



Knox College
affiliated with
UNIVERSITY OF OTAGO

Residents' Handbook
2016



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UNIVERSITY OF OTAGO

Knox College
9 Arden Street
Opoho
Dunedin 9010

Key Contact Details

College Office, week days 9am to 5pm	+64 3 473 0107
Master	+ 64 3 473 0788
Deputy Master	+ 64 3 473 0779
Duty Sub-Master, outside office hours	+ 64 226 743 653

Email	admin@knoxcollege.ac.nz
College Website	www.knoxcollege.ac.nz

Residents of Knox College in 2016

The contents of this Handbook form part of your Admission Agreement. It is a condition of residence that you are familiar with and abide by the rules, regulations and procedures that this Residents' Handbook sets out. You should keep a copy in your room for reference throughout the year.

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Knox College Residents' Handbook 2016

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This Residents' Handbook outlines rules and expectations which govern life in the College and is to be read in the context of the goals and policies of the Board of Knox College and Salmond College found on the College website.

Welcome

Nau mai, haere mai. Welcome to Knox College for 2016.

In accepting the offer of a place at Knox for 2016 you have made a decision to be part of a vibrant residential community that is both steeped in tradition and progressive in outlook. Many of our nation's most distinguished scholars and leaders made this college their home during a most formative stage in their lives. It is now your turn.

On behalf of all our staff I want to assure you of our commitment to provide the highest standards of academic and pastoral support as you honour us with this important stage in your life.

Graham Redding
Master
July 2015

Knox in a Nutshell

Just in case you don't already know ...

- Established in 1909, Knox is the second-oldest residential college in the country.
- Along with Salmond College, which is on the same site, Knox College is owned by the Presbyterian Church of Aotearoa New Zealand and is affiliated to the University of Otago. As well as being a residential college, Knox accommodates the Knox Centre for Ministry and Leadership, and the Presbyterian Church's national Research Centre.
- The College motto is *Gratia et Veritas*, Grace and Truth.
- Knox College has a long and distinguished history of academic success, and counts among its alumni no less than eighteen Rhodes Scholars, as well as a recipient of this country's highest honour, the Order of New Zealand.
- Knox College has a Junior Common Room and a Senior Common Room. The Junior Common Room comprises Undergraduate residents; the Senior Common Room comprises Postgraduate

residents and many senior academics in the University, called Fellows. The purpose of the Fellows' association with the College is to deepen and enhance its academic life.

- Knox College enjoys a rivalry with Selwyn College that is almost as old as the colleges themselves, competing annually for the Cameron Shield (sporting events) and Nevill Cup (cultural events).
- The Knox College Students Club (KCSC) plays an active part in organising college events and coordinating student affairs. It has an elected Executive which works collaboratively with college management in the discharge of its duties.
- A high number of students who come to Knox come back for a second year. About a third of the student body comprises returners. They play a vital role in preserving the College's special character and associated traditions.
- The Head of College has the title of Master. He is assisted by a Deputy Master, who oversees a team of Sub-Masters (Subbies) who are located throughout the college to provide pastoral support and oversight for the residents in their respective areas.
- In 2012, Knox College underwent a \$12 million building project, which included earthquake strengthening and refurbishing the main building. Wellingtonians and Cantabrians especially will be pleased to know it is now among the safest and most beautifully preserved heritage buildings in the country!

Accepting a place at Knox

When you sign your Agreement for Admission, you are formally accepting a place at Knox for 2016 and you are agreeing to abide by the rules and conditions set out in this Handbook and in the College's policies (available online through the College website).

When you receive an offer of a place in the College for 2016, you must confirm your acceptance of that place. Your reply must be sent no later than 14 days after the date of our letter of offer, and must include your completed copy of the Agreement for Admission and a cheque or direct deposit for \$970.00, being the administration fee (\$300), bond (\$150),

building levy (\$250), activities fee (\$250) and “paper cut” printing fee (\$20.00).

The Knox College account number is 02-0900-0060690-000. All fee invoices have an individual reference, which you must use with your deposit.

Withdrawing

If you accept an offer of a place, then withdraw before 1 February 2016, your bond, building levy, printing fee and activities fee will be refunded, but the administration fee will not be refunded.

Coming to Knox

You must notify the College by 1 February 2016 of your expected date and time of arrival. A link to an online arrival time form will be emailed to you in January. The College will open on Saturday 20 February. The Master will address the College at 3:30 that afternoon. The first meal will be dinner at 5.30 p.m. If your travel arrangements or University course require you to arrive before the College session opens you will be charged a daily fee. These arrangements must be made with the College in advance through the online arrival form.

College and University Dates 2016

The College is open for the duration of the University academic year, which comprises two semesters, with a short break in the middle of each semester and a longer break between them. The end-of-semester dates are the day of the last University examination in each semester.

University dates for 2016 are:

First semester: Monday 29 February to Thursday 24 March
 Monday 4 April to Wednesday 22 June

Second semester: Monday 11 July to Saturday 27 August
 Monday 5 September to Saturday 12 November

You are not required to leave the College during breaks, although most residents do take the opportunity to go home or take a vacation elsewhere. Residents generally leave the College as soon as their last examination is completed for each semester. The College is alcohol-free immediately before and during examination periods. After the last exam of their November finals residents are required to vacate the College within 24 hours, unless prior arrangements have been agreed with the Master.

What to bring (and what not to bring)

Kitchen: The College provides toasters, electric kettles, microwave ovens and refrigerators in student kitchenettes. Personal kitchen appliances (e.g., fry-pans, grill machines and sandwich makers) are not permitted in student rooms or kitchenettes, unless it is a small personal refrigerator required for medical reasons, in which case you will need to provide supporting documentation from a medical specialist. Personal cooking appliances, including but not limited to, fry-pans, grill machines and sandwich makers, are not allowed and will be confiscated.

Bedding: The College provides each resident with bedding (sheets, pillow, pillowcase and duvet). You may wish to bring an extra pillow or duvet/blanket/throw. Such items should be named. College sheets and pillowcases are laundered weekly. You must bring your own towels, which should also be named.

Electrical: You may bring electrical equipment (e.g., hair dryers) if it has been tested and tagged (i.e. certified as safe) by an electrician. Do not bring electric blankets, cooking appliances, heated towel rails or irons. The College is centrally heated and provides irons and ironing boards. Early each semester, audits are done of residents' appliances; untagged appliances are tested and tagged by electrical contractors at the residents' expense.

