



VERITAS VI VERITATIS

John XXIII College
Australian National University

Phone: 485847

*P.O. Box 417,
Canberra City, A. C. T.
2601*

4th February, 1977.

Mr. Shane Stone,
225 Lawrence Street,
WODONGA, Vic. 3690.

Dear Shane,

I am happy to advise you that I have decided to offer you a position as College Tutor for the 1977 academic year. The appointment will be for one academic year only and can be terminated by either party without previous notice. I am seeking sound and solid persons with a sense of responsibility and loyalty to the Master and Dean.

Under the College Tutor system for 1977, a college tutor will be required;

- (a) to be responsible for one floor of a residential block and to know personally each student on the floor; and to this end to arrange gatherings of a social nature including each of them at least once a month;
- (b) to hold the master-key for that floor; and to assist in maintaining such order and quiet as is reasonable for people living together for the purpose of study. Each tutor has a special care for his own floor, but is expected to give a lead in maintaining a proper atmosphere throughout the College. Such an atmosphere is better achieved in a friendly and persuasive manner, but when necessary members should be referred to the Dean;
- (c) to meet the reasonable requests of members outside normal staff hours e.g. to admit those locked out of rooms, provide light globes, etc.;
- (d) to furnish the Dean at the end of each term with a written report on the academic progress and general behaviour of each student assigned to him;

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Mr. Shane Stone.

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4th February, 1977.

- (e) to perform such other duties as may be required of him from time to time by the Master or the Dean;
- (f) to dine with the Master at High Table on Sundays and Wednesdays; and to represent the College vis-a-vis dinner guests in the Senior Common Room.

A College Tutor's residence fees are reduced by \$20 per week, while in residence.

I hope that you will find it possible to accept this appointment, Shane, as I feel sure that you can make a valuable contribution to the College and its members as a College Tutor.

Yours sincerely,

Thomas Hegarty, O.P.

Father T. Hegarty, O.P.
MASTER.



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18th February, 1977.

Mr. Shane Stone,
225 Lawrence Street,
WODONGA, VIC., 3690.

Dear Shane,

I am happy to appoint you to the position of College Tutor of John XXIII College for the 1977 academic year.

Your appointment is effective from 12 midnight on Friday 25th February, 1977 until the end of the 1977 academic year.

The purpose of the meeting is to make arrangements for the reception of students and parents on Opening Day, Sunday 27th February, and the organization of Orientation Week within the College.

Wishing you a happy and successful year as College Tutor,

Yours sincerely,

Thomas Hegarty, O.B.
Father T. Hegarty.
MASTER.