



Residents' Handbook
2020

Knox College
9 Arden Street
Opoho
Dunedin 9010

Key Contact Details

College Reception, Mon-Fri, 9.00am-5.00pm	+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
Night Staff 9.30 pm – 2/3.00 am	+64 215 169 85

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

Residents of Knox College in 2020

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.

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.

Additional copies of the Handbook can be obtained from the College's Reception.

The information contained in this Handbook is correct at the time of publication, but the content may be revised or updated from time to time without notice.

Knox College Residents' Handbook 2020

CONTENTS

WELCOME.....	4
KNOX IN A NUTSHELL.....	5
ABOUT THIS HANDBOOK.....	6
EXPECTATIONS AND CONSEQUENCES	6
THE RIGHT OF APPEAL	6
ACCEPTING A PLACE AT KNOX.....	7
WITHDRAWING.....	7
COMING TO KNOX.....	7
COLLEGE AND UNIVERSITY DATES 2020	8
WHAT TO BRING (AND WHAT NOT TO BRING).....	8
THE KNOX COLLEGE STUDENTS' CLUB (KCSC)	10
YOUR ROOM.....	10
BICYCLES.....	11
ELECTRICAL EQUIPMENT.....	11
ACCESS AND SECURITY	12
GUESTS, VISITORS AND PARTNERS	12
ABSENCE FROM COLLEGE.....	13
FREE TRANSPORT TO AND FROM UNI.....	13
COLLEGE ACTIVITIES AND EVENTS	13
ACADEMIC	13
SOCIAL, SPORTING AND CULTURAL	14
SERVING OTHERS	15
SUSTAINABLE KNOX 'DOING THE RIGHT THING'	15
HEALTH, SAFETY AND WELL-BEING	16
MENTAL HEALTH	16
SUB-MASTERS	17
CONSENT, RELATIONSHIPS AND PERSONAL SAFETY.....	17
LGBTTIQ +, RAINBOW SUPPORT	21

DRUGS, SMOKING AND VAPING	21
ALCOHOL.....	21
PUBLIC NUDITY AND INDECENT EXPOSURE	23
GAMBLING.....	23
DEFACING COLLEGE PROPERTY	24
CLIMBING OUT ON ROOFS	24
CANDLES, INCENSE AND FIREWORKS	24
NOISE AND SILENCE HOURS	24
DINING AT KNOX	24
MEAL TIMES.....	24
PACKED LUNCHES.....	25
LATE DINNERS	25
SICK MEALS	25
DIETARY REQUIREMENTS	25
GUESTS	26
DINING ETIQUETTE	26
SUNDAY DINNER DRESS CODE	26
FACILITIES, SERVICES AND COMMUNICATIONS.....	27
INTERNET ACCESS AND COMPUTER FACILITIES	27
THE HEWITSON LIBRARY	28
THE ROSS CHAPEL.....	28
IN-HOUSE COMMUNICATION	29
NIGHT STAFF	29
MUSIC.....	29
GYMNASIUM	29
TENNIS COURTS	30
LAUNDRIES	30
<i>Laundry Etiquette</i>	30
SHEET CHANGE	30
NEWSPAPERS	30
MAIL.....	30
CAMERON HALL.....	31
JUNIOR COMMON ROOM AND TV ROOM	31
BUTTERY.....	31
SEWING MACHINE	31
KITCHENETTES	31

MAINTENANCE AND REPAIRS.....	31
ROOM ENTRY	32
ASSISTANCE AND EMERGENCY PROCEDURES	32
FIRE SAFETY AND EVACUATION PROCEDURES.....	33
<i>Wilson House</i>	33
<i>Marshall House, Glendining House and Mackay House</i>	33
<i>The Close</i>	34
<i>Arden House</i>	34
<i>The Rest of the College</i>	34
<i>All Residents</i>	35
EARTHQUAKES.....	35
ARMED OFFENDERS	35
COLLEGE STAFF.....	36
FINANCIAL OBLIGATIONS.....	36
PAYMENT OF FEES	36
COLLEGE BANK ACCOUNT	37
FINANCIAL ASSISTANCE	37
STUDENT EMPLOYMENT	37
BONDS	37
CONCLUSION.....	37

WELCOME

Nau mai, haere mai. Welcome to Knox College.

In accepting the offer of a place at Knox 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

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 Sub-masters, 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 Residents who come to Knox come back for a second year. About 20% 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.