Furnishings: The rooms are fully furnished. Stereos and television sets may be brought. Headphones will be useful because silence hours must

be respected. Furniture must not be shifted from room to room without the permission of the Master, Deputy Master or Maintenance Officer.

Vehicles: If you bring a car, motorbike or scooter you must register it at the front office as soon as possible after your arrival. You will be issued with a Knox parking permit. Free parking is available in several car park areas in the College grounds.

Pets: Pets are not permitted in the College.

Firearms: Firearms are not permitted in the College.

Insurance: You are urged to take out personal insurance on all your belongings while resident in the College, as the College takes no responsibility for loss or damage of any kind.

Arriving at Knox

When you arrive at the College for the first time, please call at the front office in the main lobby of the Tower Block. A staff member will escort you to your room and answer your questions. Returning students will also be on hand to welcome you to your new home.

Within a short time of arriving, you will meet many other new residents and will begin to find your way around the College. There will be meetings to attend, your first College dinner on Saturday night (20 February), and after that a whole week of settling in, undertaking course approval at the University, attending preliminary lectures, and participating in a range of orientation events. Formal classes start on Monday 29 February.

The Knox College Students' Club (KCSC)

The Knox College Students' Club (KCSC) has been an integral part of College life since 1909. The KCSC Executive and College staff work together in organising a range of activities. A strong KCSC provides the Master with a credible conversation partner for raising student concerns and organizing events, therefore we urge all residents to join the KCSC.

Executive elections are held each September for positions for the following year. All office-holders, and especially the President, are key members in the leadership of the student community.

Your Room

The allocation of rooms is at the Master's discretion. If you would like to have a room in an alcohol-free part of the college, please let the Master know at the time you return your contract.

Although some first-year students are housed in the main building, most live in blocks of apartments (called Houses), comprising a cluster of bedrooms, kitchenette, bathroom and, in some cases, a lounge and laundry. Returning second-year students generally like to reside in the main building and may submit requests for particular rooms. Many of them choose "sets" of rooms comprising two single bedrooms and an adjoining private lounge, which the two residents share.

Each bedroom comes fully furnished with a bed and bedding, notice board, desk, desk chair, armchair, wardrobe, dresser, waste paper bin and bookcase. An audit of your furnishings will be done when you arrive. Furniture and other College property should not be moved from the room in which it belongs.

You are responsible for your room and for the behaviour of any guests that you might choose to host in your room. You will incur the cost of any damages or items of furniture that go missing, and of any remedial cleaning work. We strongly advise you to lock your room when you are not there so that others do not gain access to it in your absence.

Your room will be cleaned once a week. The cleaning staff take a personal interest in the wellbeing of the residents in their area, and in return residents are expected to treat them with courtesy and consideration.

Within the first fortnight you will be advised of which day your room will be cleaned. You need to ensure that your floor is cleared of personal

possessions and debris early that day. Rubbish bins will be emptied on the days rooms are cleaned. At other times they should be emptied into the corridor bins. Knox is committed to recycling. Glass, cans and cardboard are not the responsibility of the cleaners. Your Sub-Master will help you establish neighbourhood protocols for taking recyclables to the recycling bins behind the College kitchens.

You may decorate and enhance your rooms with posters and other objects of personal choice. However, please note that sellotape, self-adhesive labels and hooks, drawing pins, tacks, nails, etc. may not be used because of the damage they do to paintwork, plaster and woodwork. You are asked to use only genuine Blutac when affixing items/posters to walls.

Bicycles

The College has a secure bicycle shed. Bicycles may not be taken inside any other buildings or kept in your room.

Electrical equipment

Grooming appliances such as hair dryers, hair curlers and straighteners must have been tested and tagged by an electrician as safe, and should always be switched off and unplugged when you are not using them. Multiple power boards should all have built in overload protectors to prevent fusing and electrical fires. Residents are encouraged to turn off power at the wall switch. Kitchen appliances are not permitted.

Access and Security

The College buildings are fitted with an access-controlled security system. On arrival you will be issued with the key to your room and a key access tag which gives you access to the College buildings after the outside doors have been locked. Access to the various College buildings can be made through specified doors using personalised tags.

It is important to know, from your first day at Knox, which doors you can use after hours. Doors that can be accessed after they have been electronically locked are:

Tower Block: Quadrangle door at the bottom of the Tower;
Ground floor north corridor opposite the Mackay Wing.
Ross Wing: Quadrangle door.
Hewitson: Quadrangle door.
Merrington: Quadrangle door and Back door.
Mackay: Basement door (opposite the TV room);
Ground floor north and Ground floor west.
Marshall: Both exterior doors.
Glendining: Both exterior doors.
Wilson: Front doors only.
Close 1-4: Front doors.

Due to proximity to the street, all external doors to the Houses in Somerville Court (i.e. Mackay, Marshall, Glendining, Wilson) and the Close are locked both night and day. Access is by using key access tags.

Doors that are opened by access tag must be closed immediately. If a door is left open too long the alarm will sound. All other doors may be used only in an emergency and their use will sound the alarm. All doors are automatically released by the fire alarm system.

Residents who lose their keys or access tags must report this to the front office Administrator within 24 hours. A replacement fee of \$50 will be charged.

Guests, visitors and partners

Day Visitors: These are welcome in the College from breakfast time until 9:30 p.m. each night. They may not bring alcohol into the college.

General overnight stays – e.g., parents or friends visiting from out-of-town: Such guests are welcome to bunk down in your room for an overnight bed and breakfast charge of \$10, except during Orientation Week and over exam periods. At least 48 hours prior to your guest arriving, you must complete a Guest Accommodation Form, copies of which can be obtained from the desk in the Tower Block foyer. The

completed form must be approved by the Deputy Master or Master and then taken to the Ross Wing laundry for extra bedding to be reserved.

Guests are welcome to dine in the College. They should be recorded in the guest meal book located in the kitchen servery. As a matter of courtesy, you should introduce your guest to kitchen staff. The overnight charge includes breakfast. If your guest wants to stay for lunch or dinner too then the cost is \$7.00 for lunch and \$10.00 for dinner. Guest charges will be added to your College account. Residents who are found to have had overnight guests but not completed a Guest Accommodation Form will be charged \$25 per night and may be subject to disciplinary action.

