



Knox College

Te Kāreti o Knox

Affiliated with

UNIVERSITY OF OTAGO

Residents' Handbook 2024



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Knox College | Te Kāreti o Knox
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Residents of Knox College 2024

The Knox College Residents' Handbook outlines rules and expectations which govern life in the College. The handbook should 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 the 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 the *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, wellbeing and security of the College, the Residents, and the Staff. Such changes may be made without notice. All Residents accept this fact and agree to abide by any regulations which are changed or newly implemented. The most recent version of the handbook can be found at www.knoxcollege.ac.nz. If you would like a hard copy, please contact the Office.

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WELCOME

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

In accepting an offer of a place at Knox, you have decided to be part of a vibrant residential community that is progressive in outlook. Many of our nation's respected humanitarians, scholars, creatives, and leaders have made this College their home during their time at University or Polytechnic. It is now your turn.

At Knox, we endeavour to provide:

- A comfortable, safe environment.
- Opportunities for personal growth and development.
- A peaceful place for effective study, and
- A home where discrimination against anyone on the grounds of gender, religion, ethnicity, disability, or sexual orientation is unacceptable; as is any form of bullying, either physical, electronic, or verbal.

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 our community expectations so that our 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 providing the highest standards of support, as you honour us with this important stage in your life.

Caroline Hepburn-Doole

Head of Knox College- Tautiaki, Te Kāreti o Knox

OWNERSHIP

Knox College, Te Kāreti o Knox, is owned by Knox College and Salmond College Incorporated. It is both an incorporated society (registration number 226929) and a 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 to 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* (2023).

AN INTRODUCTION TO KNOX COLLEGE

Established in 1909, Te Kāreti o Knox is the third-oldest residential college in the country. Set upon a hill in the residential suburb of Ōpoho, the College enjoys a sense of quiet away from the main hub of the University and Polytechnic. Situated amongst five acres of native bush and gardens, Residents can enjoy the privacy and space that the College's grounds and buildings provide, while being only a 15-minute walk through the Dunedin Botanical Garden to the University and Polytechnic campuses.

Built by the Presbyterian Church of Aotearoa New Zealand, the College takes pride that its doors have always been open to students from all academic disciplines and religious or non-religious backgrounds. The College's whakatauākī is "Ko te toa i a tini, i a mano o te takata". It can be interpreted as "It is the bravery of a multitude, of thousands of people". Our motto is "*Gratia et veritas*" which translates to "Grace and truth".

For a long time, our College has been known as one whose Residents, Staff and Fellows value a love of learning, alongside service to others. We are proud to have had amongst our alumni 18 Rhodes Scholars, one recipient of the Order of New Zealand, and the first Prime Minister of Fiji. We look forward to valuing your own special contribution in 2024 and the future.

Knox is one of the few colleges in Dunedin that accepts Residents from first year through to the final stages of their postgraduate studies. People can apply to the College at any stage of their academic journey, and many choose to return for a future year or years.

The College is comprised of two groups - the Junior Common Room (JCR / Jace) and the Senior Common Room (SCR). The Junior Common Room is made up of our undergraduate students (i.e. those who have not graduated yet). The Senior Common Room includes the Head, the Deputy Heads, the Sub-Masters, the postgraduate students, our Fellows, and academic members of the Knox Centre for Ministry and Leadership. Both the JCR and SCR are groups of people, but they are also the names of physical spaces where people can gather to socialise, study, or relax.

ABOUT THIS HANDBOOK

When you sign your Agreement for Admission (as part of your portal admission) you are formally accepting a place at Knox. In so doing, you become part of an exciting living tradition, and a community that values learning, respect and tolerance. In signing, you also agree to abide by the rules and conditions set out in this handbook, together with any relevant University of Otago policies we have incorporated/accepted and expect to be upheld. These include but are not limited to, 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 reserve the right to pursue, through their 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 our residential community. Life-in-community requires tolerance, consideration of others and commitment to the common good. The expectation and rules 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 about personal wellbeing and safety, and others are about creating a college environment that is conducive to study and fostering strong collegiate life.

As a Knox College Resident you must:

- Treat all Residents, all Staff, and all other people with courtesy and respect.
- Inhabit Knox's grounds, buildings and neighbourhood with care and respect.
- Abide by the rules and regulations of the College, as set out in this handbook, and comply with New Zealand Law, including health and safety requirements.
- Comply with the University of Otago's *Student Charter* and *Code of Student Conduct* (along with any other relevant policies), 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 Heads. 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. Please see the sub-section on *Disciplinary Process* for further information.

UNIVERSITY POLICIES AND PROCEDURES

As a Knox College Resident, you have agreed to abide by the University's policies and procedures.

There are four key documents for consideration while staying in the College:

- *Code of Student Conduct* – The purpose of the code is to promote the University's academic aims and a sense of community through the cultivation of mutual respect, tolerance and understanding. To this end, the University expects that students will not engage in behaviours that endanger their own or others' safety and wellbeing. Students are expected to conform to the standards contained in the *Code of Student Conduct* off-campus as well as on-campus.
- *Ethical Behaviour Policy* – The purpose of this policy is to promote ethical interactions between members of the University community and to provide an environment of safety, respect and dignity so members can participate fully in all aspects of University life.
- *Student Charter* – The University is committed to scholarship through excellence in teaching, research, and service, and to the provision of a stimulating campus environment for the development of lifelong learning skills. The purpose of the Charter is to advance those aims, to acknowledge the University's commitment to the Treaty of Waitangi and to promote good relations between the staff and administration of the University and its undergraduate and postgraduate students.
- *Sexual Misconduct Policy* – This policy sets out options for reporting sexual misconduct and the process for responding to reported incidents of sexual misconduct.

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 or under any of the above-mentioned University policies. For more information:

- <https://www.otago.ac.nz/proctor/otago670687.pdf>
- <https://www.otago.ac.nz/administration/%20policies/otago003161.html>
- <https://www.otago.ac.nz/about/otago005275.html>
- <https://www.otago.ac.nz/administration/policies/otago711781.html>

EDUCATION AND TRAINING ACT CODE OF PRACTICE.

