amount of energy as up to 30 compact fluorescent light bulbs. Turn the TV off when you're done.

SHARED AREAS

RECEPTION

Reception is located inside the main entrance of Graduate House (220 Leicester Street) and is open from 7:30AM to 7:00PM Monday to Friday, and closed on weekends and public holidays. Reception staff are there to assist you with:

- booking accommodation;
- check in and check out;
- membership;
- internet access;
- payment of rent and bonds;
- security;
- access to the Residents' kitchen;
- purchases (e.g., merchandise, washing powder, photocopying, calendar);
- booking additional meals, meeting and function spaces and the courtyard BBQ;
- car parking; and
- general questions about your stay.

To speak to Reception staff visit the desk or telephone 03 9437 3428. You may also email admingh@graduatehouse.com.au.

CAFÉ BAR AND DINING AREA

Located on the ground floor of the central wing of The Graduate Union, the bar, dining room and Phillip Law Members' Lounge are the central meeting places for all Members — Resident and non-resident.

The Café Bar offers a variety of hot and cold beverages, discounted for Resident Members. It is usually open Monday to Friday from 7:30AM to 8:30PM. On request the Café Bar may be opened for extended hours for large Resident Member functions.

For breakfast (every morning) and dinner (weekday evenings), Resident Members dine

at the rear of this common area. For lunch, some Resident Members choose to come back to college to dine with non-residents in the middle dining area. These lunches are at Member rates.

NOISE TRAVELS

Please be aware that noise in Graduate House has a habit of travelling. Respect those around you by keeping noise down while indoors or in the courtyard.

MEETING SPACES

Meeting spaces are on the ground floor of Graduate House across all three Leicester Street wings. Many non-resident Members and Guests come in to use these rooms during the day and in the evenings for meetings, seminars, conferences, social events, performances and award ceremonies. Numbering over 30,000 each year, these visitors are from universities, charities, not-for-profits and government.

The meeting spaces are also available for Resident Member functions. Subject to availability and pre-booking, they can be used for movie nights, social gatherings and dinners. There is usually no charge for the use of meeting and function rooms. Charges will be determined according to:

- catering (e.g., finger food; cocktail function, dinners, beverages);
- room set-up (e.g., to bring in tables, chairs, or poster boards); and
- whether or not the Café Bar is to be opened.

Speak to staff at the Café Bar or at Reception to help you in preparing for events.



COURTYARD

The courtyard is accessed from all ground floor rear doors of the terraces and from the glass doors in the dining room of the central wing.

It is a peaceful and elegant garden that is open to all Members to sit, dine or study outside. On sunny days, the window to the café bar is also sometimes opened so that you can host a meeting or social function with easier access to beverages.

The courtyard is a non-smoking area. Please respect the health of other Resident Members and of staff. Smoke travels from the courtyard into the residential rooms and offices that face the courtyard on all levels of our facility.

The bike shed is for Resident Member bicycles and is accessed through a secure gate from the lane behind the terraces. Do not place your bicycle on Leicester Street as it is at risk of being stolen, even when locked.



The barbeque (BBQ) is available for private Member use and subject to basic use and safety training. Book ahead to ensure that it is free and ready at the time required by putting in an online request at least 48 hours in advance or by visiting Reception between the hours of 7:30AM and 7:00PM, Monday to Friday.

In addition to dryers and indoor lines in the laundries, there are outdoor spaces to hang wet washing to dry. Please be aware that the courtyard is a public space and that others may see your laundry.

RESIDENT AREAS

Resident Members have access to resident communal areas that include a kitchen, a dining and TV room, a games room and a lounge room. A small library for quiet study is also available most nights and weekends but may not be open during weekdays should it be booked for meetings by non-resident Members or for other functions. If you are unsure, please check at Reception.

RESIDENTS' KITCHEN

Self-catering facilities are available for Resident Members on the ground floor of the terraces. The communal kitchen has stove tops and ovens, a dishwasher, refrigerators and freezers, washing and preparation sinks, microwave ovens, worktops, toasters, instant hot water, dry storage areas, cooking utensils, pots and pans and eating utensils, crockery and glasses.

Tea, coffee, Milo and milk (in the door of one refrigerator) are provided free to all Resident Members. All other refrigerator space in this area is only for Resident Members. All food must be sealed, stored and labelled with the owner's name and date — see instructions in the kitchen. Housekeeping staff clean the refrigerators and dry storage spaces weekly and remove food at their discretion (e.g., if unlabelled, unsafe or out of date).

Instructions for the use of the dishwasher are located in the Residents' Kitchen. Following use of any dishes, the Resident must wash, dry and return the dishes to their respective storage locations.

When Members leave residency, they often kindly donate left over food (e.g. condiments, cereals, cans, sauces, oils, etc.). This is checked by staff and, where safe, labelled and then made available for use by existing Resident Members.

TV AND GAMES ROOM

The TV and Game Rooms are beside the kitchen area at the rear of the terrace wing. Here you can enjoy a movie, watch TV, relax with a book, play some games or just sit and talk with other Resident Members.

Book particular TV programs by filling in a sign-up sheet located in front of the TV, indicating what program you wish to view and when it airs. This sign-up sheet works on a first come, first serve basis.

Facilities in the Games Room include a vending machine for snacks, a variety of DVDs, board games, a ping pong table and couches. Bats and balls for table tennis, together with games such as Scrabble, Uno, Stacko and Carcassonne, are in a cabinet near the vending machine. Please return all pieces for each game in the appropriate box.

Residential rooms are above the TV and Game Rooms, so please keep noise to a minimum at all times.

ANDERSON ROOM

The Anderson Room is a quiet haven for all Members (Resident and non-resident) to enjoy a coffee or cup of tea while reading periodicals (Time, The Economist, New Scientist, Australian Geographic, etc.), a book from the library collection or the daily newspapers. Some Resident Members also use this space for study.

The Anderson Room has a quiet and tranquil environment that is to be respected.