Casual overnight or short-term hook-ups: These present a significant safety and security risk to the College and are not allowed. We simply cannot have non-residents having a free run of the place and potentially intruding upon the privacy of other residents, especially late at night or in the early hours of the morning.

Non-resident partners: If you are in a steady relationship with a non-resident and would like to make provision for your partner to stay overnight from time to time then you can apply to the Master or Deputy Master for a Partner Pass. We will want to meet your partner to satisfy ourselves that he or she is a person of good character and will abide by the conditions under which he or she is being allowed to stay in the College. The name of your partner and a photo will be given to our Sub-Master team and night staff so that he or she can be recognised on any given night.

You are responsible for your guests or visitors at all times, and for their behaviour.

Arrival and Departure

Residents can arrange to arrive early or leave later than the academic session. A daily charge is levied for this, and arrangements must be approved in advance by the Master.

Absence from College

Residents who intend to be absent from College for a night, a weekend or any other period during term time should sign the Leave Book in the front foyer. This information is required for catering and cleaning purposes and also for dealing with emergency situations.

Transport and Parking

For students' safety and convenience the College provides a shuttle bus service during the winter months to transport students back from the university. The buses run at 6.00pm, 9.10pm and 11.00pm. Shuttles must be booked by 4.30pm each day using the link available on the Residents' Facebook page.

Vehicles parked in the College grounds and not displaying a Knox parking permit may be towed without further notice. Residents may park in the Somerville Court car park and the two students' car parks in Arden St (see map, centre pages).

Other areas are for staff, visitors and Senior Common Room members, including the front of the College. No-one is permitted to park in the Quadrangle, as this is an emergency vehicle parking area. Parking infringements are taken seriously and may result in cars being towed away at the owner's expense.

College Activities and Events

Academic

Tutorials constitute the backbone of academic support at Knox, and they complement University-run classes. In general, if five or more residents request a tutorial in any particular subject area then we will try to find a suitable tutor. Weekly tutorials normally last an hour, although longer sessions may be run by request. Tutors are usually appointed on the recommendation of University departments.

Residents are urged to make the best use possible of this service. In association with the University's Student Learning Centre, we also offer general study skills sessions and examination techniques workshops. In some cases, residents may require extra help outside the tutorial programme. There are a number of options available. Residents should contact the Master or Deputy Master to discuss these issues.

The Master and Deputy Master monitor the academic progress of each resident. They conduct interviews as needed to discuss academic results and progress.

Information relating to tutorial and other academic matters is posted in the daily Bulletin Board, on the Master's Noticeboard, and on Facebook.

As an encouragement to academic success, the Senior Common Room offer the following academic awards:

- First Semester Awards for the highest first-year grades in: (a) Humanities and Commerce; and (b) Health Sciences and Sciences.
- Second Semester Awards for the highest first-year grades in: (a) Humanities and Commerce; and (b) Health Sciences and Sciences.
- Second Semester Awards for the highest second-year grades in: (a) Medicine; (b) Law; (c) Health Sciences and Science; (d) Humanities and Commerce.

Social, Sporting and Cultural

Knox has a full social calendar, beginning with Orientation Week, and continuing with a range of themed dinners and special events, including two formal Balls. Sunday dinners are relatively formal affairs with served tables and entertainment between courses. Many of these events require a formal standard of dress, so come prepared, and take note of the Dinner Dress Code later in this Handbook.

Plenty of opportunities exist for the showcasing of musical talent, including at Sunday dinner, in the weekly Chapel Choir, in the annual Concert on the Stairwell, in the annual Choir competition against Selwyn

College, and in various musical ensembles. Those with musical talents are strongly urged to bring their instruments to the College.

There are also many clubs and competitions at all levels of seriousness. The most significant of these are the annual contests between Knox and Selwyn Colleges, competing for the Cameron Shield (in sports), and the Nevill Cup (in cultural activities). In addition, residents often form new groups or teams for specific purposes, such as competing in social rugby or netball or other inter-college events. For example, the College's Opoho Assassins are a well-known social rugby team.

As well as being our traditional rival, Selwyn College is also the College with which we have most in common. Our rivalry is underpinned by mutual respect. This means: (1) Good sportsmanship at Cameron Shield and Nevill Cup events; (2) Not doing anything to Selwyn College property or its residents that is likely to bring Knox College into disrepute (including the "capture" of Selwyn's garden gnomes, or "gnoming" as it's sometimes called).

Serving Others

In keeping with the ethos of the College, all residents are required to complete student service at least once during the year by waiting on tables at Sunday Formal dinner. Duty rosters and sets of duty instructions are issued in advance, with two residents being appointed each week as supervisors. If a rostered person is unable to complete the duty, it is his or her responsibility to arrange a replacement. The Deputy Master should be informed who the replacement is. The unavailable resident will be re-rostered later.

Failure to arrive on time for rostered service, or failing to advise the Deputy Master when a replacement has been arranged, may incur disciplinary action comprising a fine and/or additional student service.

Residents rostered to wait on Sunday table are expected to wear black trousers or black skirt, and a black or white shirt or blouse. Female

waiters are provided with a Cameron tartan plaid and male waiters a bow tie.

Volunteer service in the community is also encouraged. The College has strong links with the University's Volunteer Centre, and has a history of involvement with the local SPCA and other not-for-profit organisations in the North East Valley. In 2015, community service was a requirement for those who signed up for the College's Leadership Development Programme.

Sustainable Knox

The College aims to adopt principles of environmentally sustainable living. Residents are expected to take the following measures:

1. Use "keep cups" for drinks at Knox and on campus.
2. Sort card, cans, glass, plastic and paper for recycling.
3. Turn electrical devices off at the power point when not in use.
4. Keep showers to less than ten minutes.
5. Inform maintenance staff if the heating system is performing badly.

Student Conduct, Rules, and Discipline

When you come to live at Knox you become part of a vibrant community. Life-in-community requires tolerance, consideration of others, and commitment to the common good. The rules, policies and practices set out in this Handbook, by which you are expected to abide, serve that purpose. They let you know what behaviour is acceptable, and what is not acceptable. Some of the rules are to do with personal health and safety, and others are to do with creating a college environment that is conducive to study and fostering strong collegial life. They are consistent with the University of Otago's Code of Conduct.

Expectations and Consequences

The College expects all residents to:

- Treat each other, all staff members, other colleges, and members of the public with courtesy and respect;

- Inhabit the grounds and buildings with care and respect;
- Comply with all health and safety requirements;
- Not bring the college into disrepute.