Knox College provides services consistent with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

<https://www.education.govt.nz/further-education/information-for-tertiary-students/code-of-practice-pastoral-care-domestic-tertiary/>

CONFIDENTIALITY

You should be aware that your study, behaviour, and health matters are not confidential to individual staff members. For example, if you were to share some information with your Sub-Master, you can expect your Sub-Master to share that information with the Head and/or Deputy Heads of College.

The Head and Deputy Heads of the College have concern and responsibility for the whole College, and therefore all Staff consult with them over issues concerning Residents. The Head and Deputy Heads 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 professionals from Student Health or with other outside agencies.

Staff will treat all Residents’ concerns and private details with respect and confidentiality within the team. However, there are occasions when it may be necessary for the Head or Deputy Heads to contact or disclose information to relevant parties (e.g., parents/caregivers, health professionals, financial guarantors). Such a disclosure may happen when:

- We have concerns regarding the health, wellbeing, or safety of a Resident,
- There is a clear or imminent danger to Resident(s) or Staff,
- There have been serious breaches of Knox College’s or the University’s guidelines or policies,
- Payment of accommodation fees are in arrears.

DIVERSITY

The Knox College community comprises a wide range of people, and we respect all members of our community. Discrimination against any other human being because of age, disability, culture, sexual orientation, race, gender, or religious affiliation is not tolerated. Verbal or written abuse, abuse by imagery, threats, intimidation, violence, or other forms of harassment against any person 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 in no later than 14 days, unless stated otherwise, after the date of our formal email of offer, or the offer of a place may lapse. Please complete the process in its entirety. Your acceptance must be accompanied by full payment of the Entry Fee (via the College Portal) as specified in the Agreement for Admission. Your place is not confirmed until payment has been received. We would prefer you to use your College Portal to pay by credit card or account-to account (a bank transfer).

WITHDRAWING

If you are prospective Resident - Should you decide not to take up the offer of a place, and notify the College of this fact prior to 25 January 2024, the refund you will receive will be half of the Entry Fee paid. After that date the College may also retain or invoice an amount equivalent to two weeks' accommodation fees but subject to clause 4.2b). of your *Agreement for Admission*.

If you are a returning Resident (i.e. if you have already spent time at Knox) your Entry Fee is non-refundable. If after 25 January 2024, you notify the College that you do not want to take up the offer of a place, then the College may also retain or invoice an amount equivalent to two weeks' accommodation fees but subject to clause 4.2b). of your *Agreement for Admission*.

COMING TO KNOX

The College will open on Saturday 17 February 2024. New Residents should plan to arrive between 9.00am and 3.30pm on that day. When you arrive at the College, please come to the main foyer of the Tower Block. Staff will escort you to your room and answer your questions. If your travel plans have changed from arriving on Saturday 17 February, please notify the College Office via email of your new arrival date (admin@knoxcollege.ac.nz).

The Head will address the College at 4.00pm on Saturday 17 February. The first meal will be dinner, served at 5.30pm in the Hall.

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 Office in advance of your arrival and require the Head's approval.

COLLEGE AND UNIVERSITY DATES 2024

The College is open from Saturday 17 February 2024 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 2024 are:

First Semester:

26 February – 28 March

8 April – 19 June

(Exams: 5 June – 19 June)

Second Semester:

15 July – 30 August

9 September – 10 November

(Exams: 21 October – 9 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 and during examination periods, and Residents are expected to move quietly about the College out of respect for others. This period is known as Study Zone. 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. Each of your items should be named. You must bring your own towels, which should also be named.

College sheets and pillowcases are laundered weekly. You must take your bedding down to the Tower Laundry to drop them off for cleaning. Having done so, you can pick up fresh bedding from the Tower Laundry, which will be arranged in rows for collection.

Furniture: Your bedroom will be fully furnished. You will not be allowed to use additional furniture items (e.g., chests of drawers, chairs, sofas, side cabinets, beds, fridges) to furnish your room, except by permission of the Head or Deputy Heads.

Personal Electrical Appliances: Appliances are considered any items that are plugged into a wall outlet. It is a health and safety requirement that all your electrical appliances are checked and registered as safe by a certified electrical contractor. If this certification has not been done prior to your arrival it will be done during your residency. You may bring one speaker (smaller than 30cm x 15cm in size) and one television/large monitor. Headphones will be useful as quiet hours must be respected.

Do not bring electric blankets, cooking appliances, heated towel rails or irons. The buildings are heated, and all Residents have access to irons and ironing boards. If you bring a multiple power board (multi-plug) it should have in-built overload protectors to prevent fusing and electrical fires. You must turn off the power at the wall switch whenever an appliance is not in use.

Kitchen Appliances: The College provides toasters, electric kettles, microwave ovens and refrigerators in kitchenettes. Personal kitchen appliances (e.g., fry-pans, grill machines and sandwich makers) **are not** permitted in Residents' rooms and/or lounges, or in kitchenettes. A small personal refrigerator, if required for medical reasons, will be permitted. In this case you will need to provide supporting documentation from a medical specialist to obtain the Head's permission 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's first aid kits are equipped with first-response items such as bandages, but do 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. Your kit should be kept in your bedroom in case of an emergency, such as an earthquake.

Vehicles and Parking: Knox College has three carparking areas. Spaces are made available for Residents at a cost of \$380.00 for the academic year. Residents may purchase a parking space via the College Portal. Please note that these are allocated on a first-in-first-paid basis.

Parking is not permitted in the Quadrangle, the Hewitson staff carpark or in front of the College's Tower building (which is reserved for Staff, contractors, and official visitors). Overnight visitors may also park in front of the Tower building, but it must be cleared by 8:00am on weekdays. Unauthorised cars, and cars that are parked in non-approved areas, may be clamped, or towed away at the owner's expense. The Quadrangle must be always kept clear for emergency vehicles and mobility access.

If you choose to park your car on a nearby street, please be always considerate of our neighbours. 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.

As the car parks are accessible to the public, it is recommended that valuables are not left in cars. All vehicles are parked at Residents' own risk and the College accepts no responsibility for any theft, loss, or damage to vehicles and/or their contents.

Insurance: You are urged to take out personal insurance on all your belongings while living 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.