Working and retired graduate Members come in regularly to use the Anderson Room. You may be studying, very focused and on your computer, or listening to music, but please take the time to greet these Members with a smile and make them feel comfortable and welcomed.



PIANO

The upright piano at the rear of the dining area was gifted by the Hattam family. It may be played by Resident and non-resident Members; and is ideal for practice, particularly on the weekends, and for in-house performances.

It is always a joy for visitors to hear musically-gifted graduates playing during lunch or dinner times. Please ensure that you have confirmed with the floor staff behind the bar that your practice/performance fits into the meeting services and dining room schedules.



RESIDENT ROOMS

THERE ARE THREE DIFFERENT TYPES OF RESIDENT ROOMS.
EACH TYPE IS LOCATED IN A SEPARATE WING OF GRADUATE HOUSE.

WILLIAM BERRY WING

The terraces from 222 to 234 Leicester Street are known as the William Berry Wing. Rooms in this wing are fitted with either a single or double sized bed, cupboard space, writing desk and chair. They contain reverse-cycle air conditioners, a small washing basin (most rooms) and basic electronic appliances, such as lamps. Bathrooms are nearby in a room down the corridor, each terrace Resident Member sharing a bathroom with 3-5 other residents. Some of the larger terrace rooms have balconies.

MAIN WING

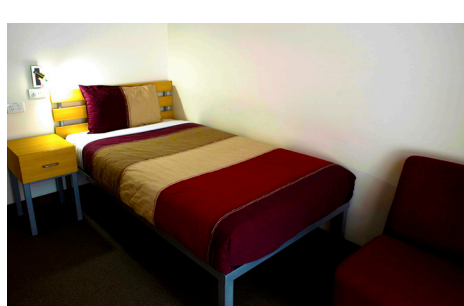
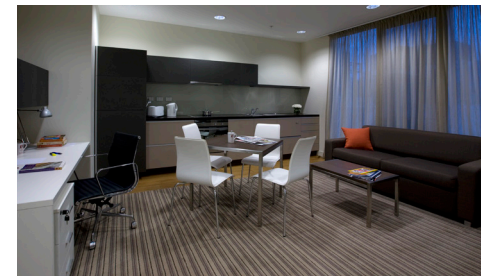
The central building at 216 to 220 Leicester Street is known as the Main Wing. Rooms in this wing are fitted with either a single or double bed and an en suite. Each room contains reverse cycle air conditioning, basic electronic appliances, a small refrigerator and a desk.

STELLA LANGFORD WING

The building from 210 to 214 Leicester Street is known as the Stella Langford Wing and contains self-contained apartments. Each apartment contains a queen size bed, a bathroom, a fully-equipped kitchenette, a small laundry, a desk, basic electronic appliances, a television and a lock-up safe.

EXTEND RESIDENCY BOOKING

To extend your booking, please fill-in the online form available on our website: www.graduatehouse.com.au/live-here/requests-2/#extendbooking



BARKLY PLACE

The Barkly Place Apartments are located at 24 Barkly Place, just a 5-minute walk from Graduate House. There are 18 single studio apartments, each with a single bed, bathroom, and kitchen.



BARRY STREET

The Barry Street Apartments are located at 50 Barry Street, just a 5-minute walk from Graduate House. There are 13 single studio apartments, each with a single bed, bathroom, and kitchen.



RESIDENT MAIL

The mailing address is 220 Leicester Street, Carlton, VIC, 3053. Mail is delivered daily to Reception where it is sorted alphabetically (according to first letter of your surname) and placed in the appropriate pigeon hole (when these are open) in the Barbara Funder Lounge. Residents are notified by email when larger mail items are to be collected from Reception.



COOLING AND HEATING

Reverse cycle air conditioner units in each room provide cool air in summer and warm air in the cooler months. Remote controllers for these units are located in each room, together with instructions for use. To conserve energy and reduce our 'carbon footprint', please do not use these units unnecessarily and turn them off when you are not in the room.



HOUSEKEEPING

Housekeeping staff work to maintain a clean and healthy environment for all Resident Members in college by:

- preparing rooms for Resident Members;
- servicing your room and changing bed linen and towels weekly; and
- servicing the communal resident areas, including the terrace bathrooms and the cleaning of the Residents' kitchen.

Resident Members are asked to respect the work of our hardworking housekeeping staff and to keep their rooms safe, neat and tidy.

Inspections of rooms are undertaken routinely (e.g., to check room condition, repair and maintenance requirements and

safety). Excepting emergencies and where feasible, the Resident Member will be notified prior to entry.

Housekeeping schedules are provided on entry to residence and housekeeping staff knock and announce their position before entering rooms. At their discretion, objects may be removed from the room (e.g., if unsafe) to be collected at Reception at a later time by the Resident Member.

TO KEEP YOUR ROOM SAFE AND IN GOOD CONDITION

- keep the room accessible with no objects blocking the doors and the walkway space of each room;
- ensure that sharp objects (e.g., broken glass, thumb tacks, scissors) are not left on the floor and are stored or disposed of safely;
- do not cook food in the room as this poses significant fire and food safety risks;
- inform staff at Reception of overnight stays by guests such as family, partners and friends to ensure that the room is allowed for use by that number, and that bedding (e.g., a cot), linen, meals, safety arrangements and invoicing are made;
- attach posters to the wall using detachable adhesive (such as Blu Tack) not glue, pins, nails, sticky tape or staples;
- have our Building Services team check the safety of ('test and tag') all electrical equipment such as computers, lights, clock radios, hair dryers, shavers, etc.; and
- report the need for repairs and maintenance directly at Reception, by telephoning 9347 3428, by email to admingh@graduatehouse.com.au or through the website request form.

RESIDENT UTILITIES

INFORMATION AND COMMUNICATION TECHNOLOGY

Internet — Wi-Fi

From 1st January 2019, free standard Wi-Fi — suitable for web browsing and emails — will be provided to all rooms. Higher speed Wi-Fi is available at a cost, please speak to Reception should you require higher speed internet.