Failure to do these things may result in disciplinary consequences being imposed by the Master or Deputy Master. They have a number of disciplinary avenues open to them, including suspension or permanent exclusion. A resident who is excluded from the College remains liable for all his or her debts, including accommodation fees, until a replacement resident suitable to the Master is found.

Zero tolerance

The college has zero tolerance for the following things:

Stealing

Stealing fellow residents' personal belongings constitutes a major violation of trust. Also unacceptable are associated actions, such as unauthorised entry into a fellow resident's room, unauthorised interference with a fellow resident's room and personal belongings, and the stealing of, or damage to, college property. The fact that these sorts of things might be done as part of a prank is no excuse.

Drugs

Knox College adheres strictly to the drug-free policies of the University of Otago. The supply or use of any recreational drugs, legal or illegal, is not tolerated. This includes substances such as, but not limited to NOS, designer drugs and herbals. Contravening this rule may result in instant exclusion from the college and, in the case of alleged illegal activity, the involvement of the police.

Sexual harassment

Sexual harassment takes many different forms, including unwelcome sexual advances, requests for sexual favours, making somebody the subject of sexual innuendo, and other unwelcome verbal or physical conduct of a sexual nature. No college resident should be made to feel unsafe or physically demeaned or threatened. Whichever form sexual harassment might take, it is unacceptable. Sex should always be

consensual. Claims of non-consensual sex will be investigated and may be referred to the police.

Public nudity and indecent exposure

Acts of public nudity and indecent exposure, whether in the College or at College events off-site, are not permitted.

Gambling

Playing of games of chance for money or a comparable form of wager is forbidden.

Fireworks

Fireworks and other explosive devices are a fire and safety risk and are not permitted anywhere in the College buildings or on College grounds.

Defacing College property

Decoration of windows, walls or furniture with graffiti is not permitted, nor is the carving of names, messages or images on woodwork or stonework. The one exception is the College tradition of writing your name (in small letters to allow room for future residents' names) in the back of your wardrobe as a record of your occupancy.

Climbing out on to roofs

You cannot go out of windows onto roof tiles or onto dormer window roofs or platforms, or access the roofs in any other way. The safety concerns and damage risks are obvious.

Candles and Incense

Candles and incense are a fire hazard and are prohibited, with the exception of the Ross Chapel for worship services and the Great Hall and Junior Common Room for special events.

Noise and silence hours

Noise is a potential concern in any residential establishment. It should be kept to a reasonable level at all times. At any time of the day or night, residents may be asked to turn down the volume of music, televisions, computer games, etc. that are causing a nuisance. It is expected that

noise levels will be minimal after 9:30 p.m. each night, especially from Sunday through Wednesday nights.

As exams approach, the college enters a Study Zone, which includes the observance of silence hours. This basically involves keeping noise levels to a minimum day and night, seven days a week. Silence hours apply not only inside the College buildings but also in their immediate precincts, e.g. the Quadrangle, front lawns and Somerville Court lawns.

Alcohol at Knox

If you choose to drink alcohol, you are expected to be moderate in your use of it. You are also expected to abide by this country's alcohol laws, including those set out in the Sale and Supply of Alcohol Act 2012, any Local Alcohol Policy implemented by the Dunedin City Council, and any other relevant legislation. If you are under 18 years of age you are prohibited from consuming alcohol, unless parental consent has been obtained for particular events such as the Garden Party. Residents of Knox must not supply alcohol to anyone under the age of 18 under any circumstances.

Gross intoxication is not acceptable and is considered to be a fundamental breach of the conditions of living at Knox. Disciplinary action may be taken, parents or guardians may be notified and referrals to health professionals may be required. Serious drinking issues will be regarded as major disciplinary matters. A review of residency and termination of contract are always possible outcomes in any disciplinary matter.

The College is alcohol-free on Sunday, Monday, Tuesday and Wednesday, except at events for which the provision of alcohol has been approved by the Master.

On the other days of the week (Thursday, Friday and Saturday), between the hours of 5:30 p.m. and 9:30 p.m., the following rules will apply:

1. Alcohol may be consumed in the privacy of one's own bedroom, as well as in Double-A lounges (main building) and the common rooms of Arden House and the Somerville Court Buildings (Marshall, MacKay, Glendining and Wilson), with the exception of common

rooms located in buildings that are designated alcohol-free by the Master. Alcohol may also be consumed in the Buttery between 8 p.m. and 10:30 p.m. in accordance with this policy.

2. The common rooms in Arden House and the Somerville Court Buildings are for the benefit of the residents of those buildings only, which means that permission to consume alcohol therein extends to those residents alone.
3. Drinking is expected to be moderate and discreet and should not interfere with the rights of other residents to use and enjoy their own bedrooms and common areas, including their right to study and sleep. Parties and drinking sessions/games (e.g., 'court sessions', 'red cards') are not permitted.
4. If residents wish to drink after 9:30 p.m. they must either go to the Buttery or leave the College grounds as specified below.

Between 8 p.m. and 10:30 p.m. on Thursday, Friday and Saturday nights, alcoholic beverages may be consumed (responsibly and in moderation) by Knox residents (and authorised guests) in the Buttery. If residents wish to drink after 10:30 p.m. they must leave the College grounds. Drinking sessions/games are not permitted under any circumstances. Stereo music is permitted in the Buttery during this time but it must be turned off by 10:30 p.m. The volume must be kept to a level that is deemed acceptable by the Duty Sub-Master, Deputy Master or Master.

Drinking is prohibited in corridors, foyers, stairwells and other public areas of the college, including the Junior Common Room, Hewitson Building, Great Hall, TV Room, floor kitchenettes, gym, laundries, toilets, Quadrangle and college grounds without the express permission of the Master or Deputy Master.

Alcoholic beverages being carried in open vessels (e.g., bottles, cups and glasses) through any public area or alcohol-free area of the college will be deemed to be in the process of being consumed and therefore in breach of this rule. They will be confiscated.

The following restrictions on alcohol-related glassware apply. Regular sized wine and beer glasses are permitted. Beer handles, drinking bongs, yard glasses, beer funnels, beer jugs, oversize glasses, and shot glasses

are not permitted. Any such paraphernalia will be confiscated. Home brewing is not permitted on College premises.