Weapons, including 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 and spear/snap 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. Students can uplift their stored firearms 24/7, provided 24-hour prior notification is received.

Water pistols, if kept, must be brightly coloured plastic. These may not be used near or inside buildings and we reserve the right to remove permission for use at any time.

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's advance agreement. If you would like to have a room in an alcohol-free, and/or female-only /

and/or male only, part of the College, please let the Head know by adding this request to the *Miscellaneous Details* field on your Knox portal application. We cannot guarantee that we will be able to fulfil your request.

For the first two weeks after your arrival, we will not consider any “room change” requests. After that time, if you have a compelling reason to switch rooms, Dan Crossley (Deputy Head of College – Pastoral and Wellbeing) will consider applications made to him in writing via email.

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 the handbook. You may not grant permission for another person to use your room when you are not there.

Residents’ bedrooms are in a variety of buildings – Arden, Closes 1-4, Glendining, MacKay, Marshall, Merrington, Ryburn, Tower and Wilson. You could be placed in any one of these buildings. The Tower building also includes Double-A sets, which comprise of two single bedrooms and an adjoining lounge, which the two Residents share. If Double-A sets are available, the College will invite prospective Residents to apply to be accommodated in these areas.

Your bedroom will come 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. Extra furniture is not usually permitted, except in instances such as medical necessity. If you need to bring in additional furniture to your room, you must seek permission from the Head or Deputy Heads.

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.

Locking your room is an important part of staying safe in College. You must lock your room when you are not there. You must also lock your room while you are sleeping. You must not lend your key to another person, and you must take it with you when you leave your room.

A cleaning contractor will vacuum your room once a week and empty your rubbish bin. The cleaning contractors are committed to the wellbeing of the Residents in their area, and in return you should 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, you must empty any full bins into the communal wheelie bins. Knox is committed to recycling. Glass, cans, hard plastics, and cardboard will not be removed by the cleaning contractors – you must do so. Your Sub-Master will establish a neighbourhood roster for taking recyclables to the designated recycling areas.

You may decorate and enhance your rooms with posters and other objects. However, please note that you must not use Sellotape, self-adhesive labels, and hooks, drawing pins, tacks, nails, etc. because of the damage they do to paintwork, plaster, and woodwork. You must use only genuine Blu-tac when affixing items/posters to walls.

You will be given a key to your room. Should you lose it there is a \$50.00 charge for replacement. If you should find your lost key after replacement, you will receive a 50% refund.

ROOM CHECKS

a. Welfare checks

If Staff have a concern about the wellbeing and safety of a Resident, or any other individual or individuals, a Welfare Check will be done whereby Staff will visit and enter the Resident's room and/or lounge.

b. Routine checks

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

If a Resident logs an issue into the College Portal, they are giving Staff permission to enter their room and/or lounge to assess and/or address the issue. There may be emergency situations where the Property Team need to access a Resident's room and/or lounge.

BICYCLES AND SCOOTERS

The College has a bicycle shed and racks. Bicycles may not be taken inside any other building or kept in your room. Knox Staff recommend that your bicycle is covered by personal insurance and kept securely locked at all times with a strong D-lock or similar. You should note down any serial numbers, as this information may be required by the Police/ insurance companies in cases of theft. Scooters should be parked in the designated area by the Hewitson building.

ACCESS AND SECURITY

Knox 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, most external doors are locked both night and day. Only the two doors leading into the Tower foyer are open 9am-5pm on weekdays, to facilitate outside access to the Knox College Office.

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 closed by the fire alarm system. You must not wedge any doors open, as this action prevents their emergency mechanism from working.

GUESTS, VISITORS AND PARTNERS

You are responsible for the conduct of your guests. You 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.

Guests and partners are welcome to dine in the College. You must record their name(s) in the guest meal book located in the kitchen servery. In addition, you must introduce your guest to kitchen and other Staff. The overnight guest charge of \$16.00 includes breakfast. If your guest wants to stay for lunch, then you must pay \$11.00, or \$13.00 for dinner. **You must pre-purchase these meal tickets via your portal; guest meals that are not pre-purchased will incur a \$5.00 administration fee.**

Day visitors - i.e. not overnight guests: Your day visitors are welcome in the College from breakfast time until 10.00pm each night. Should your guest choose to drink alcohol whilst you are hosting them, we ask that they do so in moderation and with consideration to other Residents.

General overnight stays - e.g. parents or friends visiting from out-of-town: Usually, such guests are welcome to bunk down in your room for an overnight charge of \$16.00. **However, overnight guests are not allowed during Orientation Week, Re-Orientation Week, St Patrick's Day weekend, 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 the Office. The completed form must be approved by either the Head or Deputy Heads. You must then return your form to the Office. The Office is only open 9.00am-5.00pm, Monday to Friday – so please plan accordingly.

You may not allow: (a) any guest (including your partner) to be in the College unaccompanied by you; (b) give your guest (including your partner) your room key to use in your absence; or (c) give your guest (including your partner) permission to sleep in your room without you being there to oversee them. You must also ensure that they do not do anything to negatively impact on other Residents.

Residents who are found to have had overnight guests but not completed a Guest Accommodation Form will be charged \$30.00 per night and may be subject to disciplinary action.

Non-Registered Overnight Guests - Non-registered guests present a significant safety and security risk to the College and are not allowed.

Non-Resident Partners - If you are in a 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 Deputy Head (Pastoral and Wellbeing) 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 Staff so that they can be recognised. There is no charge for a Partner Pass. Meals are **not** included in the Partner Pass and must always be recorded in the guest meal book in the servery.

You are responsible for your partner, guests and/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 must notify the College via the appropriate methods (TBC) 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.

FREE TRANSPORT TO AND FROM UNIVERSITY

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). Its purpose is to bring Residents back from the University, Polytechnic and UniPol. To book a seat you must create a request through your College Portal. The times of the shuttle runs will be advised.

COLLEGE ACTIVITIES AND EVENTS

ACADEMIC

Tutorials are provided as part of the academic support at Knox, and they complement University-run classes. We provide tutorials for many of the most popular papers taken by Residents. Weekly tutorials normally last an hour, although longer sessions may be run by request. If you are interested in requesting a tutorial, or are trying to find a private tutor, please contact the Deputy Head (Academic and Programmes).