PHOTOCOPYING AND PRINTING

Photocopying and printing may be undertaken by Reception staff. A small fee is charged according to the paper (size, quality) and printing type (colour or black and white) required. For large documents, please allow one or two days. A binding service is not included.

REPAIRS AND MAINTENANCE

The Building Services team receives requests for repairs and maintenance and responds as soon as feasibly possible. You can provide requests at Reception, or by completing a Maintenance and Housekeeping Request Form: www.graduatehouse.com.au/live-here/requests.

Additionally this team is undertaking a continuous programme of refurbishment and maintenance to ensure provision of a safe, comfortable and quality facility.

LAUNDRY

Laundry facilities are open from 7:00AM to 9:00PM every day. These facilities include coin operated washing machines and dryers. Washing powder may be purchased from Reception.

In the William Berry Wing, the laundry facilities are located behind the north end of the terraces and are accessible from the courtyard.

In the Main Wing, the laundry facilities are located on the first, second and third floors and near the elevator.

In the Stella Langford Wing, small laundry facilities are located within each apartment.

In Barry Street and Barkly Place, the laundry facilities are located on the ground floor.

Please use the laundry room that is closest to your room, and only during laundry opening hours so that neighbouring Resident Members are not disturbed by the noise.



BICYCLE AND CAR PARKING

The bicycle shed is to the rear of the terraces, within the grounds of Graduate House, and accessible through a secure gate from the rear laneway shared with Melbourne University Security. Bicycles parked external to our grounds may be stolen, even when locked.

Car Parking is included in the residential accommodation package on request. Payment for a space is in advance. Spaces may be made available for your guests, subject to appropriate notice and availability. The car registration number is recognised to give access for the dates/times required.

The map below shows the multi-storey, secure car park located at the end of Church Street (to the left of the entrance to The University of Melbourne car park). Parking rights are not transferable. When exiting, the gate lifts automatically when the front of the car is positioned near to the gate.



CASUAL PARKING — FLAT RATES PER DAY

Member \$10.00

Daily Member* \$12.50

Non-member \$15.00

*e.g., attending a meeting/function/seminar

LONGER TERM PARKING RATES AGREEMENTS

The table below shows rates for longer term parking arrangements for Members, including Resident Members. A \$150 bond payable at term onset is refundable on return of the undamaged remote control at term end.

	PER MONTH PRICES	
	MEMBER	RESIDENT
1 MONTH	\$260	\$190
1-6 MONTHS	\$240	\$170
+6 MONTHS	\$220	\$150





SECURITY

Although our College is a safe place to live, security is needed for the safety and peace of mind of all residents. Each Resident Member is responsible for security and should:

- not allow any person into the facility unless they are the Resident Member's guest;
- report to any staff member any suspicious behaviour;
- take conscious steps to avoid placing themselves or others in risky situations;
- keep wallets and valuables out of sight, even in their rooms;
- lock their rooms when leaving, even when visiting down the corridor; and
- do not keep or prop doors open — for yourself or others — to allow for easy access into the building. Keep all doors, gates and other entries closed and locked.

For further information, please refer to Residential Agreement terms and conditions under Conduct of a Resident:

"The Resident Member agrees to take reasonable measures to contribute responsibly and equitably to the safety, health and comfort of all Resident Members and non-resident Members, staff and visitors to The Graduate Union."

KEY CARD ACCESS

For added security, and to ensure the building remains free from unwanted intruders, access is via coded key cards to all Resident Member rooms (except Barry Street and Barkly Place), resident areas and external access.

This requires all Resident Members to keep their key card (or key) handy, for easy access into the building and their room. To unlock, simply tap the card against the wireless reader (no need to swipe or insert). The reader is located above the door handle (as displayed in the images below).

If you lose or damage your key card, please inform Reception or a Duty Resident immediately. This is imperative to maintain the safety and security of all Resident Members and guests staying at Graduate House. The first two lockouts are free during Business Hours. For more information about lockouts, refer to the Residential Agreement.

SECURITY ESCORT

Melbourne University Security is located to the rear of the terraces — with the entrance on 213 Grattan Street (Building 203). Security officers are in the Security Control Room, patrol the campus 24 hours a day and come at very short notice in emergencies — just telephone 8344 4674.

Campus security officers are also available to escort Resident Members to and from college or other locations on, or in the near vicinity of, the central Melbourne University campus.

If you intend to work late at night and know that you'll require extra assistance to return safely to Graduate House, organise and book a Security Escort in advance. Should the officer be delayed, you will be contacted and an alternative time will be arranged.

A security escort can be requested by contacting security on 8344 6666 or 1800 246 066 (this is a free call).

Residents are reminded to be careful when travelling and socialising. Always try to be in a group and plan how everyone in the group will look out for each other.



MEALS

Graduate House offers a combined package of accommodation and meals with breakfast seven days a week and dinner five nights a week (Monday to Friday). Resident Members are welcome also to lunch - pay at the bar.

Healthy meals are prepared freshly each day. There are always vegetarian and gluten-free options. All meat is Halal. The Culinary team welcomes recipes and menu ideas. Meals are self-serve from the bistro canteen. Proof of identification as a resident is required. The menu is uploaded daily to the website.

MEAL TIMES

Breakfast

Monday to Friday 7:30AM to 8:30AM
Saturday and Sunday 9:00AM to 10:00AM
Public Holidays – only breakfast is served 7:30AM to 8:30AM

Lunch

Monday to Friday 12:00PM to 2:00PM
Lunch is not included in the Residential package. It is booked and paid for at the café bar or at Reception. Food and beverages for Resident Members is at the discounted Member rates. There are also takeaway menu options.

Dinner

Monday to Friday 6:00PM to 7:30PM
Dinners and lunches are not provided on Saturday and Sunday and on public holidays, unless booked as a large function, well in advance.

LATE MEAL REQUESTS

Resident Members who have evening lectures or who are working late can avoid missing dinner by submitting a 'Late Dinner Request' by 3:00PM of the day of the required late dinner. Late dinner requests will not be accepted after this time and late

dinners will not be prepared without a Late Dinner Request.

