



Knox College

Te Kāreti o Knox

Affiliated with

UNIVERSITY OF OTAGO

Residents' Handbook

2022



Knox College

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Affiliated with

UNIVERSITY OF OTAGO

Knox College
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Residents of Knox College 2022

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.

It is your responsibility to read this handbook and seek clarification from a member of staff if you are unsure about the policies and practices of the College – ignorance is not an excuse.

The information contained in this Handbook is correct at the time of publication. The College reserves the right to institute additional rules or regulations or change the current rules and regulations as necessary for the safety and security of the College, the Residents and the staff. This may be done without notice. All Residents accept this fact and agree to abide by any such regulations which are changed or implemented. The most recent version of this Handbook can be found at www.knoxcollege.ac.nz. If you would like a hard copy, please contact Reception.

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WELCOME

Nau mai, haere mai. Welcome to Knox College, Te Kāreti o Knox.

In accepting the offer of a place at Knox you have decided 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 have made this college their home during a most formative stage in their lives. It is now your turn.

At Knox, we endeavour to provide:

- A comfortable, safe environment;
- A quiet place for effective study; and
- A home where discrimination against students on the grounds of gender, religion, ethnicity or sexual orientation is unacceptable; as is any form of bullying, either physically, electronically or verbally.

Concern for others, care and support are important to us. We expect our students to take responsibility for their own behaviour and to co-operate with the guidelines so that the College will be a happy and supportive community for all.

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.

Caroline Hepburn-Doole
Head of Knox College

OWNERSHIP

Knox College is owned by Knox College and Salmond College Incorporated which is both an incorporated society (registration number 226929) and registered charity (registration number CC29933) within Aotearoa New Zealand. The land is vested in the Otago Foundation Trust Board and the buildings are held in trust for the Council by the Otago Foundation Trust Board.

The Society, and therefore the College, is governed by the Board of Knox College and Salmond College Incorporated. The Head of Knox College reports and is responsible to the Board.

While independent of the University of Otago, Knox College maintains formal affiliation with the University under the Affiliated Colleges Statute (2011). Affiliation is reviewed every 5 years and was last carried out in 2017.

AN INTRODUCTION TO KNOX COLLEGE

Established in 1909, Knox College is the third-oldest residential college in the country. Set upon a hill in the quiet suburb of Ōpoho, the College enjoys a sense of quiet away from the main hub of the University. Situated amongst 5 acres of native bush and gardens, Residents can enjoy the privacy and space that the college grounds and historic buildings provide, while being only a 15-minute walk through the Botanical Gardens to the University campus.

Built by the Presbyterian Church of Aotearoa New Zealand, Knox has been a centre of Dunedin higher education for over 100 years. The College takes pride that its doors have always been open to students from all academic disciplines and religious backgrounds.

We have a long and distinguished history of academic success. Counted in our alumni are no less than 18 Rhodes Scholars, one recipient of the Order of New Zealand, a previous Prime minister of Fiji, and hundreds of Residents who have gone on to be successful and influential in their chosen fields.

Knox is one of the few colleges in Dunedin that is able to allow Residents to return for a second year. Second year Residents play an important role in preserving the College's special character and welcoming our incoming first years. The college is comprised of the Junior Common Room (JCR) and the Senior Common Room (SCR). The Junior common room is made up of our first- and second-year students, while the Senior Common Room is made up of the senior management team, pastoral leadership team, postgraduate students, our College Fellows and academic members of the Knox Centre for Ministry and Leadership.

The majority of Residents attending Knox College will be joining the JCR, and at the same time, they will be welcomed into the Knox College Students Club (KCSC). The KCSC is the oldest students club of its type in the country. It is led by the Student Executive, a body of 8 elected Residents in their second year of college-life, who organize and lead college events while working collaboratively with senior management to ensure safety and enjoyment for all. The KCSC's main body of work across the year is organizing events for the Cameron Shield and the Nevill Cup. These are our historic sporting and cultural competitions against Selwyn College, with whom we enjoy a strong, friendly rivalry. Our social, volunteering and competitive calendars provide opportunities for all Residents to get involved and have a college experience that best suits them.

The College's whakataukī is "Ko te toa i a tini, i a mano o te takata". This translates to "it is the bravery of a multitude, of thousands of people". Our motto is "Gratia in veritas" which translates to "grace and truth".

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. These include the Student Charter, Code of Student Conduct, Ethical Behaviour Policy and Sexual Misconduct Policy. Information on these policies can be found on the University of Otago website (www.otago.ac.nz/policies). In the event of any conflict between Knox policy and University policy, the Knox policy will apply.

The College and the University reserves the right to pursue, through its disciplinary procedures, matters that are also being, or may also be, addressed by the legal system.

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

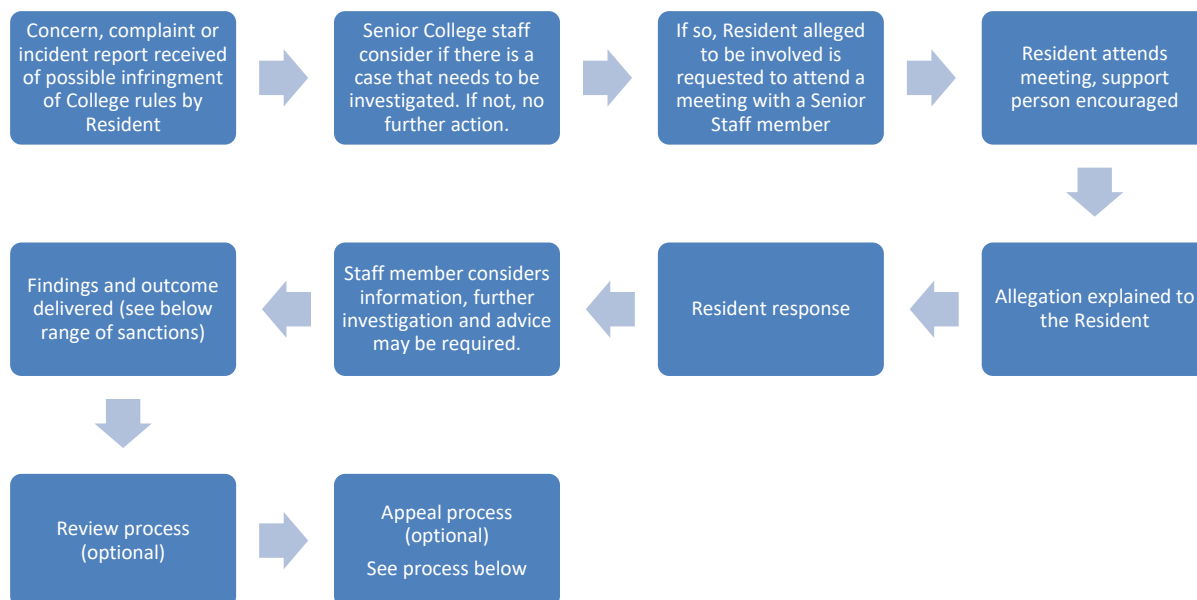
Failure to do these things may result in disciplinary consequences being imposed by the Head or Deputy Head. They have several disciplinary avenues open to them, including suspension or permanent exclusion. Should you be permanently excluded from the College you remain liable for all your debts, including accommodation fees through to the end of the academic year.