ABOUT THIS HANDBOOK

When you sign your Agreement for Admission you are formally accepting a place at Knox, and you are agreeing to abide by the rules and conditions set out in this Handbook together with the University of Otago policies we have incorporated/accepted and expect to be upheld: University of Otago's Student Charter, Code of Student Conduct, Ethical Behaviour Policy and Sexual Misconduct Policy. In the event of any conflict between Knox policy and University policy, the Knox policy will apply.

EXPECTATIONS AND CONSEQUENCES

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 and expectations 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 collegiate life.

You must:

- 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;
- Abide by the rules and regulations of the College, as set out in this Handbook, and comply with NZ Law, including health and safety requirements;
- Comply with the University of Otago's Student Charter and Code of Student Conduct, and not do anything that might 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 several disciplinary avenues open to them, including suspension or permanent exclusion. Should you be permanently excluded from the College you remain liable for all your debts, including accommodation fees through to the end of the academic year.

In its investigation of alleged breaches of the rules and expectations of residency, as outlined in this Handbook and the Agreement for Admission, the College will uphold principles of natural justice, including transparency and fairness of the investigative procedure. The respondent to an allegation will be informed about the nature of the allegation in a timely manner and be given an opportunity to respond. For serious cases of alleged misconduct, the respondent may be suspended from the College for the duration of the investigation. Any disciplinary action that may ensue from the outcome of the investigation will be proportionate to the behavioural breach.

THE RIGHT OF APPEAL

You have the right to appeal disciplinary decisions or sanctions.

Where a disciplinary decision or sanction is imposed by a person other than the Master, you are entitled to have that decision reviewed by the Master.

Where a disciplinary decision or sanction is imposed by the Master, you may, within seven calendar days of being notified of the relevant decision, submit an appeal to the Board of Knox College and Salmond College on the grounds that it (a) may have been imposed without due process having been followed; (b) may be manifestly unfair; or (c) may cause significant hardship.

An appeal shall be in writing and set out the grounds upon which the resident is relying for the appeal. It should be addressed to the Chair of the Board of Knox College and Salmond College, who may be contacted via this email address: board.secretary@knoxandsalmondcollege.org

The Board of Knox College and Salmond College may determine any appeal as they think fit. They shall regulate their own procedure, and their decision on any matter shall be final.

If you need help or assistance with your appeal, you are welcome to seek independent advice and support or approach the OUSA Student Support Service.

ACCEPTING A PLACE AT KNOX

When you receive an offer of a place at Knox, you must electronically confirm your acceptance of that place via the Knox College portal link on our website no later than 14 days after the date of our formal letter of offer, or the offer of a place may lapse. Please complete the Portal process in its entirety. Your acceptance must be accompanied by full payment of the Entry Fee specified in the Agreement for Admission and your place is not confirmed until payment has been received.

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 2020, your bond, building levy 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 2020 of your expected date and time of arrival through the Knox College portal. If your travel plans change, please notify the College Reception via email.

The College will open on Saturday 15 February 2020. 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 15 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 Reception in advance of your arrival.

COLLEGE AND UNIVERSITY DATES 2020

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 2020 are:

First semester:

Mon 24 February - Thurs 9 April

Mon 20 April - Wed 17 June

Second Semester:

Mon 6 July – Fri 21 August

Mon 31 August – Sat 7 November

http://otago.custhelp.com/app/answers/detail/a_id/2794/~2020-study-dates

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 College's expense, where reasonable.

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 and sticker.

Limited 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 resident car park outside the Hewitson Building is for the use of returners; the unsealed lower car park for first-year residents.

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 staff, contractors and official visitors). Overnight visitors may also park in this area but must be cleared by 9am on weekdays so as not to impede day staff or other official visitors being able to park their vehicles. 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.

Residents 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. If you park in Glendining Ave., please park on the College side of the street, leaving the other side for local residents.

Finally, please note that the College's car park areas are unsecured, and that the College takes no responsibility for any theft or damage to residents' vehicles, whether on or offsite.

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, except by permission of the Master.

Firearms: Firearms are not permitted in the College. If you have a firearm you can store it at a firearms storage facility in the Proctor's Office at the University. You will be required to produce your firearms licence.

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 in the following year.

YOUR ROOM

The allocation of rooms is at the Master's discretion. If you would like to have a room in an alcohol-free, or female-only, part of the College, please let the Master know by adding this to the 'Special Needs' field on your Knox portal application.

