



**Knox College**  
*affiliated with*  
UNIVERSITY OF OTAGO

# Residents' Handbook 2018

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### **Residents of Knox College in 2018**

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 2018

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This Residents' Handbook outlines rules and expectations which govern life in the College and is to be read in conjunction with the Agreement for Admission which every Knox resident must sign as a condition of acceptance into the College.

## WELCOME

Nau mai, haere mai. Welcome to Knox College for 2018.

In accepting the offer of a place at Knox for 2018 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  
August 2017

## FURTHER INFORMATION

Further copies of this Handbook can be obtained from the College's Reception

## 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 College 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 co-ordinating 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 30% 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. It is now one of 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 2018 and you are agreeing to abide by the rules and conditions set out in this Handbook.

When you receive an offer of a place in the College for 2018, you must confirm your acceptance of that place. Your reply must be received (electronically or by post) 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 Bank account number for Knox College and Salmond College Incorporated 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 2018, 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 2018 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 17 February. First-year residents should plan to arrive between 9.00am and 3.00pm on that day. When you arrive at the College, please call at Reception in the main lobby of the Tower Block. A staff member will escort you to your room and answer your questions.

The Master will address the College at 3.30pm on Saturday 17 February. The first meal will be dinner at 5.30pm.

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 2018

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 2018 are:

First semester:               Monday 19 February to Thursday 22 March  
                                      Monday 9 April to Wednesday 20 June

Second semester:           Monday 9 July to Friday 24 August  
                                     Monday 3 September to Saturday 10 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 expected to vacate the College within 48 hours, unless prior arrangements have been agreed with the Master.

### What to bring (and what not to bring)

**Bedding:** The College provides each resident with bedding (sheets, pillow, pillowcase and duvet). You may wish to bring an extra pillow or 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.

**Furniture:** Bedrooms are fully furnished. No additional items of furniture (e.g., chests of drawers, chairs, sofas, side cabinets, beds, fridges) may be used to furnish your room, except by permission of the Master.

**Personal Electrical Appliances:** You may bring personal electrical equipment (e.g., a hair dryer) if it has been tested and tagged (i.e. certified as safe) by an electrician. Stereos and television sets may be brought. Headphones will be useful because silence hours must be respected. Do not bring electric blankets, cooking appliances, heated towel rails or irons. The main building is centrally heated and provides irons and ironing boards. Early in Semester One, audits are done of residents' appliances; untagged appliances are tested and tagged by electrical contractors at the residents' expense.

**Kitchen Appliances:** 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.

**Medical and Emergency Kits:** Residents are advised to bring their own supply of Band-Aids, antiseptic cream and paracetamol. The College First Aid Kit is equipped with first-response items such as bandages, but it does not contain regular dispensary items. Residents are also encouraged to put together their own Emergency Kit containing plastic rubbish bags, antiseptic wipes, toilet paper, 1.5L of water, torch and batteries,

light stick, whistle and toiletries. The Emergency Kit should be kept in your bedroom in case of an emergency, such as an earthquake.

Vehicles and Parking: If you bring a car, motorbike or scooter you must register it at Reception as soon as possible after your arrival. You will be issued with a Knox parking permit, which is free.

Parking is available in three designated car park areas in the College grounds. The two largest ones are off Arden Street. As a general rule, the sealed student car park outside the Hewitson Building tends to be used by returners; the unsealed lower car park by first-year students.

The third car park area is off Glendining Ave., and is available for residents of Marshall, Glendining and Wilson Houses, and The Close.

Parking is not permitted in the Quadrangle, the Hewitson staff car park, or out in front of the College (which is reserved for visitors). Unauthorised cars and cars that are parked in non-approved areas may be towed away at the owner's expense. The Quadrangle must be kept clear at all times for emergency vehicles.

Students may also park their cars in surrounding streets such as Opoho Road and Glendining Ave., but please be considerate of our neighbours at all times. Do not park across driveways or on footpaths or grass verges, or drive up the surrounding streets at high speed.

Finally, please note that the College's car park areas are unsecured, and that the College takes no responsibility for any damages to students' vehicles, whether on or off site.

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.

Pets: Pets are not permitted in the College.

Firearms: Firearms are not permitted in the College.

### 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 organising 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 smaller accommodation units 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 a Double-A set 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.