DISCIPLINARY PROCESS

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. Any disciplinary

action that may ensue from the outcome of the investigation will be proportionate to the behavioural breach.

Where a Resident faces an allegation that amounts to criminal behaviour, or where the circumstances otherwise make it inappropriate for the Resident to remain in the College while the matter is considered, the Head of College may suspend the Resident from the College until the process is complete. In such circumstances the Resident may be offered accommodation at another College but shall not be entitled to such an arrangement being made.



A Resident is always entitled to a support person and to seek advice from other agencies prior, during and after the disciplinary process.

Sanctions that are considered within the disciplinary process include, but are not limited to:

- No sanction;
- Formal and informal warnings;
- Requirements to undertake work and/or attend programmes, counselling or medical appointments; movement restrictions; referrals to Police or to the University Proctor;
- Fines, and reparation (including those made on groups of which the Resident is a part, where individual responsibility cannot be attributed) and directions to make reparation to third parties;
- Restrictions on activities, including alcohol bans, and non-association or non-attendance requirements;
- Suspension of the right of residence or termination of the contract neither of which shall affect a resident's ongoing liability for fees;

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 Head, you are entitled to have that decision reviewed by the Head.

Where a disciplinary decision or sanction is imposed by the Head, 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. Factors that will be considered in making a final ruling on an appeal are: (1) Whether or not the decision was manifestly unfair; (2) Whether or not the correct procedure was followed in making the decision; and/or (3) Whether the decision would cause serious financial 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 (referred to henceforth as the Chair of the Board), who may be contacted via 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.

CONCERNS AND COMPLAINTS

It is important that concerns or complaints by members of our community are addressed and resolved as quickly as possible. In order to ensure the best outcomes for everyone we aim to work in a fair and consistent manner in the resolution of issues raised.

PROCEDURE FOR CONCERNS AND COMPLAINTS

Members of the community are encouraged to talk directly with a staff member when a concern arises. However, if you do not feel this is appropriate, or the concern is not resolved, you can approach the Deputy Head or Head. Many issues or complaints can be resolved through informal means. All staff are trained and permitted to resolve issues to the satisfaction of all parties. In many instances these matters will be addressed verbally, and written confirmation of an outcome may not be necessary.

We understand that sometimes matters are of such significance that informal resolution is not appropriate. In such instances a formal complaint is necessary, and the following procedure will occur:

- Any formal complaint should be addressed to, or raised with, the Head (where this is deemed to be inappropriate the Chair of the Board may receive any such matter.) When a complaint is received, the Head or their nominee will discuss the matter with the complainant to seek clarification before deciding what action should be taken. The complainant is encouraged to have a support person with them during this meeting, if desired.

- The Head or their nominee will investigate the complaint. This may include contacting other members of the community or other individuals as necessary.
- Depending on the nature of the complaint the Head (or nominee) may refer the complaint and or any investigation to the Chair of the Board, the Proctor or any other person as necessary.
- The complaint will be treated in confidence as far as possible. However, in the interests of natural justice, any persons included in a complaint must have the opportunity to hear all details about it and have the opportunity to present their point of view. They are also welcome to have a support person during any discussion of the complaint, should they wish.
- The Head or their nominee will decide what steps will be taken as a result of the findings of the investigation.
- Complainants will be informed of the outcome of the investigation.
- If the complainant is dissatisfied with the outcome of the complaint, they may write to the Chair of the Board for a review of the process within seven calendar days.

CONFIDENTIALITY

Residents should be aware that study, behaviour and health matters are not confidential to individual staff members, but to the staff team. You should expect that individual Sub-Masters will share such matters with the College management team as necessary.

The Head and Deputy Head of the College has concern and responsibility for the whole College, and therefore all staff members consult with them over issues with Residents. They only share personal or sensitive information on a “need to know basis” with other staff.

Staff may suggest to Residents that it would be more appropriate if some matters were shared with a professional from the Student Health Mental Health and Wellbeing team or with other outside agencies.

Staff will treat all Residents’ concerns and private details with respect and confidentiality. There are occasions when it may be necessary for the Head or other members of the management team to contact or disclose information to relevant parties (e.g., parents/caregivers, health professionals, financial guarantors). This may occur when:

- We have concerns regarding the health, wellbeing or safety of a resident
- There is a clear or imminent danger to a resident or staff member
- There have been serious breaches of the University College guidelines or policies
- Payment of accommodation fees are in arrears.

DIVERSITY

The Knox College community consists of a wide range of people, and we respect all members of that community. Discrimination against any other human being because of age, physical disability, national origin, sexual orientation, race, gender or religious

affiliation is not tolerated within our multicultural community. Verbal or written abuse, abuse by imagery, threats, intimidation, violence or other forms of harassment against any member of our community will not be accepted.

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 at www.knoxcollege.ac.nz 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 as 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 (KC****), which you must use with your deposit. If you do not have your KC number, please contact admin@knoxcollege.ac.nz

WITHDRAWING

As a new resident: If you decide not to take up the offer of a place, and notify the College of this prior to 27 January 2022, the refund you will receive will be half of the Entry Fee paid. After that date the College may also retain an amount equivalent to the first two weeks' accommodation fees but subject to clause 9.a). of your Agreement for Admission.