Late dinners can be retrieved from the kitchen up until 10:00PM at the latest.

The 'Late Dinner Request' form is found on the website under www.graduatehouse.com.au/live-here/requests/.

GUESTS

Resident Members may invite guests to breakfast, lunch and dinner. We suggest notifying Reception or the kitchen in advance. Guests pay non-member prices for all meals and beverages. Payment is made in advance, before the meal, at the bar in the Dining Room or at Graduate House Reception.

DIETARY REQUIREMENTS

Graduate House applies reasonable endeavour to meeting the dietary requirements specified on the application form for Residency. This is subject to receipt of appropriate documentation and guidelines. Should special products or meals need to be purchased externally, the Residency Fee will be increased accordingly. The ordering of such meals is from outside companies and must be undertaken in advance. The Resident Member requiring such meals must provide 48 hours notice if they are not attending dinner. Otherwise they will be charged for the meal that was purchased.

MEAL PAYMENTS WHILE ABSENT

Meal payments may be waived during absences from college. This is subject to management approval after the Resident Member has submitted to Reception written notice (at least, two weeks prior to the absence) and proof of absence (e.g., flight tickets, placement confirmation). There is an annual limit to the number of room nights



for which meal waivers will be approved. The Meal Deduction form can be found on our website at www.graduatehouse.com.au/live-here/requests-2/#mealdeduction

DECEMBER AND JANUARY

Meals are not provided and not charged for a short period at the end of December and into early January. Those in residence during this period will be informed of the kitchen closure dates towards the end of the year.

WEEKENDS AND PUBLIC HOLIDAYS

On Saturdays and Sundays and public holidays, breakfast only is provided. No other meals are provided on these days unless otherwise specified.

We endeavour to provide advance notice of public holidays and of kitchen closures. Online and hard copy calendars indicate closure dates of the facility.

MEAL WAIVERS

Residencies are entitled to some meal waivers:

RESIDENCY	WAIVERS
1 day – 3 months	None
3 – 6 months	7 days
7 – 12 months	14 days

No accumulating of meals.

DINING

It is the responsibility of the Resident Member to clear away their own plates, cutlery and glasses. Take your dishes to the trolley near the service areas. All meals served in the Dining Room must be consumed in the Dining Room, and are not to be taken back to the rooms of Resident Members.

DRESS CODE

Please dress in appropriate neat and tidy clothes when outside of your room.
No sleepwear and/or slippers. Please remember that the public are often attending functions or meetings on the ground floor.



HEALTH

PHYSICAL WELL-BEING

If you are feeling very unwell, please telephone (9347 3428) or email Reception (admingh@graduatehouse.com.au). After hours and on weekends, call the Duty Resident (0403 455 906).

As required, we shall endeavour to assist you by providing advice and support. This may include application of first aid or the delivery of food and beverages to your room. Additional support, such as emergency services, may also be called for.

No staff or Resident Member is authorised to provide medication or medical support on-site.

Should you need professional medical attention, there are a number of nearby medical centres. Reception staff and Duty Residents are happy to assist you in locating and contacting such services.

We ask that you do not suffer alone in your room. Help and support is always available. Please let someone know.

If you are required to stay overnight in hospital, inform us of this absence and of your preferences for contacting your next of kin. We may also be able to assist by bringing in personal items from your room.

INFECTIOUS AND CONTAGIOUS DISEASE

If you are unwell for more than 48 hours please see a doctor.

Contact Graduate Union staff immediately if you have one of the following diseases listed on this website:

www.health.gov.au/casedefinitions.

Staff will take the appropriate action to prevent an outbreak by disinfecting and sterilising your room, bedding, mattress, bathroom, kitchen (in room), etc.

EMERGENCIES

In the case of medical emergency telephone 000 — that is, three zeros. Or dial 112 from your mobile phone. You will be asked whether you require the police, the fire brigade or an ambulance. Following this call, please telephone either Reception (9347 3428) or the Duty Resident (0403 455 906) so that the emergency services can access the facility and be directed appropriately.

Staff may call for an ambulance at their discretion, and particularly if you are unconscious or severely ill/injured. Please consider obtaining Ambulance Membership. This is affordable and significantly lowers the cost of having to use an ambulance.

To apply for Ambulance Membership go to: www.ambulance.vic.gov.au/Membership

THE UNIVERSITY OF MELBOURNE HEALTH SERVICES

The general practitioners at this centre may be able to assist you with a variety of physical and mental ailments, and will refer you to specialists as necessary. Consultations are strictly confidential.

Located:
138 – 146 Cardigan Street, Carlton

Phone number: 8344 6904

Opening hours: 8:45AM – 5:00PM Monday to Friday

Bulk Billed: Yes

The University Health Services also operate an after-hours visiting doctor service. Note, however, that this service is more expensive and is not fully covered by Medicare or by your insurance.

THE ROYAL MELBOURNE HOSPITAL

This major and world renowned hospital is located in Grattan Street and within walking distance of Graduate House. The emergency department is open 24 hours a day. The medical care provided at this hospital is of a high international standard.

Located: Corner Grattan Street and Royal Parade, Parkville.

Phone number: 9342 7000

Opening hours: 24 hours a day, Monday to Sunday

Bulk Billed: Yes

FIRST AID KITS

First aid kits are at Reception and in the following areas:

William Berry Wing — near Room 32;

Main House — on all levels near the elevator;

Stella Langford Wing — in the 4th floor store room near Room 405.

To access the first aid kits please contact

a staff member or a Duty Resident. After access to a kit, please advise Reception of products that need to be replenished. Band-aids may be obtained from Duty Residents or at Reception.

INSURANCE

Medical insurance is highly recommended in Australia. While there are certain free services it is always best to have comprehensive insurance to cover all possible situations.