Residents are urged to make the best use possible of tutorials. However, in some cases, Residents may require extra help. There are several options available. Residents can contact the Deputy Head (Academic and Programmes) for more information. In association with the University's Higher Education Development Centre, we may also offer general study skills sessions and examination techniques workshops.

The Deputy Head (Academic and Programmes) is available throughout the year for academic consultations to support your transition to tertiary-level study. Please contact her should you wish to discuss any academic challenges or questions. In addition, the Deputy Head (Academic and Programmes) monitors the academic progress of Residents. She meets with Residents, as needed, to discuss their academic results and progress.

Information relating to tutorial and other academic matters is primarily posted on the Academic Board in the College's Tower Foyer. It is also often posted on the '2024 Knox College Residents/ Nga Kainoho o Te Kāreti o Knox' Facebook page.

As an acknowledgement of academic success, the Senior Common Room offers awards for the highest grades in several divisional groupings.

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.

Plenty of opportunities exist for the showcasing of musical talent, including formal College events, the annual Concert in the Stairwell, and various musical competitions 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 there are pianos and an organ 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 other inter-college or club events.

OUR RELATIONSHIP WITH SELWYN COLLEGE

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 sportspersonship 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 bedroom gnomes, or “gnoming” as it’s sometimes called). Entering Selwyn grounds without permission is expressly prohibited, as is entering the buildings or rooms. Anybody found guilty of such trespassing may be referred to the University Proctor and/or Police.

SERVING OTHERS

At Knox, we encourage our Residents and Staff to volunteer in our local community. 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.

In the 2024 year, we will be specifically committing to:

- The Cancer Society’s *Relay for Life*
- Contributing to our local North East Valley food initiatives
- Contributing to tree planting efforts in the Otago region

SUSTAINABLE KNOX: 'LIGHTENING OUR FOOTPRINT'

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 commitment 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 (where they are from and how they are packaged), 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, researchers carried out a study 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 keep-cup for drinks in College and on campus.
- Bring your own reusable shopping bags or borrow one from the foyer chest.
- 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 – report it through the College Portal.
- Walk, bike, scooter or share transport as often as you can (there are several bus stops within walking distance from the College)
- During meals, take only what you need and then decide if you'd still like a second helping.

WELLBEING

Living in our community requires each Resident to accept a duty of care towards others. This commitment means being considerate of others and looking out for one another, including those people whom you might not count among your immediate circle of friends. We have an important saying at Knox – “Never leave a Knoxie behind”.

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 wellbeing 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 Deputy Heads, or the 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 (duty phone number: 022 674 3653). They will help you to access appropriate support and help.

All Residents are required to have their own 'self-care kit' in case they need to isolate to protect others. We recommend basic pain relief (such as paracetamol and ibuprofen), lozenges, and an adequate supply of any prescribed medication. Additionally, we suggest that this kit includes hand sanitiser, gloves, face masks, cleaning products and extra rubbish bags.

If you are unwell, **you must not go to the kitchen** to get your own meals. Instead, a staff member will bring meals and snacks to your room. Please find instructions on how to arrange this under the subheading *Sick Meals*.

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 information to us, even if you have been discharged from your support service/agency. Your information will be kept confidential to the Head, Deputy Heads, 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 welfare 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. If appropriate, we will work with you and your health professionals to develop a welfare management plan. 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 (or their nominee) 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 WELLBEING AND SELF-CARE

If a person can work towards being healthy mentally, socially, physically, and spiritually, they can build a positive foundation from which they can also work towards their version of academic success. We see our College as a place where Residents learn

life skills that form part of a holistic education - complementing their studies at University or Polytechnic. Our Staff support our Residents' holistic development as best they can, by using concepts from Te Whare Tapa Whā – the four cornerstones of Māori wellbeing.

Taha hinengaro: Mental and emotional wellbeing. College Staff are available for onsite support 24 hours a day through floor Sub-Masters, the Deputy Heads, and the Head, all of whom are professionally trained in pastoral care, with an emphasis on inclusivity in all areas. Sub-Masters can provide basic pastoral support, whereas more complex matters are referred to their Head and Deputy Heads as necessary. Overall, Staff can provide guidance, individual check-ins, and tools for successful living. In addition, Staff can signpost Residents to mental health services, backed up by support networks and structures, whether they be in person, by phone or online.

Taha whānau: Social wellbeing. Staff encourage Residents 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 wellbeing. To contribute to your physical wellbeing, the College provides healthy and nutritious meals. Staff can work with those students with dietary requirements to create meal plans.

First-aid trained staff can help with everyday bumps, bruises, and colds. Staff can also refer Residents to further professional health care through Student Health and associated University, Polytechnic, and community health care providers.

Physical wellbeing 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 – including gym access. 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 wellbeing. Colleges are multicultural, and socially and religiously diverse. Staff can help to signpost Residents to specialist support services and guidance available to university and polytechnic students. Such support includes the Māori (Te Huka Mātauraka) and Pacific Island Centres, through Chaplaincy Services, to OUSA LGBTQIA+ support and guidance.

From the moment Residents first walk through the College, Staff endeavour to help them feel welcome and included in daily life. We place a great emphasis 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 wellbeing, and to ensure that students' safety is maintained during their stay at Knox College.

SELECTED EXTERNAL SUPPORT SERVICES

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
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 Text 4357	www.lifeline.org.nz/
OCASA Dunedin	03 474 1592	www.ocasa.org.nz/
OUSAs- Support	0800 12 10 23	www.ousa.org.nz
OUSAs Club and Socs	03 479 5960	www.ousa.org.nz/clubsandsocs
Pacific Island Centre	03 479 8278	www.otago.ac.nz/pacific
Social Impact Studio	03 479 8631	www.otago.ac.nz/social-impact-studio
Suicide Crisis Helpline	0508 82 88 65	
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 Support and Prevention Centre	0800 479 379 03 479 3790	www.otago.ac.nz/te-whare-tawharau/
Unipol/ Recreation Services	(03) 479 5888	www.otago.ac.nz/recreation/
1737	Text or call 1737	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 basic student welfare, essential first aid and rudimentary pastoral care. Therefore, while Sub-Masters are there to help you out, they will refer you to the Head or Deputy Heads for more comprehensive support if necessary, or advise you of external agencies. Students themselves, Sub-Masters are **not** counsellors or social workers – they are role models who have oversight of your neighbourhood and will check in with you weekly.