As a returning resident: Your Entry Fee is non-refundable. If after 27 January 2022, you notify the College that you do not want to take up the offer of a place, then the College may also retain an amount equivalent to the first two weeks' accommodation fees but subject to clause 9.a). of your Agreement for Admission.

COMING TO KNOX

The College will open on Saturday, 19 February 2022. First-year Residents should plan to arrive between 9.00am and 3.00pm on that day. When you arrive at the College, please come to the main foyer of the Tower Block. A staff member will escort you to your room and answer your questions. If your travel plans have changed from arriving on Saturday, 19 February, please notify the College Reception via email of your new arrival date.

The Head will address the College at 3.30pm on Saturday 19 February. The first meal will be dinner at 5.30pm.

If your travel arrangements or 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 and require the Head's approval.

COLLEGE AND UNIVERSITY DATES 2022

The College is open from Saturday, 19 February 2022 and remains open for the duration of the University academic year. The academic year comprises of 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 2022 are:

First semester:

28 February – 14 April

26 April – 22 June

(Exams: 8 June – 22 June)

Second Semester:

11 July – 26 August

5 September – 12 November

(Exams: 19 October – 12 November)

You are not required to leave the College during breaks, although most Residents do take the opportunity to go home or take a vacation elsewhere. The College is alcohol-free immediately before (Study Zone) and during examination periods. After their last assessment in Semester 2, Residents are expected to vacate the College within 48 hours, unless prior arrangements have been agreed with the Head.

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 Head or Deputy Head.

Personal Electrical Appliances: Appliances are considered any items that are plugged into a wall outlet. It is a health and safety requirement that all of your electrical appliances are checked and registered as safe by a certified electrical contractor. If this has not been done prior to your arrival it will be done when you get here at your expense. You may bring stereos and television sets. Headphones will be useful as silence hours must be respected. Do not bring electric blankets, cooking appliances, heated towel rails or irons. The buildings are all heated and all Residents have access to irons and ironing boards. 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 when the appliance is not in use.

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. A small personal refrigerator will be permitted, if required for medical reasons. In this case you will need to provide supporting documentation from a medical specialist to obtain permission (from the Head) for the appliance.

Medical and Emergency Kits: Residents are advised to bring their own supply of face masks, plasters, 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 Avenue and is available for Residents of the Close, Marshall, Glendining and Wilson Houses.

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 8:30am on weekdays. 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 Ōpoho Road and Glendining Avenue, but please be considerate of our neighbours at all times. Do not park across driveways, footpaths or grass verges, or drive up the surrounding streets at high speed. If you park in Glendining Avenue, 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 Head. If you have a service animal, please contact the College upon completing your Accommodation Application to discuss.

Firearms: Firearms, archery equipment, weapons and replica weapons including (but not limited to) knives and swords may not be kept, stored or used at the College under any circumstances. This includes any type of air rifle, including BB guns. Any resident (or guest) who brings any item deemed by the Head to fall under this category will be required to relinquish the item for the duration of residence, or to permanently remove the item from College property.

The Proctor's Office has a Police-approved firearm storage facility. This is for "A" category firearms only. Firearms must be personally brought into the Campus Watch office for storage. Courier delivery will not be accepted. Students are required to produce their firearms licence when dropping off or uplifting their firearms. There is no cost for this service and students are able to uplift their stored firearms 24/7, provided 24-hour prior notification is received.

KNOX COLLEGE STUDENTS' CLUB

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 Head with a credible conversation partner for raising student concerns and organising events, and 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 College's discretion and may be changed by the College at any time. You may not change rooms except with the Head of College's advance agreement. If you would like to have a room in an alcohol-free, and/or female-only, part of the College, please let the Head know by adding this to the 'Miscellaneous Details' field on your Knox portal application. We cannot make any guarantees that we will be able to fulfil your request.

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 another person to use your room in your stead.

Although some first-year Residents are housed in the main building, many live in smaller accommodation units comprising a cluster of bedrooms, kitchenette, bathroom, 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, wardrobe, dresser, wastepaper bin, laundry basket 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. If you wish to bring in additional furniture to your room, you must seek permission from the Head or Deputy Head.

You are responsible for your room, and for the behaviour of anybody else who uses your room, whether you are present or not. 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.

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 communal wheelie 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 designated recycling areas.

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 charge for replacement.

ROOM CHECKS

If a staff member has a serious concern about the wellbeing and safety of a Resident, or any other individual in a Resident's bedroom, a Welfare Check will be done whereby a staff member will visit and enter the Resident's room.

Routine checks are carried out during the year for maintenance, or other reasons, whereby the Resident will be given 24 hours' notice before the room is visited and entered.

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.

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 magnetic tag which gives you access to the College buildings after the outside doors have been locked.

For safety and security reasons, all external doors to the Houses in Somerville Court (Mackay, Marshall, Glendining, Wilson), Arden House and the Close are locked both night and day.

Doors that are opened by access tag must be closed immediately. All other doors may be used only in an emergency and their use will sound an alarm. All doors are automatically released by the fire alarm system. You must not wedge them open as this prevents this mechanism from working.

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 regarding their behaviour.

DAY VISITORS – i.e. not overnight guests: These are welcome in the College from breakfast time until 9.30pm each night. They are not allowed to bring alcohol or illicit or 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, except during Orientation Week, Re-Orientation Week, 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 Head or Head 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. You must also ensure that they do not do anything to intrude upon the privacy of neighbouring Residents.

Guests are welcome to dine in the College. Their name 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 and other staff. The overnight charge includes breakfast. If your guest wants to stay for lunch or dinner then the cost is \$8 for lunch and \$10 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 per night and may be subject to disciplinary action.

NON-REGISTERED OVERNIGHT GUESTS: 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 Head or Deputy Head for a Partner Pass. We will want to meet your partner to satisfy ourselves that they are a person of good character and will abide by the conditions under which they are being allowed to stay overnight. The name of your partner and a photo will be given to our staff so that they can be recognised.

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, fire or some other emergency strike.

FREE TRANSPORT TO AND FROM UNI

For Residents' safety and convenience, a free morning and evening shuttle bus service operates during term time (from the start of lectures to the end of lectures, but not over exam periods or semester breaks) to bring Residents back from the University and Unipol. To book a seat you must request this through your College Portal. The times of the shuttle runs will be advised.