If you are an Australian citizen, you can be covered by Medicare. Application forms and information can be found at: www.humanservices.gov.au/customer/subjects/medicare-services

If you are not an Australian citizen, you can apply for medical insurance by contacting your medical insurance company back home — this is recommended — or by applying for travel insurance while here. We may be able to assist you in locating a suitable private insurance provider, but are not positioned to give recommendations or advice.

MENTAL HEALTH AND FAITH

EMOTIONAL WELL-BEING

Though there are many good times as a university student, there are also stresses and trials. Pressure can sometimes make us feel sad, anxious, stressed or uncertain in our day to day lives. Living away from home, the tight schedule and high demands of study, the relationships you will build and break, and the direction your life takes may all weigh heavily. Do not be afraid to seek out help, and never consider it a weakness. Asking for help is a sign of maturity, autonomy and community.

When in distress, there are a number of things you can do to regain emotional balance. Always try to talk to someone: a trusted friend or colleague, a mentor or lecturer, a staff member of Graduate House or a family member. Should your unease persist consult a counsellor. You may also visit a general practitioner (doctor) who will assist directly or refer you to a psychologist, social worker or psychiatrist to obtain confidential and appropriate support.

The systems in Melbourne for individual and community mental health are among the best in the world. Be sure only to take advice and medication from those who are professionals and who are fully trained, accredited and registered.

STAFF HELP

It is your choice to inform us of mental health issues. While we acknowledge your responsibility to take care of your mental health, you do not have to do it alone. Please be assured that all staff are compassionate and understanding. We can assist by talking with you about your challenges and by helping you to locate professional support services. There are options outside the university that bulk bill and that are free for students.

FAITH

The Graduate Union and Graduate House welcomes and celebrates people from all faiths. We have a non-sectarian charter and work hard to support an environment of respect for all religions and for humanity. Discrimination on the basis of religion and proselytising (attempts to convert others from one religion/belief to another) are not supported.

BULLYING AND HARASSMENT

The Graduate Union and Graduate House do not support bullying, intimidation or harassment.

Inform us immediately if you feel bullied, intimidated or harassed. We will endeavour to assist by enacting our policy where appropriate.

COUNSELLING SERVICES University Counselling Service

This is a free mental health service that provides professional and confidential services for Melbourne University students. You can make an appointment on their website at:
<https://services.unimelb.edu.au/counsel>
Located: Level 5, 757 Swanston Street, Parkville VIC 3052

Phone Number: 8344 6927. Opening Hours:
Monday – Friday: 9:00AM to 5:00PM
Tuesday, Wednesday and Thursday 9:00AM – 6:00PM during semester
Cost: Free

University of Melbourne
Psychology Clinic

This is a counselling service for students. It gives you a one hour session with a graduate student psychologist who is being supervised

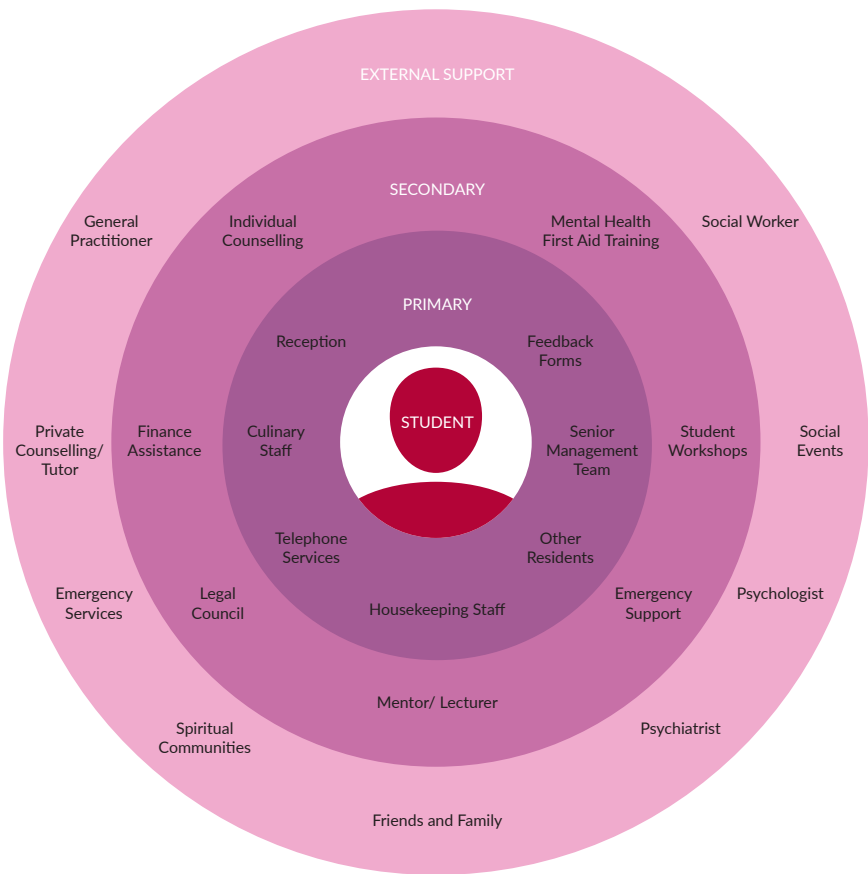


Diagram: Wellbeing model of care

by a university staff member with clinical training. An appointment may be needed.
Located: Level 2, 138–146 Cardigan Street, Carlton VIC 3053
Phone Number: 9035 5180

Opening Hours: Monday, Tuesday, Thursday and Friday (closed on Wednesday) 9:00AM to 5:00PM
Cost: \$25 a session (\$10 for Melbourne University students)



FEEDBACK

REQUESTS AND SUGGESTIONS

Requests and suggestions can be entered via forms on our website. Examples may include requests for a late dinner, for a repair of something in your room, for cleaning of a bathroom, window or corridor, for improved security and safety, etc.

Suggestions might be in relation to your breakfasts and dinners, to procedures in the Residents' kitchen, to improved recruitment of non-resident graduate students to membership, to stories and news for inclusion in the monthly newsletter or through social media, etc.