You will be given a key to your room. Should you lose it there is a \$50 charge for replacing it. Cleaning, maintenance and welfare staff also have access to your room. They have the right to enter your room in order to carry out their work, which may include a room check if they have a concern about the state of your room. In doing so,

they will be mindful of your privacy. They may not enter your room for non-work-related reasons without your permission.

## BICYCLES

The College has a bicycle shed and bike racks. 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 be 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 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.

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 Administrator in Reception 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 9.30pm each night. They are not allowed to 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 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 Reception. 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 \$25.00 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 cannot have non-residents able to roam the corridors and potentially intrude 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 overnight. 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.

### ABSENCE FROM COLLEGE

Residents who will be absent from College for a night, a weekend or any other period during term time should sign the Leave Book in the main foyer. This information is helpful for catering and cleaning purposes, and also for letting us know who is away from the College should an earthquake or fire or some other emergency strike.

### TRANSPORT TO AND FROM UNI

For students' safety and convenience a free evening shuttle bus service operates during term time to bring students back from the University. The shuttles run at 6.00pm, 9.10pm and 11.00pm. They must be booked by 4.00pm each day using the link available on the Residents' Facebook page. There is also a 7.30am shuttle to the University for students who have an 8.00am lecture.

## 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 weekly Bulletin and on Facebook.

As an encouragement to academic success, the Senior Common Room offers 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 Sciences; (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 urged to bring their instruments to the College.

There are also various 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 (by competitors and supporters alike); (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). Entering Selwyn grounds without permission is expressly prohibited. Anybody found guilty of this may be referred to the University Proctor.

### 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 second-year 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 and the Kitchen 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 a Volunteer Service Facebook page, through which opportunities for service are made known. 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.

### 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 residential 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.

### Feeling Safe at Knox

A 2017 survey of 30,000 students across Australian tertiary institutions found more than half of all university students were sexually harassed on at least one occasion in 2016. Harassment includes everything from unwelcome touching, to staring that intimidates, to requests for sexual acts. Overwhelmingly, men were the perpetrators, and women in residential colleges were especially vulnerable. 7% of students who completed the survey were living at residential colleges, but they made up 34% of students who had been assaulted.

Bringing that closer to home, in a residents' satisfaction survey in 2017, it was noticeable that while 91% of male respondents here at Knox gave their personal safety the highest rating of '1' (excellent), that figure dropped to 68% for female respondents. It's not that female residents felt unsafe; it's just that they didn't feel as safe as their male counterparts. Knox wasn't alone in that statistic. It was a similar story across all the colleges. But that's no excuse. Women have the same right as men to feel safe, especially in their home environment.

Just to be clear:

1. It is not okay for you to enter another person's room uninvited, or to expect you can just walk in, or to refuse to leave when asked.
2. It is not okay for you to "flip" or interfere with another person's room in their absence or without their permission.
3. It is not okay for you to initiate any form of physical contact with another person that could be misconstrued or be regarded as unwelcome or invading their personal space. And bear in mind that another person's sense of personal boundary, and therefore view of what constitutes appropriate behaviour, might be different to your own. Respect that difference.
4. It is not okay for you to take advantage of another person's intoxicated state to initiate a sexual act; nor is it okay to carry on if that person changes their mind and says no.
5. It is not okay to threaten, verbally abuse or intimidate somebody else, or to use social media to embarrass and shame them.



6. It is not okay to take compromising photos or videos of somebody else and to share those photos or video clips on social media.

Just remember that when it comes to navigating the complex realm of intimate relations, all sexual acts must be consensual and both parties must be in a state and proper frame of mind to give that consent. The strength of our community life depends on these basic rules of conduct being observed.

### 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 through to the end of the year.

### 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 University Proctor and/or Police.

- **Sexual Harassment**

Sexual harassment takes many 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. Allegations of non-consensual sex will be investigated and may be referred to the police.

- **Bullying**

Like sexual harassment, bullying also takes many forms, including hazing activities, physical violence, verbal abuse and cyber bullying. Whichever form it takes, it is unacceptable. In regards to cyber bullying, no unofficial Knox Facebook pages and other equivalent social media platforms may be established or used for the purpose of spreading gossip about Knox residents.

- **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. Anybody caught doing this will face an instant fine of \$100.

- **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 perpetual 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 9.30pm 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 and responsible 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 5.30pm and 9.30pm, 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 8.00pm and 10.30pm 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 (e.g., 'court sessions', 'red cards') are not permitted.
4. If residents wish to drink after 9.30pm they must either go to the Buttery or leave the College grounds as specified below. Occupants of Double-A lounges may seek an exemption to this rule on Saturday nights. Exemptions may be granted at the discretion of the Duty Sub-Master, Deputy Master or Master.