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 may 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 Head or Deputy Head to discuss these issues.

The Head, Deputy Head and Residential Tutor and Pastoral Assistant (RTPA) are all available throughout the year for academic consultations to support your transition to tertiary-level study. Please contact them should you wish to discuss any academic challenges or questions.

The Head, Deputy Head and RTPA 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 the College's Facebook page.

As an encouragement to academic success, the Senior Common Room offers awards for the highest first-year grades in Semester One for: (a) Humanities and Commerce; and (b) Health Sciences and Sciences.

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 a formal Ball. Some Sunday dinners are relatively formal affairs with served tables, entertainment between courses and a formal standard of dress. Please 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 formal College events, the annual Concert on the Stairwell and various musical competitions (contemporary and classical) against Selwyn College. If you have a musical talent, please bring your instrument with you to the College if practical. The College has a music room and a number of pianos on-site.

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 football or netball competitions 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, you may be required to complete student service at least once during the year by waiting on tables at a Sunday Formal dinner. Duty rosters, instructions and information about the accepted attire are issued in advance, with second-year Residents being appointed as supervisors. If a rostered person is unable to complete the duty, it is their responsibility to arrange a replacement. The Deputy Head and the Kitchen should be informed who the replacement is. The unavailable resident will be re-rostered later.

Volunteer service in the community is also encouraged. The College has a Volunteer Facebook page and noticeboard, 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 a number of not-for-profit organisations in North East Valley and the wider Dunedin community. The College will organise volunteering trips throughout the academic year.

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 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 must go somewhere to rot, instead of being eaten. All this food is worth about \$1.17 billion each year (and 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 (there are a number of bus stops within walking distance from the College)
- During meals, take only what you need and then decide if you need a second helping.

WELL-BEING

Living in our 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 adheres to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 and seeks to provide appropriate pastoral care to all students. Staffing and systems have been put in place to support the well-being of all Residents.

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 RTPA, the Deputy Head or Head. For specialised help, the University of Otago's Student Health service has a confidential counselling service. Appointments can be made by phoning Student Health 03 479 8212, or we can make a referral on your behalf. There are also providers and agencies beyond the University that you may wish to engage with.

PHYSICAL ILLNESS/INJURY

If you become unwell or injured, please notify staff immediately. They will help you to access appropriate support and help, and to follow the correct protocols e.g. self-isolation.

MENTAL HEALTH

If you have experienced mental health issues previously or have had a diagnosed mental health disorder in the past (including self-harm) 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 Head 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 Agreement for Admission, the College may terminate your contract if you are found to have withheld relevant health information, or if the Head 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.

POSITIVE WELL-BEING AND SELF-CARE

When we think of success in a University setting, we often think of academic success alone, without pondering the individual life success stories that help lay the groundwork for wider academic success. These personal success stories are set against the background support provided by the College and its staff. This support and guidance can best be described using Te Whare Tapa Whā – the four cornerstones of Māori well-being.

Taha hinengaro: Mental and emotional well-being. College staff are available for onsite support 24 hours a day through floor Sub-Masters and senior staff who are professionally trained in pastoral care, with an emphasis on inclusivity in all areas. Guidance, individual check-ins and tools for successful living are provided. Mental health services are available, backed up by support networks and structures, whether they be in person, by phone or online.

Taha whānau: Social wellbeing. Encouraging those who attend the College to actively engage in the social aspects of college life, getting to know others, forming friendships and bonds, and participating in the many regular social activities the College provides.

Taha tinana: Physical well-being. Physical well-being starts in the kitchen, with the College providing healthy and nutritious meals, working with those students with dietary requirements to create meal plans for everyone. First aid for everyday bumps, bruises and colds are provided by first aid trained pastoral staff at the College, with further professional health care provided through Student Health and associated University and community health care providers. Provision is also made for assisting those with physical, mental or learning disabilities, from providing mobility access to a location, through to study notes from Disability Information and Support and beyond. Physical well-being also encompasses the provision of opportunities for physical activity, with College staff actively providing regular sporting, recreational and cultural activities to promote a healthy, active lifestyle. These activities are typically run within and between Colleges; and through University teams, clubs, societies and groups. Physical security is also available 24 hours a day through Campus Watch, the Proctor and through security and staffing provided at the College.

Taha wairua: Spiritual well-being. Colleges are multicultural, and socially and religiously diverse, and as such there are a range of support services and guidance available to students, from the Māori and Pacific Island Centres, through Chaplaincy Services, to OUSA LGBTQIA+ support and guidance.

From the moment students first walk through the College doors they are made to feel welcome and included in daily life at the University of Otago. Great emphasis is put on providing a safe, inclusive and transparent environment where students have ready access to information and guidance on their rights and responsibilities. Comprehensive services and avenues for sharing and problem-solving provide the opportunity for self-care, to maintain personal health and well-being, and to ensure that students' safety is maintained during their stay at Knox College.

SUPPORT SERVICES

Alcohol and Drug Helpline	0800 787 797	
AskOtago	0800 80 80 90 03 479 7000	www.otago.custhelp.com/
Campus Watch	03 479 5000 0800 479 5000	www.otago.ac.nz/proctor/campuswatch/
Career Development Centre	03 479 8244	www.otago.ac.nz/careers/
Chaplains	03 479 8497	www.otago.ac.nz/chaplain
Depression Helpline	0800 111 757 (or text 4202)	