Not all types of alcoholic beverage are allowed in the College. As a general rule, if you can buy it at a grocery store, for example the local New World supermarket, then it is permissible. This includes wine, beer (bottles and cans) and ciders. RTDs are also allowed. Alcoholic beverages that are *not* allowed are kegs of alcohol (including beer, cider or icebreakers), crates of beer, and spirits (with the exception of RTDs).

There is a limit of 12 small bottles/cans of beer or cider or RTDS per resident at any one time. There is a limit of 2 bottles of wine per resident at any one time.

No alcohol is to be brought into the College by any visitor.

Residents are expected to clear away empties from their bedrooms, Double-A lounges, common room areas and Buttery, and to use the glass re-cycling bins at the back of the College kitchen.

During exam and pre-exam periods, when the College is in Study Zone, you can expect further restrictions on the consumption of alcohol. These will be spelt out at the time. No 'end of lectures' or 'end of exam' parties are allowed in the College.

The supply of alcohol at KCSC events (including Cameron Shield and Nevill Cup events), both on-site and off-site, must be approved by the Master.

The Master reserves the right to: (a) set and vary the limits on the amount of alcohol that students may bring into the College or keep in their rooms; and (b) vary any of the above rules in response to legislative changes around alcohol or particular circumstances within the College.

Smoking at Knox

The College has a smoking area known as the "Bus Shelter", which is situated behind the College kitchen next to the recycle bins. Smoking is not permitted anywhere else in the College buildings or grounds. This restriction covers all smoking paraphernalia, including E-cigarettes.

Dining at Knox

The dining hall is known as the Great Hall, and is one of the centres of College life. From our very beginning our dining traditions have encouraged gratitude for food, respect for all those who provide it to us and communal traditions of common courtesy and conversation. Our dress and table codes are an attempt to recognize these values.

Meal Times

College fees cover three meals a day. Menus for lunch and dinner each day are published in the daily Bulletin Board and on the Facebook page.

Breakfast	7.00am – 9:00am 8.00am - 9.30am	Weekdays Weekends & public holidays
Lunch	12.15pm - 1.30pm 12.30pm – 1.30pm 11.30am – 12.30pm	Weekdays Saturday & public holidays Sundays (Brunch)
Dinner	5.30pm – 6.30pm 6.00pm	Daily Formal Sundays

After each meal, you must take your crockery, glassware and cutlery back to the kitchen (except after Formal Sunday Dinner, when tables are waited on). Crockery and cutlery should not be taken anywhere except the Great Hall and the Quadrangle (for outdoor meals).

Packed Lunches

On those days when you have lectures at the University you can make up a packed lunch from a selection of breads, buns, fillings, fruit, muffins, biscuits, etc., which are laid out in the servery. If you take a packed lunch you not permitted to come to normal lunch-time service that day.

Late Dinners

Late dinners are provided for residents who have work, sport, university or College commitments. If you require a late dinner you must fill in the form provided in the kitchen, before 4.30pm on the day it is required.

You may not collect a late dinner during normal service times. Late dinners may be collected from the Buttery from 7:00pm until 10:30pm.

Special Requirements

Vegetarian options are available. Residents who require these must advise the Head Chef at an early date. The College is unable to cater for Vegan or strict Halal diets.

Those with food allergies or intolerances must inform the Deputy Master and the Head Chef of the allergy, as well as its symptoms and effects, before arriving at College. This information must be supported by medical documentation, such as a letter from your doctor or allergy specialist. It is each resident's responsibility to carry appropriate medication for critical food allergies. It is also a good idea to inform friends as to what they should do in the case of an allergic reaction.

At various times throughout the year a Toast and Fruit Station operates in the Great Hall from 7:00pm until 10:30pm.

Guests

You are allowed to bring guests in to dine with you. You must sign in your guest(s) in the Guest Book in the kitchen, and your account will be charged for the cost of the meal: Lunches \$7; Dinners, \$10.

Dining Etiquette

Diners are asked not to sit on tables or to place clothing or hats on them, as this is both culturally offensive and unhygienic. Residents are not to wear hats at any time in the Great Hall, nor may anyone enter the Great Hall or servery without footwear (socks are not considered acceptable footwear). Cell phones may not be used in the Great Hall over meal times.

Residents are able to come to breakfast in respectable night attire provided they are also wearing a dressing gown.

Intoxicated persons will not be served a meal and will be escorted from the Great Hall.

Dinner Dress Code

Residents are expected to observe the Knox dress code, as set by KCSC in consultation with the Master. From Monday to Thursday nights, minimum standards for men include respectable trousers with a collared shirt, preferably with a jacket and tie. For women, dress pants or a skirt with a blouse, dress shirt or formal top may be worn, or a dress. Skirts and dresses must be of an appropriate length (i.e. not too short or low cut). Sweatshirts, hoodies, and casual jerseys/knitwear are not acceptable. It is not acceptable for garments to be dirty, have rips or holes, nor should underwear or midribs be visible.

Appropriate footwear is to be worn. Jandals, ugg boots, sports shoes and sneakers are inappropriate for dinner.

On Friday and Saturday evenings residents come to dinner in 'smart casual' dress. Again, tidiness is required; dirty sports gear, hoodies, hats and pyjamas are not welcome, neither are bare feet or slippers.

Sunday night dinner is a formal occasion, much enjoyed and valued by residents and staff alike. It is one of the many features of life at Knox, with guests and non-resident members of the College frequently attending. Members of the College are expected to dress well; women wear a formal dress, or skirt or formal pants with a formal top, and men wear a suit and tie (or equivalent) or kilt/highland garb. Appropriate footwear is worn. Academic gowns are worn by members of the Senior Common Room, who dine at a High Table, at which the Master presides. The College Beadle (Master of Ceremonies) directs proceedings.

If you don't have the necessary formal attire when you come to Knox, don't worry, you can usually get what you need at a very affordable price from several Opportunity Shops around town.

The Great Hall furniture was renewed in 2009. The chairs and tables commemorate former residents and have been funded by donations from friends and family members. Present-day residents are expected to respect these memorials by treating them with the utmost care.

Facilities, Services and Communications

Internet Access and Computer Facilities

All residents have computer outlets in their rooms to allow for broadband access to the University of Otago's Student Network System (SNS). Students will need to bring an ethernet cable. Alternatively, limited supplies are available for purchase (for \$5) from the College administration office.