Between 8.00pm and 10.30pm 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 10.30pm they must leave the College grounds. Drinking sessions are not permitted under any circumstances. Stereo music is permitted in the Buttery during this time but it must be turned off by 10.30pm. 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 may be confiscated.

The following restrictions on alcohol-related glassware apply. Regular sized wine and beer glasses are permitted. 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. 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, although RTDs in sipper bottles are not allowed).

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 on a timely basis, 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.

## 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. The College's dress code and table etiquette reflect these values.

### Meal Times

College fees cover three meals a day. Menus for lunch and dinner each day are published in the weekly Bulletin.

Breakfast	7.00am – 9.00am	Weekdays
	8.00am - 10.00am	Weekends & public holidays
Lunch	12.00pm - 1.25pm	Weekdays
	12.30pm – 1.25pm	Weekends & public holidays
Dinner	5.30pm – 6.30pm	Daily
	6.00pm	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 as the staff are fully occupied. Late dinners may be collected from the Buttery from 7.00pm until 10.30pm. Your meal, which will be given to you by the duty Sub-Master, may be heated up in one of the microwaves in the Buttery.

### Sick Meals

Sick students should not go to the kitchen to get their own meals. Neighbouring students should liaise with the Sub-Master to inform the kitchen that a resident is unwell and arrange for 'sick meals' to be taken to sick students. The names of sick

students should be recorded in the Sickness Book in the kitchen as soon as possible. If you are responsible for collecting a 'sick meal' for a resident, it is to be collected at the end of meal service.

### Dietary Requirements

Vegetarian, gluten-free and dairy-free options are available. Residents who require gluten or dairy-free meals must advise the Head Chef at an early date. The College does not 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.

A Toast Station operates in the Great Hall from 7.30pm until 10.30pm most nights.

### 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 \$7.00; Dinners \$10.00.

### 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 appropriate footwear (socks are not considered acceptable footwear). Cell phones may not be used in the Great Hall over meal times.

When diners bring their meals out of the kitchen servery and go to sit down, they are expected to fill up existing tables before they start a new table. This is to encourage residents to get to know a wide variety of people rather than stick to their own small friendship groups.

Residents are able to come to breakfast in respectable night attire provided they are also wearing slippers and 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, the minimum standard for men consists of respectable trousers or jeans with a collared shirt, jacket and tie. For women, it consists of a dress, or dress pants, dress jeans or a skirt with a blouse, dress shirt or



formal top. 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 midriffs be visible.

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

Standards of dress will be monitored by the kitchen staff, KCSC Exec and Sub-Master team. People whose dress does not meet the required standard may be asked to go and change. Anybody who would like to be exempted from the requirements of the dress code on cultural or religious grounds should seek permission from the Master or Deputy Master.

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 Op 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 bedrooms and public areas of the College have Wi-Fi access. 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 Reception.

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.

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 O-week.

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) are 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 weekly Bulletin, which is emailed to each resident by 10.00am each Monday. It provides information on 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 Great 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 at Reception from 5.30pm to 10.30 pm, and thereafter is on call until the following morning. From 9.30pm 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

5.00pm Monday to Friday, or any day after 10.30pm. 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 Courts

A tennis court, which is shared with Salmond College residents, is located at the bottom of the College driveway. Public courts are just 3 minutes' walk away, at Opoho Park (at the top of Opoho Rd).

### Laundries

The main College laundry is in the basement of the Ross Wing. To gain access you require a door security number, which can be obtained from Reception. Other laundries are located in Mackay House, Marshall House, Glendining House and Close 2 and 4. The laundries are available free of charge for residents to use. They include washing machines, dryers, drying rooms, irons and ironing boards.

### **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 on Mondays between 6.30pm and 7.15pm, and then between 9.30pm and 10.00pm. 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, and a hot drink dispenser. From Thursday through Saturday nights, between 8.00pm and 10.30pm, 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 is equipped with 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 floor kitchenette areas tidy and work together to ensure recyclables are properly processed. Rosters are drawn up by the Sub-Masters for kitchenette cleaning, returning dishes to the kitchen, 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. 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.

Alternatively, you can email [mrfixit@knoxcollege.ac.nz](mailto:mrfixit@knoxcollege.ac.nz) with your maintenance request.