Disability Information and Support	03 479 8235	www.otago.ac.nz/disabilities
Dunedin Public Hospital	03 474 0999	
Dunedin Urgent Doctor and Accident Centre	03 479 2900	www.dunedinurgentdoctors.co.nz/
Healthline	0800 611 116	
International Office	03 479 7000	www.otago.ac.nz/international
Lifeline Aotearoa	0800 54 33 54 (or text 4357)	www.lifeline.org.nz/
OCASA Dunedin	03 474 1592	www.ocasa.org.nz/
OUSA Student Support	0800 12 10 23	www.ousa.org.nz
OUSA Club and Socs	03 479 5960	www.ousa.org.nz/clubsandsocs
Ōtepoti Collective Against Sexual Abuse (ŌCASA)	088 833 300	www.ocasa.org.nz/our-services.html
OUTline NZ (Helpline for support with sexuality/gender identity)	0800 688 5463	
Pacific Island Centre	03 479 8278	www.otago.ac.nz/pacific
Puāwaitanga (free online counselling)	0800 782 999	www.puawaitanga.nz
Safe to Talk (Sexual Harm Helpline)	0800 044 334	www.safetotalk.nz
Samaritans Crisis Helpline	0800 726 666	
Sexual Harm Assessment Clinic	0800 114 411	SHAC@southerndhb.govt.nz
Social Impact Studio	03 479 8631	www.otago.ac.nz/social-impact-studio
Suicide Crisis Helpline	0508 82 88 65	
Stopping Violence Dunedin	0800 474 1121	
Student Health	03 479 8212 0800 479 821	www.otago.ac.nz/studenthealth
Student Learning Development	03 479 8801	www.otago.ac.nz/hedc/students/
Te Huka Mātauraka (Maori Centre)	03 479 8490	www.otago.ac.nz/maoricentre
Te Whare Tāwharau Sexual Violence	0800 479 379 03 479 3790	www.otago.ac.nz/te-whare-tawharau/

Support and Prevention Centre		
Women's Refuge	03 477 1229 (or 027 213 6063 if in a crisis)	tumuaki.twp@refuge.org.nz
Unipol/ Recreation Services	03 479 5888	www.otago.ac.nz/recreation/
1737	Text or call 1737	www.1737.org.nz/

SUB-MASTERS

The College has a team of Sub-Masters, who are senior tertiary students. 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 Head, Deputy Head, RTPA 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.
- Set up neighbourhood protocols e.g. recycling and kitchen rosters, which will help your neighbourhood to function well.
- Coordinate meals and supporting care (such as helping you contact Student Health) if you are unwell.
- Communicate with you via a neighbourhood Facebook page.

You can expect to have regular, at least weekly, 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.

You can expect all the Sub-Masters to be friendly and approachable. However, this does not mean they will be a friend. Please be respectful of their professional boundaries and private lives. Do not engage with them on-line, or in-person, in ways that cross or blur the resident-staff line.

CONCERN FOR OTHERS

There are times where you might be worried or concerned about a fellow resident, friend or community member. We encourage you to start a conversation. You don't need to be an expert to reach out - just a good friend and a great listener.

Start a conversation with these four steps (<https://www.ruok.org.nz>):

1. Ask are you ok?
2. Listen
3. Encourage action
4. Check in

We encourage you to contact any staff member if you are worried about anyone or you have not seen someone for a while. You can do this by:

- Speaking to a staff member at Reception
- Speaking to, emailing or messaging any staff member (see key contacts at the front of this Handbook)

VACCINATIONS (INCLUDING COVID-19)

It is Knox College's priority to provide a safe living environment for our residents to enable a healthy community to thrive. To do this, we now require all residents be vaccinated against COVID-19. Furthermore, residents are required to get any subsequent recommended boosters. The Board of Knox College and Salmond College has made this decision to reduce the risk and impact of Covid-19 in the College.

By completing your portal process, and your Agreement for Admission, you agree that you are or will be fully vaccinated against Covid-19 prior to arriving at the College. If you wish to discuss this, please contact our administration team as soon as possible.

We also encourage residents to be vaccinated against other diseases as appropriate for community living. Please find more information through Student Health <https://www.otago.ac.nz/studenthealth/healthtips/otago020552.html>

In order to meet public health advice, the College may fulfil its obligations in a manner that differentiates between residents on the basis of their vaccination status.

CONSENT, RELATIONSHIPS AND PERSONAL SAFETY

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

CONSENT

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. Any formal complaint of sexual activity without consent will be treated as serious misconduct. Please refer to the University's Sexual Misconduct Policy <https://www.otago.ac.nz/administration/policies/otago711781.html>

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 compromised by drugs or alcohol cannot give consent.
- Consent must be **WILLING**. It is never given under pressure or coercion, whether that is emotional or physical manipulation, threats being used or misuse of real or perceived power/authority
- Consent must be **ONGOING**. If someone consents to one sexual activity, that doesn't mean consent to all activities.

During the first weeks of the College year Te Whare Tāwharau will come to the College and provide the CommUNity102 workshop. This is a workshop designed with first years' in mind, to explore ideas about relationships and to learn skills to create a community that looks out for everyone.

Similarly, the Returner group will attend their own workshop with Te Whare Tāwharau prior to O'week, with a particular emphasis on the role that they may play in keeping our community safe.

By taking the time to learn about consent and to consider your values, you are saying that you value having a community that everyone thrives in.

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, RTPA, Deputy Head or Head. 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>.

The University of Otago's sexual violence support and prevention centre is called Te Whare Tāwharau. They offer free, confidential support for any student who needs assistance and are available for walk-ins and phone support (<https://www.otago.ac.nz/te-whare-tawharau>; 0800 479 379).

Other support agencies that you may wish to contact include:

- NZ Police - 111
- OUSA - 03 479 5332
- Student Health - 03 479 8212
- Healthline - 0800 611 116
- OCASA Dunedin - 03 474 1592
- Sexual Harm Assessment Clinic - 0800 742 546
- Male Survivors Otago - 03 425 8018
- Youthline - 03 477 2461

PERSONAL SAFETY

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 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 or 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/Instagram pages and other equivalent social media platforms may be established or used for the purpose of spreading gossip about Knox Residents.
- Not taking compromising photos or videos of somebody else and sharing those photos or video clips on social media.

HARMFUL DIGITAL COMMUNICATIONS

Under the Harmful Digital Communications Act 2015 it is illegal to make a visual recording, on any device, of another person without their knowledge or consent, where the recording shows them naked or partially naked or involved in any activity (e.g. showering or toileting) that involves dressing or undressing. These are known as intimate visual recordings and are illegal, even if they are not shown to other people or shared on social media. Any allegation that a resident has made an intimate visual recording of another

resident (or any other person) is likely to be treated as serious misconduct and if proven is likely to result in termination of the resident's contract with no offer being made to rehouse the resident in another College.

CYBER SAFETY

Residents are expected to comply with University of Otago guidelines regarding internet and communications usage as outlined in the Information and Communications Technology Regulations available on the University of Otago website. Residents are also required to comply with the University's Student Code of Conduct which states that students have the right to be safe and free from harm or intimidation in their interactions with others, including interactions via electronic media.