Graduate House staff members are proud of their friendly and professional service to Members and endeavour always to respond in a timely and appropriate manner to requests and suggestions, all of which are logged in our system and monitored.

FEEDBACK TO IMPROVE

Our Resident Members give intelligent and polite feedback. They describe the particular challenge, problem or difficulty clearly and with objectivity. They give good ideas and solutions that could feasibly be implemented by Graduate House.

They recognise that they are contributors to the 'House' and to the 'Union' and can assist with quality control for all. They give their valuable time to assist in specifying how things could be better. This is much appreciated.

If you have feedback, please feel free to email us, contact us through the website or speak with any staff member. The earlier that we know of something that could be improved, the earlier we can seek to improve things.

Obviously we do not accept rudeness. However, we do understand that you can become stressed, angry, irritated, etc. Try always to let us know about these feelings as soon as they arise so that we can try to help.



FITNESS

SPORT AND EXERCISE

Residents are encouraged to participate in sport and exercise to remain healthy throughout their stay.

Graduate House exercising groups are self-organised and free. Schedules are posted to the Resident Facebook site by the organisers of each group who are, themselves, Resident Members. Example groups which have been successful and which have been sustained for some time include:

- Sunday mixed informal soccer in the park (University Square) just across the road;
- Table tennis tournaments;
- Tai Chi in the courtyard or in the park; and
- Badminton tournaments.

MELBOURNE SPORT CENTRES:

There are a number of sporting facilities and gyms that are within walking distance of Graduate House. Most have student and/or staff discounts. For all costs please contact the organisations.

Melbourne University Sport (MUS)

Locations: A small MUS gym is on the corner of Bouverie and Pelham Streets, just south-east of Graduate House. The large MUS Sport Centre is on the north side of the University on Tin Alley.

Phone Number: 8344 5405

Fitness First

Location: Melbourne Central Shopping Centre (a few blocks south of Graduate House), Top Floor

Phone Number: 9935 2600

Melbourne City Baths

Located: 420 Swanston Street to the south-east of Graduate House.

Phone Number: 96589011

WALK, RUN, CYCLE

Melbourne is known for its beautiful parks and gardens. Many, such as the following, provide walking, running and cycling tracks:

- Carlton Gardens to the south-east;
- Princes Park to the north; and
- Royal Park to the north-west.

UNIVERSITY SPORT CLUBS

University sport clubs are a good way to meet people while keeping fit, and are less expensive to join than private sporting clubs.

Melbourne University has >40 sport clubs ranging from Aikido and Athletics to Water-skiing and Wake-boarding. These are listed on the MUS JoinAClub web page.

Similarly, RMIT has >30 clubs ranging from Cricket and Dragon Boat to Touch Football and Volleyball. RMIT's club list is on their Students Sport web page.

ALCOHOL AND DRUGS

ALCOHOL

Graduate House is a community of mature adult scholars. Many Resident Members do not drink alcohol; and those who do, act responsibly, drinking only in moderation and not becoming drunk or disorderly. Following a Resident Member function with alcohol, those involved empty and remove all glasses and bottles, are careful not to leave any broken glass and leave the facility tidy and ready for other Residents. All ensure that other Resident Members are safe and not disturbed.

Residents with alcohol-related problems will be offered appropriate support and referral to a health professional.

AVAILABILITY OF ALCOHOL

Alcohol at discounted prices for Resident Members is available from the Café Bar when it is open. With advanced booking the Café Bar can be opened for Resident Member functions.

Graduate House has a licence to sell alcohol. All staff members who serve alcohol have undertaken mandatory training in the Responsible Service of Alcohol. Alcohol is not provided to anyone under the age of 18 years and to anyone who is, or appears to be intoxicated.

We reserve the right to ask any person to leave Graduate House. Fines will apply for damage requiring cleaning, repairs or replacements.

ILLCIT DRUGS

Our Union and our House have a zero tolerance policy in relation to illicit drugs. Residents and other people who do not adhere to this policy will be evicted from Graduate House.

The taking, possessing, cultivating, making, distributing or selling of illicit drugs is illegal and will result in referral to the police.

Graduate House reserves the right also to refer Resident Members for confidential professional support. The goal is to minimise the harm that can be caused through taking illicit drugs. This harm minimisation is designed to assist the individual in reducing the damage to their personal health, studies, reputation and career.

NO SMOKING POLICY

The Graduate Union has a no-smoking policy. This means that smoking is not permitted:

- inside Graduate House;
- on any balcony;
- in the car park;
- in the courtyard;
- at any of the entrances and exits to Graduate House; and
- in stairwells.

Should you want to smoke, exit Graduate House, lighting up only when you are a sufficient distance away to ensure that no smoke will enter the residential, meeting or dining areas.

Be advised that in the State of Victoria, smoking is also banned within 4 metres of outdoor commercial dining areas (restaurants, cafés, take-away shops and licenced premises etc.). Smoking in these areas, can result in penalties for the venue and individual.



ELECTRICAL SAFETY

ELECTRICAL APPLIANCES

Australian electricity has a mains voltage of 230V and a frequency of 50Hz. To use any electrical appliance in Australia, you may need two devices:

- a voltage converter (e.g., if you are from Japan, USA or Canada);
- a power adaptor to plug your appliance into the wall sockets in Australia.

Australian plugs have two flat metal pins shaped like a "V". Some have a third, central flat pin. Sockets allow for 2 or 3 pin insertion.

It is important to ensure that your electrical appliance is safe and appropriate for use, and:

- not damaged;
- with all internal circuits and mechanical and operating systems enclosed;
- has no damaged, frayed or uninsulated cords; and
- will not be damaged or cause damage or fire when plugged into the electricity socket because of voltage incompatibility

TESTING OF APPLIANCES

Graduate House tests the safety of all electrical appliances that are to be used by Resident Members in their rooms or in other parts of the facility.