Mostly, Sub-Masters are here to help you with your transition to tertiary studies and College life, providing tips to help you achieve success in your 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 with whom you will interact 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 or Deputy Heads if you require support beyond their role.
- Be your 'go to' person for the numerous questions that you are likely to have, such as where a lecture room might be, or how to find something in a library.
- 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 social media page or chat.

You can expect to have regular conversations with your Sub-Master. It is important that you make time each week to meet with Sub-Master; so that they know how you are and can help you get any support you might need. The College is a busy, vibrant environment and your tertiary studies may 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, they will not be your friend. Please be respectful of their professional boundaries and private lives. Do not engage with them online, or in-person, in ways that cross or blur the Resident-Staff line.

CONCERN FOR OTHERS

There may be times when 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 a Sub-Master, the Administration Staff in the Office, the Deputy Heads, or the Head if you are worried about anyone, or if you have not seen someone for a while. You can do this by:

- Speaking to a staff member at the Office.
- Speaking to any Sub-Master – including ringing the Duty Phone at the appropriate times (see key contacts at the front of this Handbook).
- Speaking to, emailing, or messaging the Deputy Heads and/or Head (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. The College recommends that all Residents are appropriately vaccinated for community living. As such, you are strongly encouraged to be vaccinated to reduce the risk of spread of infectious diseases.

Please find more information through Student Health

<https://www.otago.ac.nz/studenthealth/healthtips/otago020552.html>

At any time, the College's Policy regarding vaccinations may be reviewed and updated, to follow changes in Public Health Guidelines and/or University of Otago Policy.

CONSENT, RELATIONSHIPS AND PERSONAL SAFETY

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

CONSENT

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. Complaints of sexual activity without consent will be treated as serious misconduct and investigated in line with the University's Sexual Misconduct Policy and/or the NZ Police. <https://www.otago.ac.nz/administration/policies/otago711781.html>

The following are very good guidelines:

- Consent must be **CLEAR**. The absence of a no does not mean yes. Silence is not consent. No means no.
- Consent must be **COHERENT**. People who are asleep or incapacitated by drugs or alcohol cannot give consent.
- Consent must be **WILLING**. It is never given under pressure, whether that is emotional or physical manipulation or threats being used.
- Consent must be **ONGOING**. If someone consents to one sexual activity, that doesn't mean consent to all activities.

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

During the first weeks of the academic year, Te Whare Tāwharau will come to the College and provide the CommUNITY102 workshop. This workshop is designed with first years in mind, to explore ideas about relationships and to learn skills to create a community that looks out for everyone.

Conversely, returning Knox Residents (i.e. those students who have resided at Knox College in year(s) previous) will attend their own workshop with Te Whare Tāwharau. Their workshop will take place prior to Orientation Week, with a particular emphasis on the roles that they can play in keeping our community safe.

As a Knox Resident, you are required to attend any consent or healthy relationship workshop that you are directed to. If for a personal reason, you feel that you are unable to attend, you must discuss this with the Head or Deputy Heads, who may grant you an exemption.

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.

You may find these of use for further information about consent:

<https://www.youtube.com/watch?v=oQbei5JGiT8>

[Male Survivors \(toah-nnest.org.nz\)](http://MaleSurvivors.toah-nnest.org.nz)

<https://thewalrus.ca/what-consent-means-in-the-age-of-metoo/>

<https://www.theglobeandmail.com/opinion/metoo-young-men-and-consent/article37341952/>

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.

Reporting

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>

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 College staff who will treat you with respect and care. A staff member may encourage you to seek additional assistance from the Head and/or Deputy Heads. You may also wish to contact a support agency.

Te Whare Tāwharau - 0800 479 379

NZ Police - 111

OUSA - 03 479 5332

Student Health - 03 479 8212

Healthline - 0800 611 116

OCASA Dunedin - 03 474 1592

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. You must treat all bedroom and lounge doors as if they were the front door of a home.
- Not taking things that belong to another person. Stealing somebody else's personal belongings is unacceptable.
- Not 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. In particular, "flipping" (i.e. turning room contents upside down) is deemed unacceptable.
- 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 or Staff.
- Not taking photos or recordings of a person or people without their permission. Furthermore, you must not share photos or recordings on the Internet (including on social media) without the person's permission. This includes Staff.

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 may result in termination of the Resident's contract with no offer being made to rehouse the Resident in another College.

At Knox College, any time you wish to take a photo or record someone, you must ask for their permission before doing so. Likewise, you must ask for their permission before uploading any photos and/or recordings to the Internet.

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.

PERMISSION FOR USE OF IMAGE AND STATEMENTS

Knox College Residents agree that Knox College shall have the ongoing right to make use of the Resident's image and written and verbal statements in connection with the College. Any Resident who does not agree can withdraw their permission in writing to the Head.

HARASSMENT, BULLYING AND ANTI-SOCIAL BEHAVIOUR

Knox College aspires to be an inclusive community and we believe that all Residents and Staff 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 include but are 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 with ongoing liability for remaining residential fees.

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 the Head and/or Deputy Heads if you decide to make an informal or formal complaint.
- seek advice and get support from the Head and/or Deputy Heads.

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, orientation 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 AND LEGAL RECREATIONAL SUBSTANCES

The possession, supply, or use of any recreational drugs, legal or illegal, is not permitted on site or at College events. 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.

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 your prescribed medication or over the counter products in your possession. 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

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 or vape, you must not take alcohol with you.

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

Should you wish to access support for addressing a smoking or vaping addiction, the College encourages you to contact a Registered Nurse at Student Health to discuss what services may be available to you.

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. 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 6.30pm and 10.00pm, 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, Marshall, Mackay,

Glendining, Wilson, and Closes 1-4. However, alcohol may not be consumed in any common rooms located in buildings that are designated alcohol-free by the Head.