HARASSMENT, BULLYING AND ANTI-SOCIAL BEHAVIOUR

The Knox community aspires to be an inclusive community and we believe that all members of the community have the right to study and live in an environment that is free from any form of anti-social or malicious behaviour.

Bullying is any unreasonable behaviour that is directed toward a person, or a group of people, that can lead to physical or psychological harm. This includes cyber bullying.

We do not tolerate any form of harassment, abuse (including via written or electronic media, physical, spoken or published), assault or anti-social behaviour. Examples of behaviour we deem to be anti-social includes but is not limited to: name calling; disruptive behaviour; abusive language or behaviour; any form of physical violence; unwanted physical contact; unwanted non-verbal contact; unwanted electronic messages; harmful digital communications; intentional or reckless intimate visual photos or recordings; stalking; sexual assault; sexual harassment, exclusion and/or derogatory comments and language. We will not accept any form of behaviour that harms, causes concern or violates a person's dignity through: bullying; harassment; abuse; coercion; intimidation; assault; or behaviour that may be deemed to be anti-social or malicious in nature.

Any proven incident of harassment may result in the offending resident being excluded (termination of residency) from the College.

If you feel you have been subjected to any of the behaviour listed above, we recommend you take the following steps:

- make sure you are safe;
- talk with a staff member to decide if you wish to make an informal or formal complaint;
- seek advice and get support from a staff member

or you can check out the other support services available at the University of Otago at <http://www.otago.ac.nz/services>.

LGBTQIA+ SUPPORT

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

DRUGS, SMOKING AND VAPING

ILLEGAL SUBSTANCES

The possession, supply or use of any recreational drugs, legal or illegal, is not permitted on site. This includes substances such as, but not limited to, designer drugs such as MDMA and herbals such as Cannabis. Contravening this rule will likely result in permanent 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.

LEGAL SUBSTANCES

At any given time, a substance can be classed as legal and yet it can have a serious effect on your mental and physical health, some of these are not yet known. The legality of substances is something that can change suddenly as a result of government passing laws. The fact that a substance has become illegal after you purchased it will not be accepted as an excuse by the law or the College. While we recognise that some readily available substances are classed as legal, we cannot condone the use of these substances due to the unknown health effects they have. Our expectation is that you will not have any drugs apart from normal medication. The only 'legal substance' that we allow to be used at Knox College is alcohol and this is subject to College rules and current legislation. Any Resident found in the possession of, under the influence of or using a legal high will face disciplinary action.

DRUG PARAPHERNALIA

As we do not condone the use of illegal drugs or legal substances, the presence of drug utensils and/or drug related paraphernalia within our community or grounds will not be tolerated. Anyone found to be in possession of, or using such items will face disciplinary action, which may involve being suspended or excluded (termination of residence) from the Knox College community. Suspension or termination of residence due to possession, use or distribution of drug utensils and/or drug related paraphernalia does not affect the Resident's ongoing liability for their remaining residential fees.

SMOKING AND VAPING

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 of those hours because of the disturbance it can create for Residents whose rooms overlook the Bus Stop. The Bus Stop is also alcohol-free, so if you go there to smoke, be sure not to take alcohol with you.

Smoking and vaping are not permitted inside College buildings or elsewhere on site.

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 New Zealand’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 specific 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 a 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 Head.

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 and the common rooms of Arden House, the Somerville Court buildings (Marshall, Mackay, Glendining, Wilson, the Close) with the exception of common rooms located in buildings that are designated alcohol-free by the Head. 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, the Close 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 Head, Deputy Head or RTPA 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, drinking sessions (e.g., 'court sessions', 'red cards') and drinking games (e.g., beer pong) are not permitted on site.
4. If Residents wish to drink after 9.30pm they must either go to the Buttery or leave the College grounds. Occupants of Double-A lounges may seek an exemption to this rule. Exemptions may be granted at the discretion of the Duty Sub-Master, RTPA, Deputy Head or Head.

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, RTPA, Deputy Head or Head.

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 permission of the Head or Deputy Head.

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 bongos, yard glasses, goons, 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 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 straight spirits. RTDs are permitted but are not allowed in sipper bottles.

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

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 the Buttery on a timely basis, and to put these directly in the correct recycling bins.

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.

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 Head.

The Head 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; (b) vary any of the above rules in response to legislative changes around alcohol or particular circumstances within the College; and (c) issue an alcohol ban and/or hosting ban on individuals, rooms, lounges and other areas of the College.

PUBLIC NUDITY AND INDECENT EXPOSURE

Acts of public nudity and indecent exposure, whether in the College or at College events off-site or through photos being posted on social media, 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 window security stay(s), will face an instant fine of \$100, plus the cost of any repairs that may be needed to the window or the security stays.

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 lower the volume of their voices, music, televisions, computer games, etc. that are causing a nuisance or are deemed by a Sub-Master or Night Staff to be excessive. Their judgement is not open to debate. It is expected that noise levels will be minimal after 9.30pm each night, especially 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, lawn areas and carparks.

We ask all Residents to be mindful of the impact of their noise on our neighbours in Ōpoho and North East Valley.

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.

MEALTIMES

College fees cover three meals a day. Menus for lunch and dinner each week are posted at the entrance to the servery.

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. 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 at breakfast time. If you take a packed lunch, you are not permitted to come to normal lunch-time service that day.

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. After 10.00pm please contact the Night Staff phone, +64 21 516 985. Your meal may be heated up in one of the microwaves 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 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 menu 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 many have managed to meet their dietary requirements completely and others have chosen to supplement the College's menu options with personal purchases from the local supermarket.

Those with food allergies or intolerances must inform the College 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. The College's Head Chef may meet with you individually, or as part of a group, to discuss your requirements. 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

If you bring guests in to dine with you, you are required to sign in your guest(s) in the Guest Book in the kitchen. Your account will be charged for the cost of the meal: Lunches \$8, Dinners \$10.

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, hoods up or "oodies" while dining or going through the kitchen servery; only headwear that is being worn for cultural or religious reasons is permitted. Residents may not 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 mealtimes.

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 may 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.