You will not need to sign up with an Internet Services Provider (ISP) as the University of Otago acts as the ISP for all students connected to this system. The SNS is provided for the purpose of supporting academic development and should not be used extensively for personal use. Residents are expected to comply with the University of Otago Acceptable Use Policy. Excessive usage on a resident's personal account will be brought to the attention of the College for remedial action. Repeated breaches of the reasonable use expectations may result in disciplinary action by the University.

Instructions for configuring your computer settings are available from the College reception desk. Residents who are experiencing problems with their SNS connectivity should see the Admin Office.

Almost all students bring their own computers with them to University. The College has limited computer facilities located in the Hewitson Library. Two computers and a printer are also located in the foyer outside the Library, to give 24-hour access to the student network. Each resident is given a printer account, which automatically bills for usage and can be accessed by personal code through the Library computers.

In using Knox College's computers or network facilities you must conform to all legislative requirements, including copyright and licensing agreements, and the College's IT Acceptable Use Policy, the key requirements of which are set out here (the full policy is available on the College website):

- Computing and network resources are to be used primarily for educational purposes.
- Unauthorised access or damage to any data or deliberate interference with other users' work is subject to disciplinary measures.
- Importation or distribution of offensive material (including, but not limited to, racist material, hate literature or sexually explicit material) is not permitted.
- Harassing or defamatory material may not be sent by electronic means, including email and voice mail, or posted to news groups.

The Hewitson Library

The Hewitson Library is not owned by Knox College but is available for Knox residents to use. It has over 60 reader spaces, wireless internet access and computer and printer facilities. A study room on the top floor is available for residents who wish to study as a group.

Residents are able to access the library outside usual office hours (weekdays, 8.30am to 4.30pm) by applying for Library Readership. Readership hours are 4:30pm to 11.00pm, seven days a week. Readership access is regulated through the use of residents' access tags. Library Readership application forms are at the Library information desk.

Use of the Library is a privilege not a right, therefore treat it with respect and observe the following Code of Conduct:

- Do not leave valuable items unattended;
- Remove all personal belongings at the end of the day;
- Do not bring food into the Library;
- Use non-spill, drink-sipper containers for drinks;
- Keep talk to a minimum.

The Ross Chapel

The Ross Chapel constitutes the spiritual heart of the College and is an integral part of its special character. It is open 24 hours a day as a quiet place for prayer and meditation. Choral services are held at 4.30pm on Sunday afternoons. Attendance is voluntary. The services are usually led

by the Master and are respectful of the fact that residents represent a wide range of religious beliefs. Residents have the opportunity to audition for the Chapel Choir; auditions are usually held in the first week of semester one. In the course of the College year there are a number of services of special significance at which attendance is especially encouraged. These include the College Opening Service, the ANZAC Day service, the Founders' Day service, the Installation of the KCSC Executive, and the Valedictory Service.

As a sign of respect for Chapel no KCSC events (including sports practices) should be organised at a time that clashes with Sunday services.

In-house Communication

The main means of in-house communication are a Facebook page and a daily Bulletin Board, which is emailed to each resident by 10am. It provides information on the day's menus, activities and events, as well as important notices. Announcements and other items of interest also appear on the Master's Noticeboard, which is located at the end of the corridor leading to the Dining Hall. All residents are deemed to have read every day's notices. KCSC also operates its own Facebook page and has Noticeboards in the JCR and beside the door to the Great Hall.

Night Staff

Each night a Sub-Master is on duty and is based in the reception office from 5:30 p.m. to 10:30 p.m., and thereafter is on call until the following morning. From 9:30 p.m. each night the Duty Sub-Master is supported by a Night Porter (Sunday through Wednesday nights) or Allied Security Staff (Thursday through Saturday nights). The Duty Sub-Master can be contacted on the following number by College residents: 022 674 3653. The Night Porter/Allied Security number is 021 516 985.

Music

The Music Room is located in the basement of the Hewitson Building, with access via the outside door by the Hewitson car park. Various instruments, including a piano and a full set of drums, are available for

use. A booking system is in place (at reception) for use of the music room.

Because of the need for consideration for those who work or live within earshot of the music room, users are asked to observe certain restrictions. Percussion, brass instruments and electric guitars may not be played between the hours of 8:30 am and 5:00 pm Monday to Friday, or any day after 10:30 pm. Further restrictions may be imposed when the Knox Centre for Ministry and Leadership, whose offices and teaching rooms are directly above the music room, is holding conferences or seminars.

College pianos may be used for practice at appropriate times. The Ross Chapel organ is also available with the permission of the Master or Deputy Master.

Gymnasium

The Gym is located in the basement of the Hewitson Building. It is available until 10:30pm each night. Access is via the outside door by the Hewitson car park. Access is regulated through the use of residents' key access tags. The gym is unsupervised and users are expected to act responsibly.

Because of the proximity to the library and other offices, gym users who need music to accompany their exertion are asked to use MP3 players with headphones, not stereo systems with external speakers.

Tennis Court

A tennis court, which is shared with Salmond College residents, is located at the bottom of the College driveway.

Laundries

There are two main laundries available free of charge for residents to use: in the basement of the Ross Wing and in the basement of Mackay House. Irons and ironing boards are located in the laundries. There are also washing machines and dryers in Marshall House and Glendinning

House. Each of the Close units has a laundry, with irons and ironing boards located in Close 2 and 4.

Laundry Etiquette

- Do not remove other people's clothing from a dryer unless it is completely dry.
- Ensure that the washing machine cycle is finished before removing other people's laundry.
- Place laundry removed from washing machines or dryers in the resident-provided laundry baskets.
- Remove clean and dry laundry promptly.

Sheet Change

Each week two clean sheets and one pillowcase are exchanged for used linen. The Ross Wing laundry is open for linen exchange after dinner between 6:15pm and 7:00pm on Monday evenings. You are expected to use this service every week.

Newspapers

The College receives several copies of the *Otago Daily Times* Monday to Saturday. These are for communal use and can be uplifted from the TV room and, during breakfast time, from the Great Hall.

Cameron Hall

Cameron Hall is available for sporting and social activities, meetings, concerts, theatre sports and other activities. Bookings can be made through Reception.

Junior Common Room and TV Room

The main common room in the College is known as the Junior Common Room (JCR or "Jace"). Furnished with comfortable chairs and couches, it is a great space in which to relax and converse. It also has a full-sized Billiards Table. Just off the JCR is the TV Room. Both facilities are open 24 hours a day. As there are bedrooms directly above and around these

facilities, you are expected to keep noise levels to a reasonable level at all times, but especially at night time and around exam time.