Your residential contract with the College is personal to you, which means the use of your room by any other person is not permitted except under the terms of you having guests and visitors, as outlined in this Handbook. You may not grant permission for somebody with whom the College does not have a current residential contract to use your room in your stead.

Although some first-year residents 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 residents 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, wastepaper bin and bookcase. A room check 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 and when you are sleeping so that others do not gain access to it in your absence or when you are asleep.

Your room will be serviced once a week (vacuumed and rubbish bins emptied). The cleaning contractors are committed to 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 serviced. 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 that rooms are serviced. At other times they should be emptied into the kitchenette 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 Blu-tac when affixing items/posters to walls.

You will be given a key to your room. Should you lose it there is a \$50.00 charge for replacing it. The Master of the College and other authorised staff and contractors have the right to enter rooms at any time for cleaning, welfare, maintenance, breach of rules, disciplinary matters or emergencies. Where appropriate (i.e. for maintenance), adequate notice will be provided. 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. It is strongly recommended that bikes are covered by personal insurance and kept securely locked at all times with a strong D-lock or similar. Any serial numbers should be noted as this information is required by the Police/insurance companies in cases of theft.

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.

For safety and security reasons, all external doors to the Houses in Somerville Court (i.e. Mackay, Marshall, Glendining, Wilson), Arden House 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.

Any lost or damaged key or access tag should be reported immediately to reception or your Sub-master, and there is a replacement charge of up to \$50.00.

GUESTS, VISITORS AND PARTNERS

You are responsible for the conduct of your guests and will be accountable for their actions should they fail to abide by the rules and regulations of the College or give cause for concern in regard to their behaviour.

DAY VISITORS: These are welcome in the College from breakfast time until 9.30pm each night. They are not allowed to bring alcohol or illicit and non-prescription drugs 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 \$15.00, except during Orientation Week, during Study Zone 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 returned to Reception. Residents should see Reception if any extra bedding is required.

You may not: (a) allow your guest to be in the College unaccompanied by you; (b) give your guest your room key to use in your absence; or (c) give your guest permission to sleep in your room without you being there to oversee them and you must ensure that they do not do anything to intrude upon the privacy of neighbouring residents.

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 \$8.00 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 \$30.00 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 at least 24 hours before departure. This information is helpful for catering and cleaning purposes, and for letting us know who is away from the College should an earthquake or fire or some other emergency strike.

FREE TRANSPORT TO AND FROM UNI

For residents' safety and convenience, a free evening shuttle bus service operates during term time to bring residents back from the University, Polytechnic and Unipol. The shuttles run at 6.00pm, 9.00pm and 11.00pm. They must be booked before 4.00pm each day using the online booking system. There is also a 7.30am shuttle to the University for residents 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 a 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.

Residents are urged to make the best use possible of this service. In association with the University's Higher Education Development 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 several 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 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 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.

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) Exhibiting 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 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 tables are expected to wear black 'bottoms' and a black or white dress shirt (or similar). Waiters are provided with a Cameron tartan plaid or 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 Social Impact Studio and UniCrew volunteering <https://www.otago.ac.nz/social-impact-studio/index.html>. We also have a history of involvement with the local SPCA and other not-for-profit organisations in North East Valley.

SUSTAINABLE KNOX 'DOING THE RIGHT THING'

The College is committed to reducing our impact on our environment; and is continually looking for ways to be part of the solution for a more sustainable future. This means that as an organisation, and as individuals, we need to consider the effects of the decisions that we make. At an everyday level, it is helpful to think about the products that you purchase (provenance and packaging), your energy use, transport choices and any waste that you produce including food waste.

Reducing the amount of uneaten food that goes into the bin is a really quick way of reducing your carbon footprint. In 2015 research was carried out in conjunction with local councils across New Zealand: New Zealanders throw away 157,389 tonnes of food a year. That is equivalent to 271 jumbo jets of food that has to go somewhere to rot, instead of being eaten. All of this food is worth about \$1.17 billion each year (that amount of food could feed the population of Dunedin for nearly three years).

Re-think, Refuse, Reduce, Reuse, Recycle

Some simple practical measures that you can take:

- Use your Knox keep-cup for drinks at Knox and on campus.
- Purchase your own reusable shopping bag or take advantage of the shopping bag library in the foyer.