FORMAL DINNER DRESS CODE

Each semester there will be several formal Sunday dinners. These are 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. Residents 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 to be worn. Academic gowns are worn by members of the Senior Common Room, who dine at a High Table with the Head. The College Beadle (Head of Ceremonies) directs proceedings. If you do not have the necessary formal attire for Sundays, don't worry, you can usually get what you need at a very affordable price from Op Shops around town.

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

Standards of dress will be monitored by the kitchen staff and Sub-Master team. People whose dress is deemed to be too scruffy or dirty 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 Head or Deputy Head.

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. 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's relevant policies <https://blogs.otago.ac.nz/studentit/about/rules-and-policy/>. Excessive usage on a resident's personal account may 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 and printing facilities will be made available to you during O'week. Residents who are experiencing problems with their SNS connectivity or printing 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 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.

In using Knox College's computers or network facilities you must conform to all legislative requirements, including copyright and licensing agreements, the University of Otago's relevant policies (<https://blogs.otago.ac.nz/studentit/about/rules-and-policy/>) and the College's IT Acceptable Use Policy, the key requirements of which are set out here:

- 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, Wi-Fi and computer and printer facilities.

Residents can access the library outside its 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 only non-spill, drink-sipper containers for drinks;
- Keep talk to a minimum and whisper.

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, reflection and meditation. Occasional Chapel services are held on Sunday afternoons. Attendance is voluntary. The services are usually led by the College's Chaplain, Rev Dr Jordan Redding, and are respectful of the fact that Residents represent a wide range of beliefs.

Residents can be involved in the Chapel Choir; auditions are usually held in O'week.

During the College year there are a number of services of special significance for which attendance is strongly encouraged. These include the College Opening Service, the ANZAC Day service and the Founders' Day service.

As a sign of respect for the Chapel tradition, no KCSC events (including sports practices) are organised at a time that clashes with Chapel services.

IN-HOUSE COMMUNICATION

The main means of in-house communication is the Knox Bulletin Facebook page. It provides information on tutorials, activities and events, as well as important notices. Announcements and other items of interest also appear on various noticeboards (foyer, JCR, Great Hall corridor). All Residents are expected and assumed to have read every day's notices. The KCSC also operates its own Facebook page and has a noticeboard in the JCR.

NIGHT STAFF

A Sub-Master is on duty from 5.30pm to 10.00pm, +64 22 674 3653. From 10:00pm to 4:00am, an Allied Security staff member can be contacted on +64 21 516 985.

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 Head, Deputy Head or RTPA.

GYMNASIUM

The Gym is 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 and is regulated by Residents' key tags. The gym is unsupervised and users are expected to act responsibly.

Because of the proximity to the library and offices, gym users who want 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 Ōpoho Park (at the top of Ōpoho Rd).

LAUNDRIES

The main College laundry is in the basement of the Ross Wing of the main building. Each of the outlying houses has its own laundry. 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 a laundry basket.
- Remove your laundry promptly after it has been washed and dried.

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 Tuesdays 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 laundry door for more information.

NEWSPAPERS

The College receives several copies of the *Otago Daily Times* Monday to Saturday. These are for communal use and can be picked up from the TV Room and foyer.

MAIL

Mail is sorted by the Reception staff on weekdays. Letters for Residents are put in the pigeonholes in the Junior Common Room. Parcels and registered mail are kept at Reception for Residents to collect with an updated list appearing on Facebook at regular intervals on weekdays. Outside of office hours, items can be collected at:

Weekday evenings: 7:30pm

Weekends: midday, 5:30pm, 7:30pm

CAMERON HALL

The 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. It has a full-sized billiards table and a table tennis table. Just off the Jace 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, especially after 9.30pm and in Study Zone.

BUTTERY

The Buttery is across the corridor from the JCR. It is a smaller space for socialising. It has a 24-hour 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 in various parts of the College. Each is equipped with a microwave oven, kettle, toaster and small fridge. Milk is supplied for hot drinks (collected from the main kitchen) 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 and for taking recyclables to the recycling bins behind the College kitchen. 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 Head, Deputy Head or RTPA. The Property Team work each weekday but can be called out 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 Head, Deputy Head or RTPA. 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.

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 dial 111 immediately. The Deputy Head or Head should also be notified immediately.

The Dunedin Hospital Emergency Department is located at 201 Great King St, 03 474 0999. If a resident is taken there, the Deputy Head or Head 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, 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, please see Reception. If you need help with transport after hours, please contact the appropriate duty staff member. The College may cover the cost of a 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 Head, Deputy Head, RTPA or a Sub-Master must be advised immediately if a resident is ill, injured 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 Head or RTPA 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 Student Health at the University. Student Health is located on the corner of Albany and Walsh Streets, 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 Head may take disciplinary action. Residents will also be held fully responsible for the behaviour and actions of their guests/visitors to the College.

All bedrooms are fitted with smoke alarms. For fire safety reasons additional kitchen appliances, dehumidifiers, heaters or electric blankets or any other homeware appliances are not permitted. For the same reason candles, incense, burners or any other item that has or requires a naked flame are not to be used anywhere.

The smoke alarm sensors are sensitive for your protection in the event of a fire. Covering smoke detectors or sprinkler heads, tampering with the detection system or any misuse of fire equipment are all breaches of Fire and Emergency NZ regulations and will be treated as serious misconduct by the College. The sensors can be activated by hair dryers,

hair straighteners and aerosol sprays. Therefore, to prevent accidental activation of the alarms, hair dryers, hair straighteners and aerosol sprays (including deodorant sprays) must only be used in bathroom areas and are not permitted to be used in bedrooms. Vaping is not permitted inside, see Smoking and Vaping section.

Fire regulations require hallways and shared spaces to be kept clear. Obstruction of smoke alarms and sprinklers by clothing and personal effects is dangerous and can result in damage and/or false alarms. False alarms form the bulk of Fire and Emergency Service callouts. Each false alarm call-out costs approximately \$500 and this may be charged to the Resident, whether malicious or accidental.

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.

The main building, Marshall, Glendining, Wilson, Mackay Houses & the Close

All these accommodation blocks are on an integrated fire alarm and fire prevention system. In the case of outbreak of fire, an alarm will be activated and a loud siren will sound.

Everyone inside the building where an alarm is sounding should evacuate by the nearest exit as quickly as possible and assemble in a designated area. For occupants of the main building, that is the upper Arden Street carpark. For occupants of the outlying houses, that is Wilson Carpark.