2. The common rooms in Arden House, Marshall, MacKay, Glendining, Wilson, and Closes 1-4 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 or Deputy Heads 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. Drinking sessions (e.g., 'court sessions', 'red cards') and drinking games (e.g., beer pong) are not permitted on site. Should you wish to host a group of more than 8 people in your room or Double-A lounge, you should contact the Head or Deputy Heads to seek advance permission.

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

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

The following restrictions on alcohol-related glassware apply: Regular sized wine and beer glasses are permitted. Drinking bongos, yard glasses, crates, kegs, 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.

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 two bottles of wine per resident at any one time. There is also a limit of one bottle of spirits. Should Staff observe that you are being irresponsible with your consumption of alcohol, you may be placed on a spirit or alcohol ban.

Residents must 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 made clear at the time.

The Head, Deputy Heads and their nominees reserve 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 must not 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 too great. Anybody caught doing this, or tampering with window security stay(s), will face an instant fine of \$100.00, 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. The exceptions are in the Ross Chapel for Services and the Hall, Junior Common Room and Senior Common Room for special events that are supervised by the Head and/or Deputy Heads. 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. which are causing a nuisance or are deemed by Staff to be excessive. Staff judgement is not open to debate. It is expected that noise levels will be minimal after 10.00pm each night, with no exceptions.

As examinations approach, the College enters a Study Zone, which includes the observance of quiet hours. Quiet hours involve keeping noise levels to a minimum day and night, seven days a week. Quiet 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 the residential suburbs of Ōpoho and North East Valley.

DINING AT KNOX

The dining room is known as the Great Hall and is one of the centres of college life. From our beginning, Knox dining traditions have encouraged gratitude for food, respect for all those who provide it to us, and communal customs of courtesy and conversation.

MEALTIMES

Your 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	Calendared Sunday Community Dinners

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 Hall and the Quadrangle (for outdoor dining).

PACKED LUNCHES

On those days when you have lectures at the University you may 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 dine at normal lunch-time service that day.

Late dinners are provided for Residents who have work, sport, tertiary, or college commitments. If you require a late dinner, you must make a request using your College Portal before 4.00pm on the day. You may not collect a late dinner during normal service times as 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 Night Staff (022 674 3653). You may heat your meal in one of the microwaves in the Hall. Please cover your food with a napkin to avoid soiling the interior of the microwave as your meal is heated.

SICK MEALS

If you are unwell, please contact the appropriate Staff on Duty (022 674 3653) to request meals to be delivered to your room. Please note that Residents are not only required to isolate for COVID-19, but any other communicable illness such as the common cold or influenza. Isolation is to prevent the spread of illness in our community. Changes to the sick meal procedure may be required throughout the academic year.

DIETARY REQUIREMENTS

Vegetarian, gluten-free and dairy-free menu options are available. Residents who require gluten-free or dairy-free meals must advise the Head Chef by adding this information 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 vegan College Residents, 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 that information, as well as its symptoms and effects, before arriving at College. It must be added to your Knox Portal 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 Hall from 7.30pm until 10.00pm most days.

GUESTS OR PARTNERS

If you bring guests in to dine with you, you are required to pre-purchase their meal via the College Portal and sign in your guest(s) in the Guest Book in the kitchen. Breakfast or Lunch \$11.00, Dinner \$13.00. **Guest meals that are not pre-purchased will incur a \$5.00 administration fee.**

DINING ETIQUETTE

Diners must not sit on tables or place feet, clothing, or hats on them, as to do so is both culturally offensive and unhygienic. Residents must not wear hoods while dining or going through the kitchen servery; unless for cultural or religious reasons. Residents must not enter the Hall or servery without appropriate footwear (socks are not considered acceptable footwear). Cell phones may not be used in the 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.

COMMUNITY DINNER DRESS CODE

Each semester there will be several Sunday dinners where the whole College comes together to celebrate being part of the Knox Community. They are one of the many community-minded features of life at Knox. Guests and Fellows frequently attend, which adds to the special atmosphere.

For community dinners, Residents are asked to 'dress up a bit' and make more of an effort than normal; dresses, skirts, puletasi, lavalava, kilts/highland garb, dress pants, formal tops, jackets, blazers, and ties would all be suitable. Importantly, the dress code is gender neutral – you can wear whatever makes you feel most comfortable. Appropriate, clean footwear is to be worn.

Sometimes, a community dinner will be themed. We encourage you to think about the themes before you arrive, and perhaps even pack a few costume items so that you can dress up. The themes are:

- **Outer Space** (i.e. clothing/costume items related to stars, planets, aliens, spaceships, UFOs etc.)
- **Knoxmas** (i.e. Christmas/Yule items such as Santa hats, Christmas jumpers, tinsel etc.)
- **Matariki** (i.e. sparkly items, such as clothes with sequins, glittery, shiny stars etc.)
- **Fantasy** (i.e. witch/wizard/warlock attire, lightsabres, superhero costumes etc.)

If you do not already have special attire for such dinners, please don't worry. You can usually get what you need at a very affordable price from op shops around town.

Members of the Senior Common Room wear black academic gowns (without hoods) to community dinners, as do those visitors who hold degrees. The wearing of academic gowns is meant to be inspirational for our Residents – something to look forward to after their own graduations.

During community dinners, some Residents and/or Staff may perform a musical act – often utilising our beautiful grand piano.

The Hall's 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 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 Orientation Week. Residents who are experiencing problems with their SNS connectivity or printing should see the Office.

In using Knox College's 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 home to one of New Zealand's largest theological collections. It also contains many books on topics such as anthropology, art history and English literature. It is a public library, staffed by its own dedicated librarians. In particular, Hewitson Library staff liaise with other librarians around the world as it is an important lending institution. For more information on the library, please visit: <https://hewitson.mykoha.co.nz/>

The Hewitson Library is **not** owned by Knox College but is available for Residents to use. It has over 60 reader spaces and Wi-Fi connectivity. Residents can access the library from 8:00 am to 10:00 pm.

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 or drink into the Library.**
- Keep talk to a minimum and whisper.

THE ROSS CHAPEL

The Ross Chapel is a physical reminder of the College's special character. It is open 24 hours a day as a quiet place for prayer, reflection, and meditation. During the College year there are several services of special significance. These include the College Opening Service, the ANZAC Day Service, Matariki service, and the Founders' Day Service. Attendance is voluntary.