- Bring a lunchbox for packed lunches.
- Recycle your waste responsibly (clean and sort it correctly, otherwise it isn't recycled).
- Keep your showers to less than 10 minutes.
- Take advantage of the drying racks and clothesline.
- Inform the Property team promptly when there are issues, particularly with heating.
- Walk, bike or share transport as often as you can.
- During meals, take what you need, and then decide if you need a second helping.

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 do this.

Knox College staff can 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.

MENTAL HEALTH

If you have experienced mental health issues previously or have had a diagnosed mental health disorder (including self-harm) in the past, you must disclose this to us. Even if you have been discharged from your support service/agency. This information will be kept confidential to the Master of the College and appropriate Knox College staff. We will want to know if you have received, or are receiving, help from a health professional. We will also want to discuss with you your safety management plan, if it is appropriate for you to have one, and what professional help and other transitional or permanent support you may need now you are in Dunedin and at Knox College. Under the terms of your residential contract, the College may cancel your contract if you are found to have withheld relevant health information, or if the Master concludes that there are health or other issues which makes termination appropriate having regard to your interests and/or the interests of the College community and/or to the peace and unity of the College.

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 support 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 your time at Knox.

CONSENT, RELATIONSHIPS AND PERSONAL SAFETY

With over 250 residents in the College relationships will form between residents. These may range from casual friendships to more intimate interactions. In all relationship matters it is essential that mutual respect and consent is followed by both parties. All residents of the College must be very clear on the meaning of sexual consent. Sexual activity without consent will be treated as serious misconduct.

What does consent involve?

- Consent must be CLEAR. The absence of a no does not mean yes. Silence is not consent. And no means no.





- Consent must be COHERENT. People who are asleep or incapacitated by drugs or alcohol cannot give consent.
- Consent must be WILLING. It is never given under pressure, whether that is emotional or physical manipulation or threats being used.
- Consent must be ONGOING. If someone consents to one sexual activity, that doesn't mean consent to all activities.

Sexual misconduct 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.

As a collegiate community you are also responsible for each other. Look after your friends and be pro-active in supporting anyone who is in potential danger or harm.

If you have had an encounter or incident that leaves you feeling uncomfortable or uncertain you are encouraged to seek help and support. You can approach any member of the Sub-master team, the Deputy Master or Master. You will be treated with care and respect. In responding to disclosures or allegations of sexual misconduct, Knox College follows the procedures and guidelines contained in the University of Otago's Sexual Misconduct Policy: <https://www.otago.ac.nz/administration/policies/otago711781.html>

In addition to observing protocols around consent, ensuring another person's personal safety also involves the following:

- Not entering a person's room uninvited, or expecting you can just walk in, or refusing to leave when asked.
- Not taking anything that belongs to another person. Stealing somebody else's personal belongings constitutes a major violation of trust.
- Not "flipping" or interfering with a person's room in their absence or without their permission. The fact that these sorts of things might be done as part of a prank is no excuse.
- Not initiating any form of physical contact with a person that could be misconstrued or be regarded as unwelcome or invading their personal space. 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.
- Not threatening, abusing or intimidating somebody else (physically or verbally), or using social media to embarrass and shame them. Bullying takes many forms, including hazing activities, physical violence, verbal abuse and cyber bullying. Whichever form it takes, it is unacceptable. Regarding 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. Care must be taken not to breach the Harmful Digital Communications Act (2015).

- Not taking compromising photos or videos of somebody else and sharing those photos or video clips on social media.

The strength of our community life depends on these basic rules of conduct being observed.

LGBTTIQ +, RAINBOW SUPPORT

Knox College supports Residents who identify as any of the many variations of sexual attraction and sex/gender identity; including intersex, transgender, transsexual, genderqueer, asexual, fa'afafine, takatapui, lesbian, bisexual and gay. If you would like support beyond the College, we can help you to access various networks.

DRUGS, SMOKING AND VAPING

Knox College adheres 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.

If it is suspected that College residents are using, or are in possession of, illicit drugs then College staff may enter residents' bedrooms to check for drugs.

The College has a smoking/vaping area known as the "Bus Stop", which is situated behind the College kitchen next to the recycle bins. Smoking and vaping are allowed there between the hours of 9.00am and 9.00pm each day. No smoking or vaping is allowed outside those hours because of the disturbance it can create for residents whose rooms overlook the Bus Stop. Smoking and vaping are not permitted inside or anywhere else in the College buildings or grounds, except for certain College events for which the Master may grant special permission.