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 have done that, proceed to the evacuation area and let the Building Warden know that you've checked your area and of any concerns. The Building Warden (usually the Head, Deputy Head or RTPA) will be identifiable by a fluorescent jacket.

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 Head, Deputy Head or RTPA should be informed as soon as possible. Residents and visitors should assemble in the upper Arden Street carpark.

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 Officer 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. If you are outside, stay clear of the buildings, trees and power lines.

Remember the survival code: Drop, cover, hold

- DROP down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.
- COVER your head and neck (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, crawl to an inside corner of the room and cover your head and neck with your arms and hands.
- HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around. The shorter the distance to your safe place, the less likely it is that you will be injured by furnishings that become flying debris during the shaking.

You are encouraged to put together an Emergency Kit containing plastic rubbish bags, antiseptic wipes, toilet paper, 1.5L of water, muesli bars or similar, torch and batteries, light stick, whistle, toiletries, emergency contact details and a supply of personal medications. You should also have warm clothing and a mobile phone close at hand in the event of an emergency. 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 your Emergency Kit with you 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 Head or Deputy Head.

In the event of a Dunedin-based emergency, Residents' parents and guardians should seek information from the University of Otago's website. In civil emergencies all residential Colleges communicate through the University's Emergency Communications Team.

ARMED OFFENDERS

In the event of an active shooter, or similar threat, appearing on College premises, the survival formula is: Run, Hide, Fight.

- Run – to a place of safety:
 - Have an escape route and plan in mind
 - Leave your belongings behind
 - Keep your hands visible
- Hide – if unable to run from the area:
 - Hide in an area out of the shooters view
 - Block entry to your hiding place and lock the doors
 - Silence your cell phone
 - Turn off lights, radios, computer monitors
- Fight – as a last resort and only when your life is in imminent danger:
 - Attempt to incapacitate the shooter
 - Act with physical aggression using whatever items you can. This could include throwing items at an active shooter or trying to overpower them

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 cell phone for a broadcast text message from the University of Otago.

PANDEMIC SAFETY

In the event of a Pandemic all Residents are expected to be prepared and adhere to:

- New Zealand Government directives and legislation
- Ministry of Health directives and guidelines
- Ministry of Education directives and guidelines
- University of Otago and Student Health guidelines
- Instructions from College and University staff
- Social distancing guidelines and restrictions
- Sanitising and mask wearing requirements

You should have your own medical kit and face masks.

COVID-19

The College has plans and procedures in place in the event of government announcements regarding the implementation of COVID Alert Levels. These include but are not limited to safety precautions, restrictions regarding visitors, alterations to dining procedures, possible introduction of bubbles within the college bubble, changes to rooming and other college wide procedures. College management will liaise closely with the University with respect to announcements and management of COVID developments. Residents are required to comply with all Covid-related guidelines communicated by College management.

Knox College is considered an essential service and will remain open unless directed otherwise by the Government. Knox College will act in accordance with up-to-date advice from the Ministry of Health, Ministry of Education and the University of Otago.

At all COVID-19 Alert levels you must advise a staff member if you are feeling unwell, so the correct protocols can be followed, and appropriate care and support put in place. Residents should follow all medical advice and isolate in their room. If you have COVID-19 symptoms it is likely you will also be advised to have a COVID-19 test. While isolating, a staff member will deliver meals and check on the resident. Once a negative result has been received and symptoms have stopped, self-isolation can usually finish. Should you need anything whilst in isolation contact your Sub-Master or a member of the senior management team.

If, acting on Government advice, you vacate Knox College to return home in response to a COVID-19 Alert Level 4 situation, the Salmond College and Knox College Board will determine the level of rebate on weekly fees. For students in receipt of a University of Otago entrance scholarship, the rebate may only apply to the non-scholarship portion of the accommodation fees. Our standard withdrawal policy and procedure will apply, should you choose to withdraw from your residential agreement.

For up-to-date COVID-19 information from the University of Otago visit: <https://www.otago.ac.nz/coronavirus/>

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 academic 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 Head 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. In such cases documented evidence (e.g. medical opinion) will usually be required to support a request for a fee exemption.

Do *not* expect a fee exemption to be granted if you are simply wanting to transfer to another residential college, or your Semester One results are not what you had hoped for and you have decided to leave Otago Uni to return home or to do something else. Those sorts of reasons do not constitute “exceptional and unforeseeable circumstances” referred to in your contract. The Head is the sole arbiter of what constitutes “exceptional and unforeseeable circumstances”.

PAYMENT OF FEES

Please refer to the fee payment schedule on your College Portal.

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 Head 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: BKNZNZ22

Payments **must** include the student’s **Entry ID** (KC****).

FINANCIAL ASSISTANCE

If you are struggling to meet your financial obligations, you should contact the Reception immediately. They can talk with you about various options. These might include changing your payment plan, deferring a payment, or applying for a hardship grant. Knox College has funds available to assist Residents experiencing genuine financial hardship. These funds are used at the Head’s discretion. The University also has a hardship fund (http://otago.custhelp.com/app/answers/detail/a_id/3172/~/p%C5%ABtea-tautoko-student-relief-fund/).

STUDENT EMPLOYMENT

During the year, casual employment opportunities sometimes become available in the College. These are usually in the kitchen as a kitchen hand. Please direct your enquiries to the Food Services Manager.

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, attain your goals, grow as a person and actively contribute to the vibrant life that fills our Castle.

I also hope that you come with a sense of purpose; to have a positive impact on the living tradition that is Knox College.

Gratia et Veritas; Grace and Truth

Grace: a gift given freely because of love and compassion for the recipient. Kindness, mercy, compassion.

Truth: an accurate perception of reality. Honesty, integrity, faithfulness.

Ko te toa i a tini, i a mano o te takata.

It is the bravery of a multitude, of thousands of people.

This Ngāi Tahu whakatauākī refers to the strength of collectivity and testifies to the vibrancy of the living tradition which Knox represents, stretching back over 110 years, but also reaching into the future as each cohort of students contributes to the Knox story and legacy. It is attributed to Tū Whakauika and Te Oreorehua

Ngā manaakitanga,

Caroline Hepburn-Doole

Head of Knox College