IN-HOUSE COMMUNICATION

Announcements and other items of interest appear on various noticeboards (foyer, Junior Common Room, Hall corridor). All Residents are expected and assumed to have read every day's notices.

Another means of in-house communication is the '2024 Knox College Residents/ Nga Kainoho o Te Kāreti o Knox' Facebook page. Through the page, Staff provide some information on tutorials, activities, and events, as well as important notices.

NIGHT STAFF

A Sub-Master is on duty from 5.30pm to 10.00pm (022 674 3653). From 10:00pm to 9:00am, an on-call staff member can be contacted on the same number: 022 674 3653.

MUSIC

The Music Room is 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. If you wish to use the Music Room, please ask the Administrator in the Office between 9.00am to 5.00pm Monday-Friday, or ring the Duty Sub-Master from 5.30pm – 10.00pm Monday-Friday, or 8.30am – 10.00pm on the weekends.

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 10.00pm. 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 or Deputy Heads.

Residents can be involved in the Choir – it is an all-comers group with no auditions. The music is wide-ranging, fun, and updated regularly.

GYMNASIUM

The Gym is in the basement of the Hewitson Building. It is available 24/7. 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 Hewitson Library and offices, gym users must use headphones, not external speakers, to listen to music.

TENNIS COURTS

A tennis court, which is shared with Salmond College, is located at the bottom of the College driveway. In addition, public courts are just three 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 Tower 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

Laundered sheets and pillowcases are available 24/7 for collection in the Ross Wing Laundry. You will return your sheets for laundering on Sunday or Wednesday nights, or by contacting laundry staff during the day (the number will be on the Ross Wing Laundry Door). You are expected to use this service at least once a fortnight.

NEWSPAPERS

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

MAIL

Mail is sorted by the Administrator in the Office on weekdays. Letters for Residents are placed in a letter rack on the table in the main foyer. Parcels and registered mail are kept at the Office for Residents to collect with an updated list appearing on the College's

Facebook page at regular intervals on weekdays. **Outside of office hours, items can be collected at:**

Weekday evenings: 7:30pm

Weekends: 12.00pm, 5:30pm, 7:30pm

CAMERON HALL

The Cameron Hall is a wonderful resource – a large, retro hall with a stage. It is available for sporting and social activities, meetings, concerts, theatre sports and other activities. Bookings can be made through the Administrator in the Office, from 9.00am to 5.00pm on weekdays.

JUNIOR COMMON ROOM AND TV ROOM

The main common room in the College is known as the Junior Common Room (JCR). 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 JCR is the TV Room. As there are bedrooms directly above and around these facilities, you are always expected to keep noise to a reasonable level, especially after 10.00pm and in Study Zone.

BUTTERY

The newly refurbished Buttery is across the corridor from the Junior Common Room. It is a smaller space for socialising and contains a bookable domestic kitchen space. You can book the Buttery's kitchen by asking the Administrators in the Office between 9.00am and 5.00pm on weekdays, or by ringing the Duty Sub-Master between 5.00pm and 9.00pm on weekdays or on the weekends. The Buttery also has a 24-hour hot drink dispenser and water filter, plus a cosy pellet fire. It is an alcohol-free space.

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 kitchenette is equipped with a microwave oven, kettle, toaster, and small fridge. Residents are expected to keep their floor kitchenette areas tidy and work together to ensure rubbish and 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 by Staff.

MAINTENANCE AND REPAIRS

All maintenance requests, including lightbulb replacements and Wi-Fi issues should be logged through the online system on the College portal.

If a matter is urgent or an emergency, please contact Staff (022 674 3653). The Property Team work every 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 or Deputy Heads. 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 Staff, implies that the resident is aware that her/his/their 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 Fire and Emergency New Zealand (FENZ) should dial 111 immediately. The Head or Deputy Heads 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 Head or Deputy Heads 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. Professionals working at this service will usually be able to attend to you more quickly than the staff at the Hospital's Emergency Department, but you will have to pay.

For transport to and from the Hospital's Emergency Department or Urgent Doctor's service, please see the Administrators in the Office. If you need help with transport after hours, please contact Staff (022 674 3653). 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 will be on-charged to the resident.

The Head, Deputy Heads, or a Sub-Master must be advised immediately if a Resident is ill, injured or in need of assistance. The College will work with the Resident to coordinate any necessary sick meals, length of isolation (if necessary) and any appropriate support that may be required.

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

Sick Residents must not go to the kitchen to get their own meals. Please find the information about how to arrange the delivery of meals under the subheading *Sick Meals*.

The Deputy Heads will often be able to inform lecturers or tutors and make suitable arrangements for Residents who are ill or who must leave Dunedin suddenly.

All Sub-Masters, the Deputy Heads, the Head, and some other Staff 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 of the fire alarm system or the sprinkler system will result in full Fire and Emergency New Zealand (FENZ) 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 or Deputy Heads 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 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 the *Smoking and Vaping* sub-section for more information.

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 \$1000.00 per appliance 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 Tower building, Marshall, Glendining, Wilson, Mackay Houses and Close buildings 1-4:

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 Tower building, that is the upper Arden Street carpark. For occupants of the other areas listed, 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 on the armband, 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 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 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 and/or Deputy Heads 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. Your 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 and/or Deputy Heads.

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 shooter's 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, 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, face masks, and Rapid Antigen Tests (RATs) for COVID-19.

COVID-19 / PANDEMIC ALERTS

The College has plans and procedures in place in the event of any change to the national or regional COVID-19 situation and other pandemics operating environment. These plans and procedures include (but are not limited to) safety precautions, restrictions regarding visitors, alterations to dining procedures, changes to rooming and other college-wide procedures. The Head and/or Deputy Heads will liaise closely with the University with respect to announcements and management of COVID-19 and other pandemic developments. Residents are required to comply with all COVID-19 and/or other pandemic related guidelines communicated by the Head and/or Deputy Heads.

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.

You must advise Staff 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 according to the current requirements. If you have COVID-19 symptoms it is likely you will also be advised to have a COVID-19 rapid antigen test (RAT). While isolating, Staff will check on the Resident and may deliver meals. Should you need anything, please call Staff (022 674 3653).