The test involves a visual inspection and measurements of insulation resistance, earth continuity, polarity and earth leakage. The

appliance is then labelled to indicate the test date, item, person performing the test and status (pass/fail). Appliances that are passed will be returned to the Resident Member for use in Graduate House. Appliances that are 'failed' pose risks to the Resident Member and to Graduate House as they may cause electric shocks and/or fire. They will be removed from use and from your room.

Tests will be on computers, printers, hair dryers and straighteners, electric shavers, clock radios, lamps, etc. These free tests are undertaken by the Building Services team shortly after you enter college. Please come to Reception for this test. Graduate House will remove unsafe electrical appliances, as well as any kitchen or ironing appliances, from your room.

FIRE SAFETY & EVACUATION PROCEDURES

ALARMS AND EXITS

When given keys to your room by a staff member or Duty Resident, you will be shown instructions entitled 'Graduate House Emergency Procedures'. You will also be shown the route from your room to the nearest exit in the event of an emergency, the location of smoke detectors in the room and the location of the nearest alarm switch and fire extinguisher.

FIRE ALARM SYSTEM

Smoke detectors and alarms in rooms, corridors and communal areas are connected to a monitored fire alarm system. When any detector/alarm is triggered a loud beeping sound will be heard in all three wings. All Resident Members must then evacuate the building immediately. Emergency fire trucks and crews arrive in a few minutes.

Any person who creates an unwanted alarm will be required to pay for the call out of the fire brigade — this is between \$3,000 and \$4,000.

To prevent fires and unwanted alarms:

- a no-smoking policy applies for all inside and outside areas, including on balconies, in the courtyard and in the car park;
- hair dryers or straighteners must not be used directly under smoke alarms;
- candles and incense are not to be lit in your room or anywhere in Graduate House;
- cooking is undertaken in the Residents' Kitchen, not in your room (excepting apartments with kitchen facilities);
- toasters, irons, microwave ovens and any other appliances that produce heat are not permitted in your room and will be removed.

If you discover a fire, act quickly and safely to

protect yourself and others by:

- activating the nearest break glass fire alarm switch to trigger the fire alarm;
- yelling 'FIRE' loudly and repeatedly;
- rescuing any person in immediate danger, if it is safe to do so;
- closing your room door;
- telephoning Emergency Service - Fire on 000 (three zeros);
- using a fire blanket or fire extinguisher to put the fire out, if it is safe to do so;
- using the stairs, not the lifts, to exit;
- alerting any staff member (in the office, at the bar, or in housekeeping) and/or the Duty Resident of:
 - the location of the fire (building name and floor);
 - the extent of the fire and information as to how it started;
 - the people involved and whether or not they are in danger or requiring an ambulance or medical assistance; and
 - your name and room number.

FIRE WARDENS

A Fire Warden is a member of staff or a Duty Resident who will direct you to leave Graduate House when the fire alarm is sounded. The roles of Fire Wardens are to:

- be familiar with all escape routes and exits;
- encourage everyone to leave Graduate House;
- check all accessible rooms in their designated area for people;
- close doors behind them as they exit; and
- go to the Assembly Area (see next page) and report to the most senior staff member or Duty Resident.

ASSEMBLY AREA

When required to evacuate Graduate House, all Resident Members must proceed immediately to the centre of University Square. This is the park in front of Graduate House on the other side of Leicester Street.

When the alarm is sounded, you must:

- immediately stop work;
- follow the instructions of the Duty Resident/Fire Warden or other staff;
- exit Graduate House quickly in an orderly fashion, following the green exit signs;
- assemble in the designated area and remain there until notified that it is safe to return inside;
- report to the Staff/Duty Resident who will take a roll call of all Resident Members;
- try to contact by phone any resident whom you know to be unaccounted for; and
- keep well clear of the buildings.

BREAK GLASS UNITS

Break glass units are placed near exit points all around Graduate House. They are activated by breaking the glass in the centre of the two arrows.

If there is an emergency and the general alarm is not sounding, activate a break glass unit to make the main alarm system sound.

If a break glass unit is activated unnecessarily or tampered with, fines and a referral to the police will result.

EVACUATION DRILLS

Our Safety Policy and Procedures require that all Resident Members of Graduate House undertake emergency drills from time to time.

These drills are a rehearsal of what would occur in a real emergency. Their purpose

is to familiarise all Resident Members with the procedure for the safe evacuation of Graduate House and to ensure that everyone is prepared in the unlikely event of an emergency.

Take these drills very seriously by heeding the alarm and exiting Graduate House as if it were a real emergency.

FIRE EXTINGUISHERS AND BLANKETS

Fire extinguishers are on wall mounts around Graduate House. Locations are shown on the guides entitled 'Graduate House Emergency Procedures'. Different extinguishers are for different fire types. Labels on the extinguisher show whether it is for oil, electrical or wood/paper fires. The extinguisher is unlocked by pulling out the pin at the top, aiming the pipe at the fire and squeezing the black lever. Use fire extinguishers only for fires that can be readily put out.

Fire blankets are located in the Resident Members' kitchen. Pull down on tapes and use blanket in a shield position. Place it over the source of fire.

Otherwise, follow the evacuation procedure.

Tampering unnecessarily with a fire extinguisher or blankets will lead to fines and referral to police.



MELBOURNE PUBLIC TRANSPORT

MYKI

Payment for use of public transport in Melbourne is through the Myki ticket payment system. You can buy a physical myki card or, if you have an Android phone, a digital myki called Mobile myki. A Myki card is credit card-sized and is like a 'transport debit' card. A full-fare card costs \$6.00 to buy (\$3.00 for a concession card). You must then 'top it up' with money. Each time you travel, the cost of the travel is subtracted (debited) from the card balance.

Buy cards from Metro stores, information centres, railway station offices, newsagents, convenience stores and the Myki website: www.myki.com.au. The 7-Eleven store, near the corner of Swanston and Grattan Streets, is the closest to Graduate House.

When taking a train, you must both 'touch on' and 'touch off' for every trip by passing the card over the card readers, located at every station. When getting onto a tram and bus, you need only to 'touch on'.