Buttery

The Buttery is across the corridor from the JCR. It is a smaller, more intimate space for socialising. It has microwaves for heating up late meals, a snack dispenser and hot drink dispenser. From Thursday through Saturday nights, between 8 and 10:30 pm, residents can enjoy a few drinks there (see Alcohol Policy).

Sewing Machine

A sewing machine is available from the Laundry for short-term use in students' rooms.

Kitchenettes

Kitchenettes are located in various parts of the College. Each has a microwave oven, kettle, toaster and small fridge. Milk is supplied daily for hot drinks and should be stored in each kitchenette's refrigerator, not in residents' rooms. Residents are expected to keep their own kitchenette areas tidy and work together to ensure recyclables are properly processed. Rosters are drawn up by the Subbies for kitchenette cleaning and for taking recyclables to the recycling bins behind the College kitchens. Personal cooking appliances, including but not limited to, fry-pans, grill machines and sandwich makers, are not allowed either in bedrooms or kitchenettes, and will be confiscated.

Maintenance and Repairs

Anything needing repair should be noted promptly in the Maintenance Book, which is kept in the College kitchen or notified by email: mrfixit@knoxcollege.ac.nz This includes maintenance to bedrooms and to common areas such as bathrooms, kitchenettes, corridors, etc. This book is checked twice each day by the maintenance staff, and any repairs necessary are carried out as quickly as practicable.

Light bulbs are replaced as needed. Residents should see a member of the maintenance staff for new light bulbs, or enter a request in the maintenance book.

It has always been a matter of honesty at Knox that if an item is broken, the person(s) responsible will report the damage to the Master or Deputy Master. A charge for repairing the damage may be imposed if the damage is deemed to have been caused by careless or irresponsible behaviour and is not the result of normal wear and tear. If those responsible do not come forward or cannot be identified, the cost of repairs may be deducted equally from residents' bonds.

Room Entry

Authorised staff members have right of entry to rooms for cleaning and maintenance, disciplinary matters, suspected breaches of rules, or emergencies. A request for maintenance to a resident's room, either written in the maintenance book or given verbally to a staff member, implies that the resident is aware that his or her room will be entered by College staff or contractors as soon as is practicable.

Health, Safety and Well-Being

Living in community requires each resident to accept a duty of care towards others. This means being considerate of others and looking out for one another, including those whom you might not count among your closest circle of friends. One of the measures of College life will be how well we actually do this.

Knox College staff are able to support you in things with which you may struggle during your stay with us. We consider our staff team to be safe, well trained and experienced in all manner of life circumstances. If you need help, are not sure where to go, or just want to talk about something that you are worried about, feel free to talk with any of the RLs, the Deputy Master, or Master. For specialised help, the University of Otago's Student Health service has a confidential counselling service. Appointments can be made by phoning Student Health 479 8212.

LGBT Support

Knox College supports students who identify as lesbian, gay, bisexual or transgender and can refer them to specialised support networks.

Ethical Behaviour

Knox does not tolerate any form of bullying, harassment, discrimination, intimidation or abuse of authority. The College's *Policy on Ethical Behaviour* is published on the College website and is also available at the front office. As a resident of the College you are expected to have read it and to comply with it.

Assistance and Emergency Procedures

Residents who discover an emergency requiring Police, an ambulance or the Fire Service should use their phones to dial 111 immediately. The Deputy Master or Master should also be notified immediately.

The Dunedin Hospital Emergency Department is located at 201 Great King St (phone 474 0999). If a resident is taken there, the Deputy Master or Master must be notified as soon as possible.

Dunedin also has an After Hours and Urgent Doctors service, open seven days a week, 8am to 11.30pm, at 95 Hanover St (phone 479 2900). No appointment is necessary. This service will usually attend to you more quickly than the Hospital's Emergency Department, but you will have to pay for it.

The Deputy Master or an RL must be advised immediately if a resident is ill or in need of assistance.

Neighbouring students should inform the kitchen of sickness and arrange for meals to be taken to sick students. They should record the names of sick students in the Sickness Book in the kitchen. Sick students should not go to the kitchen to get their own meals.

The Deputy Master will often be able to inform lecturers or tutors and make suitable arrangements for students who are ill or who have to leave Dunedin suddenly.

All RLs, some members of the KCSC Executive and some staff members are trained in first aid and hold current first aid certificates.

Medical care and counselling services can be arranged through the Student Health Service at the University. The Student Health Service is located on the corner of Albany and Walsh Streets (phone 479 8212). Appointments are recommended, and residents will need to present their Student ID card.

The medical staff at Student Health are able to write medical certificates for students applying for special consideration and exemptions, in relation to University study, on medical grounds. They are also able to refer students to specialists when necessary.

Fire Safety and Evacuation Procedures

Fire-fighting and fire protection equipment is not to be touched except in the case of fire. Door closers must not be altered or interfered with. Misuse of the fire alarm system or the sprinkler system will result in full Fire Service costs being met by those responsible. These costs are likely to exceed \$1,200. Any costs related to the misuse of fire protection equipment, and any related damage to College property, will also be charged to those responsible, and the Master may take disciplinary action.

Fire safety relies on the constant application of common sense. For example, towels and clothing should not be draped over electric heaters.

Fire drills will be held at various times during the year and must be treated seriously.

Instructions for fire and evacuation procedures are given at the beginning of each year, and are posted in every room. You must know the evacuation procedures for your area of the College.

Wilson House

Wilson House is not connected to the rest of the College's fire alarm system and does not have a sprinkler system. Instead, each bedroom, kitchen and hallway has a single smoke detector in it. If a detector senses

a fire, it will sound its own alarm (but not the alarms of other detectors, nor the alarms of the integrated fire system in the rest of the College). When an alarm sounds residents should vacate their rooms, closing their door firmly behind them, leave the building and phone 111, giving the fire service the location of the building and the fire. Staff members should be informed as soon as possible. Residents and visitors should assemble on the lawn outside 60 Glendining Avenue.