ALCOHOL

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. They may seek permission, in advance, from the Master or Deputy Master if they wish to host guests.
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 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).

Hard spirits like vodka are not permitted because of their high alcohol content, and because their use tends to lead to rapid intoxication, especially when used by inexperienced drinkers. If, however, you have an acquired taste for a particular spirit, such as whisky, then you can apply to the Master or Deputy Master for an exemption to the general ban on spirits. In granting an exemption the Master or Deputy Master will want to be satisfied that you will consume your spirit of choice in a responsible and moderate manner.

If you are found in possession of an unauthorised spirit, such as vodka, then you will be subject to an instant \$30 fine, and you may be placed on an alcohol ban.

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 Residents 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.

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.

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 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, or tampering with their window security stay, will face an instant fine of \$100, plus the cost of any repairs that may be needed to the window or the window's security stay.

CANDLES, INCENSE AND FIREWORKS

Candles and incense, or anything that has an open flame, are a fire hazard and are prohibited, except for the Ross Chapel for Worship Services and the Great Hall and Junior Common Room for special events. Fireworks and other explosive devices are a fire and safety risk and are not permitted anywhere in the College buildings or on College grounds.

NOISE AND SILENCE HOURS

Noise is a perpetual concern in any residential establishment. It should always be kept to a reasonable level. 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.

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 dining etiquette reflect these values.

MEAL TIMES

College fees cover three meals a day. Menus for lunch and dinner each week are posted on Facebook.

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 – 6.25pm	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 dining).

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 request this on your College portal before 4pm on the day. You may not collect a late dinner during normal service times as the staff are fully occupied. Late dinners may be collected from the Dining Hall at 7.45pm, 8.15pm, 8.45pm and 9.15pm. Between 9.20pm and 10.20pm please contact the Duty Sub-master phone, 022 6743653. After 10.20pm please contact the Night Staff phone, 021 516985. Your meal may be heated up in one of the microwaves provided in the Dining Hall.

SICK MEALS

Sick Residents should not go to the kitchen to get their own meals. Either contact your Sub-master, or ask a neighbour to liaise with your Sub-master, to inform the kitchen that a you are unwell and arrange for 'sick meals' to be taken to you. The names of sick Residents 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 by adding this to their Knox portal. All food is prepared under halal conditions, but the College does not cater specifically for Vegan or strict Halal diets. However, within the College's menu cycle there are plenty of menu

options that are suitable for vegans. Feedback we have received from previous College residents who are vegans is that they have managed to meet their dietary requirements by supplementing the College's menu options with personal purchases from the local supermarket.

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 added to your College portal application and 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 10.15pm 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 \$8.00; Dinners \$10.00.

DINING ETIQUETTE

Diners are asked not to sit on tables or to place feet, 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.

SUNDAY DINNER DRESS CODE

Sunday dinner is often 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. The dress code is gender-neutral; members of the College are expected to dress formally and well; dresses, skirts, kilts/highland garb, dress pants, formal tops, suits and ties would all be suitable. Appropriate, clean 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.

At other times, the dress code is tidy casual. Footwear should always be worn.

Standards of dress will be monitored by the kitchen staff, KCSC Exec and Sub-master team. People whose dress is deemed to be too scruffy 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.

If you don't have the necessary formal attire for Sundays, 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 have wired connection to the University of Otago's Student Network Service (SNS) and there is extensive wireless capability throughout the College buildings.

You will not need to sign up with an Internet Services Provider (ISP) as the University of Otago acts as the ISP for all Residents 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 accessing the SNS are available from College Reception. Residents who are experiencing problems with their SNS connectivity should see Reception.

Almost all residents 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. All users are asked to store material on their own memory sticks/USB drives. The hard-drive should not be used for storing your material – any saved material may be cleared without warning. The computers are provided for study use only, not for playing games.

Residents are given a unique username/print code upon arrival and can connect remotely to the student printer to add a job to the print queue. This printing can be stored for up to 4 hours and manually released by entering your unique code on the printer touchpad. Users can pre-load money via reception onto their personal printing account on a pay-as-

you-go basis and are advised to only load what is needed as credit balances are unable to be refunded on departure.

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 posting to news groups/social media forums.

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 can access the library outside usual Reception hours (weekdays, 8.30am to 4.30pm).

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 take 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 can 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 is a Knox Bulletin Facebook page. 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 a noticeboard in the JCR.