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 at the end of the year.

### 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 immediate 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 get it, or just want to talk about something that you are worried about, feel free to talk with any of the Sub-Masters, 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, or the Deputy Master can make a referral on your behalf.

### Sub-Masters

The College has 10 Sub-masters. A Sub-Master's primary role is to assist with student welfare and pastoral care, including your safety and well-being. They are here to help you with your transition to tertiary studies and College life; providing support to help you achieve success in your academic endeavours and personal growth. Developing our strong Knox community and College pride is also a large part of what they do. You will have a Neighbourhood Sub-Master who you will interact with most frequently, but you will also get to know the wider team.

Your Sub-Master will, amongst other things:

- Discuss with you how to get the most out of your academic year and living in the College.
- Help you to understand and adhere to the College rules, regulations and expectations.
- Provide advice and guidance to you. They may also refer to you to the Master, Deputy Master, or outside agencies if you require help beyond their role.
- Be your 'go to' person for the numerous questions that you are likely to have.
- Encourage your neighbourhood to get to know each other by arranging activities and missions.
- Set up neighbourhood protocols e.g. recycling and kitchen rosters, that will help your neighbourhood to function well.
- Coordinate meals and appropriate care e.g. Student Health, if you are unwell.

You can expect to have frequent conversations with your Sub-Master. It is important that you make time each week for this; so that they can genuinely say that they know how you are, and any support that you might require can be put in place. The College is a busy, vibrant environment and your tertiary studies will be demanding. Your working

relationship with your Sub-master is an essential part of your life at the College, and it will develop and grow throughout the course of your time at Knox.

### 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. Every resident is expected to comply with the University of Otago's Student Code of Conduct.

### 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, 8.00am 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.

For transport to and from the Hospital's Emergency Department or Urgent Doctor's service, a taxi chit may be obtained from Reception. If it is needed when the office is closed, the Duty Sub-Master will obtain the taxi chit for you. The College will cover the cost of the taxi for the first (emergency) visit, but thereafter, if additional health professional appointments are required, then the transport costs for those will be on-charged to the resident.

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

A first-aid kit is located in the Admin Office, and contains the usual array of bandages, Band-Aids and gauze strips. It does not include antiseptic creams and paracetamol. Residents are urged to purchase their own supply of these things from a Pharmacy and to keep them in their room for when they might be needed.

Sick students should not go to the kitchen to get their own meals. Neighbouring students should liaise with the Sub-Master to inform the kitchen that a resident is unwell and arrange for 'sick meals' to be taken to sick students. The names of sick students should be recorded in the Sickness Book in the kitchen as soon as possible. If you are responsible for collecting a 'sick meal' for a resident, it is to be collected at the end of meal service.



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 Sub-Masters, 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.

You must familiarise yourself with 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. The Master or Deputy Master 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. The Master or Deputy Master 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. The Master or Deputy Master 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. The Master or Deputy Master 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, Great 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.

You are encouraged to put together an Emergency Kit containing plastic rubbish bags, antiseptic wipes, toilet paper, 1.5L of water, torch and batteries, light stick, whistle and toiletries. The Kit should be kept in your bedroom in case of an emergency.

When it is safe to do so, evacuate the building and assemble in the upper Arden Street carpark. Bring with you your Emergency Kit, if you have one. Do not re-enter any of the College buildings until the all-clear has been given. Await further instructions from the Master or Deputy Master.

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

## Armed Offenders

In the unlikely event of an active shooter appearing on College premises, the survival code is: Run, Hide, Fight. For more information you can view the following video:

<http://www.otago.ac.nz/proctor/emergencymanagement/videos/>

## 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 allowed there between the hours of 9.00am and 9.00pm each day. No smoking is allowed outside those hours because of the disturbance it can create for residents whose rooms overlook the Bus Shelter. Smoking is not permitted anywhere else in the College buildings or grounds, with the exception of certain college events for which the Master may grant special permission. This restriction covers all smoking paraphernalia, including E-cigarettes.

## COLLEGE STAFF

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

## FINANCIAL OBLIGATIONS

You are charged fees during term time from 17 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 weeks 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 Reception 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 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 weekly Bulletin 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.

## 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 a community, and actively contribute to the living tradition that is Knox.

I hope you come to Knox determined to make 2018 the best year that it can be, to attain your academic goals, and to grow as a person. Welcome.

*Graham Redding*  
*Master*