Marshall House, Glendining House and Mackay House

Marshall, Glendining and Mackay Houses have smoke detectors and alarms installed in each bedroom/study, and each bedroom has its own door closer. Additionally, Mackay House is connected to the College's integrated sprinkler system. However, these buildings are not connected to the College's integrated alarm system. When the alarm sounds, whether it is a smoke detector within Marshall House, Glendining House or Mackay House, or the integrated fire alarm system in the rest of the College, residents should vacate the building and phone 111, giving the fire service the location of the building and the fire. Staff members should be informed as soon as possible. Residents and visitors should assemble on the lawn outside 60 Glendining Avenue.

The Close

The Close has a fully monitored fire detection system, i.e. smoke detectors or thermal detectors in corridors. Each bedroom has a smoke detector which, in the event of a false activation, can be silenced using a silencing button. If the silencing function is not deployed within a set time, the system goes to a full alarm with the Fire Brigade being called. When the alarm sounds, residents should vacate the building. Staff members should be informed as soon as possible. Residents and visitors should assemble on the lawn outside 60 Glendining Avenue.

Arden House

Arden House is not connected to the rest of the College's fire alarm system and does not have a sprinkler system. Instead, each bedroom, kitchen and hallway has a single smoke detector in it. If a detector senses a fire, it will sound its own alarm (but not the alarms of other detectors,

nor the alarms of the integrated fire system in the rest of the College). When an alarm sounds residents should vacate their rooms, closing their door firmly behind them, leave the building and phone 111, giving the fire service the location of the building and the fire. Staff members should be informed as soon as possible. Residents and visitors should assemble in the upper Arden Street car park.

The Rest of the College

The rest of the College (Tower Block, Ryburn Wing, Merrington Wing, Ross Wing, Dining Hall and kitchens, Hewitson Wing and Library) has an integrated fire alarm and fire prevention system. In the case of outbreak of fire, one of the alarms situated at various locations throughout the College should be activated. Loud sirens will sound continuously throughout the College buildings.

Everyone inside the buildings should evacuate by the nearest exit as quickly as possible and assemble in the upper Arden Street car park. The driveway must be kept clear as this is the entry point for emergency vehicles.

Each floor in these parts of the College has one or more red boxes attached to the wall with an armband in it. If you are the first person to pass one of these as you start to evacuate the building, put the armband on, and go along the corridor knocking hard on each door and calling out for people to evacuate. Once you've done that, proceed to the evacuation area (the student carpark next to the Hewitson Building) and let the Building Warden know that you've checked your area and of any concerns. The Building Warden (either the Master or Deputy Master) will be identifiable by a fluorescent jacket.

All residents

When leaving rooms in an emergency, residents should ensure that doors are closed behind them – but not locked. If a person cannot be moved from a room, residents should not risk lives by trying to remove the person concerned. Instead, their door should be closed and the floor warden or chief fire warden or someone on duty at an evacuation assembly station should be informed immediately.

If a fire occurs at night, residents should, if possible, put on a dressing gown or coat, and footwear for protection against hot or burning floors or broken glass, before they leave the building.

Fire extinguishers are located at various points around the College and residents should make themselves familiar with them and what sort of fires (e.g. electrical or otherwise) they can be used for. For their own safety, everyone should identify the fire exit routes so that they can be used in the dark or in smoke.

Earthquakes

Earthquake emergency procedures depend on where you are at the time an earthquake strikes. If you are in a building, take shelter under a desk or beside an internal wall, and hold on as best you are able. Remember the survival code: Drop, Cover, Hold. If you are outside, stay clear of the buildings, trees and power lines.

Residents are encouraged to assemble and keep in their bedrooms an EQ Kit containing plastic rubbish bags, antiseptic wipes, toilet paper, 1.5L of water, torch and batteries, light stick, whistle and toiletries.

In the event of a Dunedin-based emergency, residents' guardians should seek information at: www.otago.ac.nz. In civil emergencies all residential colleges communicate through the University's Emergency Communications Team.

Financial Obligations

You are charged fees during term time from 20 February until the end of the second semester. You take up residence on the condition that you (and your guarantor) are liable for the whole year's fees, even if you choose to withdraw from the College or leave early. Fees are not refunded for early departure or for absence during holiday periods.

The Master does, however, have limited discretion to provide a partial exemption in cases of withdrawal which have resulted from circumstances completely outside the individual's control and which have prevented the student attending University or where their

continued attendance would be seriously damaging to the individual's health and or wellbeing.

If a student wishes to appeal the Master's decision, he or she may write to the Board of Knox College and Salmond College within 14 days. Factors that will be considered in making a final ruling on an appeal are:

1. Whether or not the correct procedure was followed in making the decision;
2. Whether or not the decision was manifestly unfair;
3. Whether or not undue hardship has been caused by the decision.

Payment of fees

Please refer to the fees payment schedule sent with the Offer documentation.

The College will deliver fee invoices to residents via the student pigeon holes at least two days prior to the due date of fees, and not to your home or to any other address. It is your responsibility to send invoices on if these are to be paid by anyone other than yourself; a stamped envelope is available at the front office for this purpose.

Unless prior arrangements have been made with the Master or Operations Manager for late payment, a penalty of 1% per week will be charged on all fees overdue. Those who do not pay their fees are liable to be listed as debtors to the University. This means they cannot access their examination results and they will be unable to enrol for the following semester.

Financial Assistance

Knox College has funds available to assist residents experiencing genuine financial hardship. Anyone in this position should first visit the Administration Office at Reception.

There is also a range of scholarships available. Details can be found on the College website.

Student Employment

During the year, casual employment opportunities may become available in the College. These are generally in the kitchen, domestic or maintenance departments and are normally announced through the Bulletin Board or on Facebook.

Bonds

An annual bond of \$150 is used to pay for any damage to College property, or to replace items that are missing from your room when the final room check is done. It also covers damage and loss that cannot be attributed to any individual. This is the cost of living in a community. Bond money, minus deductions, is returned when a resident leaves the College. Damage attributable to individuals throughout the year will be charged against their accounts.

Further information

Further copies of this Handbook can be obtained from the College's Administration Office at Reception.

Names and contact details of College personnel, along with other information about the College, can be found on the website: www.knoxcollege.ac.nz

Conclusion

The rules and regulations in this Handbook provide a framework for College life. But they cannot give the College its wairua, its spirit. That can only come from you and your fellow residents as you make Knox College your home, learn to live in community, and actively contribute to the living tradition that is Knox.

I hope you come to Knox determined to make 2016 the best year that it can be, to attain your academic goals, and to grow as a person. Welcome.

Graham Redding
Master