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 or Allied Security Staff member. The Duty Sub-master can be contacted on the following number by College residents: 022 674 3653 (5.30pm-10.30pm, then after 2/3.00am). The Night Security number is 021 516 985 (9.30pm-2/3.00am).

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 devices with headphones, not 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. Other laundries are 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. Residents need to supply their own washing powder.

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.

Stealing, or interfering with, other residents' laundry is regarded as a serious breach of respect for others and may result in serious disciplinary consequences being imposed, including the possibility of permanent exclusion from the College.

SHEET CHANGE

Each week two clean sheets and one pillowcase can be exchanged for used linen. The Ross Wing laundry is open for linen exchange after dinner on Mondays between 6.30pm and 7.00pm, and then between 9.30pm and 9.45pm. You are expected to use this service at least once a fortnight. Should you require a linen change outside of these times, please see the notice boards for the laundry's normal opening hours.

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 main foyer.

MAIL

Mail is sorted by the Reception staff on weekdays. Letters for residents are put in the pigeon holes in the JCR. Parcels and registered mail are kept at Reception for residents to collect with a list posted on the electronic noticeboard in the foyer.

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 and a table tennis 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 always expected to keep noise to a reasonable level, but especially after 9.30pm 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 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 residents’ 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 notified promptly. All maintenance requests, including lightbulb replacements, should be logged through the online system on the College portal.

If a matter is urgent or an emergency, please contact reception, the duty Sub-master or the Master/Deputy Master. The maintenance staff work each weekday but can be called out by the Duty Sub-master at weekends or evenings for emergencies such as burst pipes.

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, health and safety concerns, or emergencies. A request for maintenance to a resident's room, either logged on the College portal, 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.

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 03 474 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 10.00pm, at 18 Filleul St (phone 03 479 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 Reception is closed, the Duty Sub-master will obtain the taxi chit for you. The College may 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 in Reception, 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 and to keep them in their room for when they might be needed.

Sick residents should not go to the kitchen to get their own meals. Either contact your Sub-master directly or ask a neighbour to liaise with your Sub-master, to inform the kitchen that you are unwell and arrange for 'sick meals' to be taken to you. The names of sick residents 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 Residents 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 03 479 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 Residents applying for special consideration and exemptions, in relation to University study, on medical grounds. They are also able to refer Residents to specialists when necessary.

FIRE SAFETY AND EVACUATION PROCEDURES

Firefighting 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 or malicious use of the fire alarm system or the sprinkler system will result in full Fire Service and/or alarm contractor costs being met by those responsible. 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. Residents will also be held fully responsible for the behaviour and actions of their guests/visitors to the College.

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 carpark.

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 carpark. 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 Building Warden or Chief Fire Warden 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. 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 see <https://www.otago.ac.nz/humanresources/otago636574.pdf>

The College may go into “lock-down”. In which case, all residents must stay in the building in their bedrooms, lock their doors, keep out of sight of and close curtains if possible. Follow the instructions of the College staff. Check your cellphone for a broadcast text message from the University of Otago.

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

FINANCIAL OBLIGATIONS

You are charged fees during term time from the day the College opens 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.

Any resident receiving a scholarship(s) should provide a copy of their acceptance email/letter which contains the following information:

- Name of Scholarship
- Where the scholarship is coming from – including address and contact person
- Value of the Scholarship
- Conditions of the Scholarship – e.g. “must be enrolled full time at University”
- The purpose of the Scholarship – e.g. tuition fees or accommodation fees.

PAYMENT OF FEES

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

The College will email fee invoices to residents at least two weeks prior to the due date of fees, and not to their guarantor or to any other person/s. It is your responsibility to forward invoices on if these are to be paid by anyone other than yourself.

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, access to course material may be withheld and they will be unable to enrol for the following semester. Residents should note that they are liable for the payment of all reasonable costs incurred in the collection of overdue accounts.

COLLEGE BANK ACCOUNT

College bank account details are:

Account Name: Knox College and Salmond College Incorporated

Bank: Bank of New Zealand

Branch: Dunedin

Branch Address: 98 George Street, Dunedin

ACCOUNT NUMBER: 02-0900-0060690-00

Swift/ISN Number: BKNZLN22

Payments **must** include the student's **reference number** that is printed on the letter of offer.

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 or maintenance departments and are normally announced on Facebook.

BONDS

An annual bond of \$150.00 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 2020 the best year that it can be, to attain your academic goals, and to grow as a person. Welcome.

Graham Redding
Master