The time and location of when your Myki card makes contact with a Myki reader, determines how much will be debited from your Myki card.

Be aware of possible infringements, including not 'touching on', if your card has insufficient funds and if you have a concession Myki card and you are not able to show valid concession cards. Inspectors can fine you over \$200 for these infringements, payable within 28 days of receiving the fine.

'Top ups' can be made (usually with immediate effect) at Myki machines that are near some tram stops and at all Metro railway stations; at Myki retail or 7-Eleven stores; and from bus drivers. If you travel occasionally, [pay as you go with myki Money](#). Load money onto your myki and it will calculate the lowest fare based on where you travel..

VICTORIAN FREE PUBLIC WI-FI PILOT

VicFreeWiFi, the largest outdoor free public Wi-Fi network of its kind in Australia.

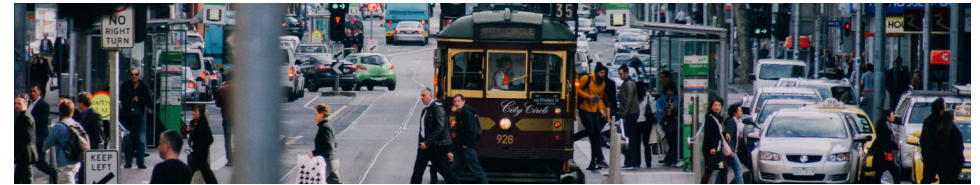
Free public WiFi is available outdoors in the Melbourne CBD including Bourke Street Mall, Queen Victoria Market, Melbourne Convention and Exhibition Centre, Melbourne Museum and on platforms at CBD train stations.

Check coverage here:
<https://www.vic.gov.au/wifi/find.html>.

The VicFreeWiFi pilot allows for up to 1GB per device, per day and does not require personal information or feature pop-up advertising.

To login to VicFreeWiFi:

- Look up available networks on your device
- Select 'VicFreeWiFi'
- Accept the terms and conditions



MELBOURNE TRAM NETWORK

TRAMS IN MELBOURNE

Melbourne has the largest urban tram network in the world with nearly 500 trams and 250 kilometres of tracks in the city centre and extending out to many suburbs. It has 25 regular routes, as well as the free City Circle service.

Trams run very regularly to and from the city on Swanston Street (to the east of Graduate House) and on Royal Parade (to the west).

When stepping off trams, it is very important to look both to the left and the right for vehicles that may not have seen you exiting the tram.

For more information on routes and stops, visit: <https://bit.ly/2DNSRP4>

THE FREE TRAM ZONE

The Free Tram Zone is from Queen Victoria Market to the Docklands, and from Spring Street to Flinders Street Station and Federation Square. Travel on trams within this zone is free every day at any time of the day or night. In this zone you do not need to use your Myki card. However, we suggest that you 'touch on' with your Myki card for every tram trip to be sure that you will not be fined or overcharged (e.g., because you hopped on or off the tram outside of this zone). The Free Tram Zone signs at tram stops and announces on the tram, identify the boundaries of the zone. The University of Melbourne precinct is outside the Free Tram Zone.



TRAIN NETWORK

TRAINS IN MELBOURNE

The city train network has a central City Loop of five stations:

- Melbourne Central, the closest to Graduate House (a 15–20 minute walk);
- Flagstaff Station to the west of Graduate House (a 20–25 minute walk)
- Southern Cross Station, south-west;
- Flinders Street Station, east (city centre, Federation Square, Southbank); and
- Parliament Station, north-east.

Feeding into this City Loop are several railway lines that go out to the suburbs of Melbourne.

TRAINS TO COUNTRY VICTORIA

The Metro train network links with V-line trains and buses that go to many parts of country Victoria. We suggest using these trains to travel to produce markets, tourist locations and events in this beautiful state of beaches, mountains, forests and unusual wildlife. See www.vline.com.au/discover/Escape/regionalvictoria.html for the calendar of events in country Victoria.

TRAINS TO OTHER STATES

You can also travel by train from Southern Cross Station to other States of Australia.

To visit South Australia to the west of Victoria, take the Overland train to Adelaide. This is a 9–12 hour trip.

To visit New South Wales to the north of Victoria, take the CountryLink XPT train from Melbourne to Sydney. This takes 10–11 hours.



BUSES, SHUTTLES, RIDESHARING AND TAXIS

MELBOURNE BUSES

The metropolitan bus services go almost everywhere in Melbourne.

For more information on routes and stops, visit: www.ptv.vic.gov.au/projects/buses/

RIDESHARING

Ridesharing services are legal within the state of Victoria, all riders will be charged a \$1.10 Victoria Government Levy at the end of each trip. Ridesharing operators available within the state of Victoria include:

- Uber
- Taxify
- Ola
- DiDi
- GoCatch

A ridesharing service can be booked through their respective phone app or via their website.

Taxis

Taxis can be booked at Reception, using the wall phone or by asking a staff member to assist. Alternatively, telephone Silvertop Taxis on 131 008 or 13 Cabs on 132 227.

AIRPORT SHUTTLE

The Starbus Airport Shuttle is a shared bus with a luggage trailer. This runs regularly to and from Melbourne's main airport. The Starbus Shuttle leaves every 20 minutes from the airport and will take you directly to the front door of Graduate House for about

\$20.00 — much cheaper than a taxi. Booking 24 hours in advance, the Starbus will also pick you up from our front door to take you to the airport. Telephone (03) 8378 8700. Schedule your pick up from Graduate House to be at least two hours before a domestic flight and at least three hours before an international flight. This service runs from 5.00AM to 7.00PM.

ONLYMELBOURNE

Take a look at OnlyMelbourne.com.au for things to do in the world's most loveable city.

Today, tomorrow & beyond.
#LoveMelbourne



THE GRADUATE UNION
of The University of Melbourne Inc.

*Thank you for staying at Graduate House
and for
joining The Graduate Union*

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