Masks: The mask wearing mandate in health care settings have been lifted, but the University requests that if you have symptoms of a cold or flu that you stay home or wear a mask for the protection of others. In this regard, Knox College's requests match those of the University. Clinical areas will have their own instructions to follow. Masks can also be worn by those who feel more comfortable doing so and we would ask that decision to be respected by our community.

If, acting on Government advice, you vacate Knox College to return home in response to a COVID-19 or other pandemic situation, the Board of Knox College and Salmond College 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, your Semester One results are not what you had hoped for, if friendships are slow to form, or you have decided to leave the University of Otago 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 the College website.

The College will email fee invoices to Residents and the Guarantor at least two weeks prior to the due date of fees. It is your responsibility to forward invoices on if these fees are to be paid by anyone other than yourself. We would prefer you to use your College Portal to pay your fees by account-to-account (a bank transfer) or by credit card (fees apply).

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 Residents who do not pay their fees are liable to be listed as debtors to the University. To be listed as a debtor means that a Resident 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 Administrators in the Office immediately. The Administrators 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 may have 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, Pūtea Tautoko, for those who find themselves in financial difficulty:

(http://otago.custhelp.com/app/answers/detail/a_id/3172/~/p%C5%ABtea-tautoko-student-relief-fund/).

The University of Otago also has a range of other options for support. To discuss these options, please see the Head and/or Deputy Heads or contact AskOtago.

STUDENT EMPLOYMENT

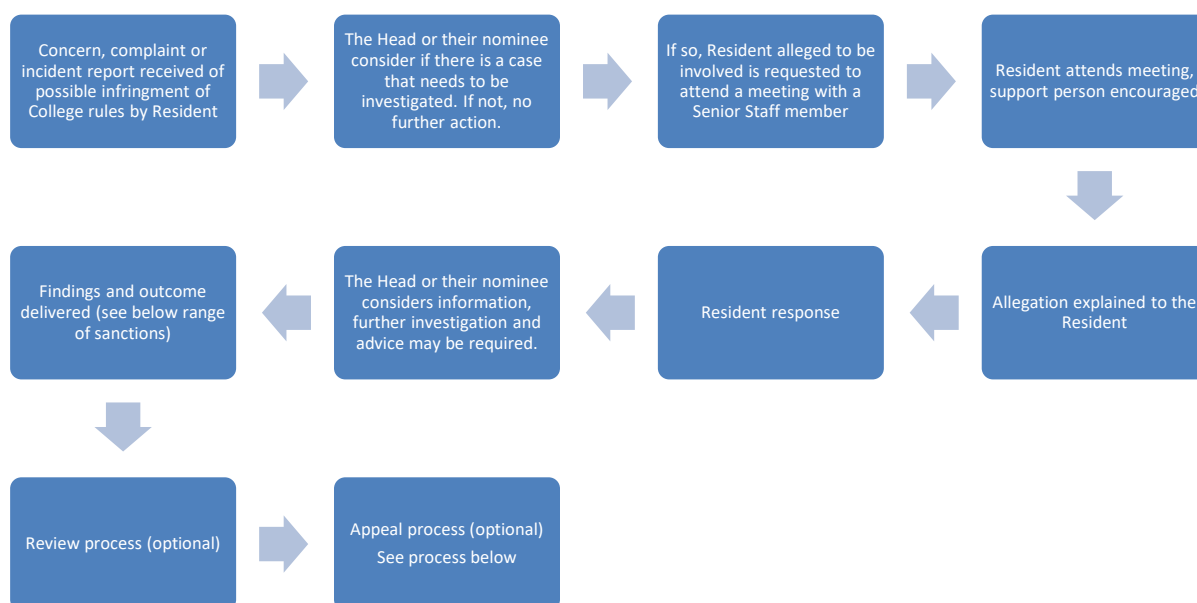
During the year, casual employment opportunities sometimes become available in the College, and at our partner College, Salmond. These opportunities are usually in the kitchen as a kitchen hand. Please direct your enquiries to the Food Services Manager.

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 or their nominee 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.

Where a Resident faces an allegation, whether made by formal complaint or otherwise, the Head of College or their nominee may impose protective measures or accommodations to manage interactions and relationships between Residents, whether or not such allegations have been or are able to be established.



A Resident is always entitled to engage with a support person and to seek advice from other agencies prior, during and after the disciplinary process, e.g. Otago University Student Association (OUSA) Support Services.

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

- No sanction.
- Formal and informal warnings.
- Requirements to undertake service and/or attend programmes, counselling or medical appointments; movement restrictions; referrals to Police and/or to the University Proctor.
- Fines, and reparations (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 any exclusion from the College then resulting in the termination of the Admission for Agreement; 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 7 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; or (2) Whether or not the correct procedure was followed in making the decision.

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 (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, including approaching the Otago University Student Association (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. 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 Head or Deputy Heads. Many issues or complaints can be resolved through informal means. 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 their nominee) may refer the complaint and or any investigation to the Chair of the Board, the Proctor, the Police 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 encouraged 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 7 calendar days of receiving the outcome board.secretary@knoxcollege.ac.nz

If the incident or complaint alleges Sexual Misconduct, the College will follow the procedures and guidelines contained in the University of Otago's Sexual Misconduct Policy: <https://www.otago.ac.nz/administration/policies/otago711781.html>.

This may involve the implementation of accommodations or protective measures within the College to address any safety concerns.

Any formal investigation by the University in relation to sexual misconduct will be conducted by the University Proctor or their appointee, not by the College Warden. In such instances, when considering whether there has been a breach of College rules, the College may open a Resident Serious Misconduct Discipline Procedure and rely upon the findings of the University investigation.

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 such time as it may be appropriate to return to the College. In certain instances, in the best interests of the College community and/or the Resident/s concerned and irrespective of the nature of the suspended Resident's role in an incident, it may be inappropriate for the Resident to return to the College in which case their Agreement for Accommodation will be terminated.

Nothing in this Handbook limits any right the Resident has to pursue a matter under a Dispute Resolution Scheme as established under Section 536 of the Education and Training Act 2020.

CONCLUSION

The expectations 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 to 1909, 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- Tautiaki

