



**Lincoln College**  
Adelaide, Est.1952

# RESIDENT HANDBOOK

**Lincoln College Inc.**

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This handbook forms part of  
**YOUR RESIDENCE CONTRACT**  
and  
**MUST BE READ BY ALL RESIDENTS.**

## **INTRODUCTION**

In this handbook we hope you will find a useful guide to living in the College and that its provision will go some way toward making you feel welcome and at home.

Read it carefully for the information it contains. Talk with your corridor tutor about any matters that are not clear. Keep it in your room for reference during the year.

Best wishes for the year ahead.

### **Lincoln's purpose is...**

To enrich the lives of our students  
by offering unique opportunities for development  
within a dynamic learning community.

### **We value...**

- diversity
- academic achievement
- personal growth
- community life
- creativity
- leadership
- our heritage

### **At Lincoln...**

- We ensure a nurturing transition to university life.
- We support heart, body, mind and spirit in a secure environment.
- Our international students benefit from their Australian experience, and our Australian students expand their horizons.
- We develop innovative contributors to society.

**WHATEVER YOUR CULTURAL BACKGROUND,  
ACADEMIC DISCIPLINE OR UNIVERSITY,  
LINCOLN WILL LOOK AFTER YOU.**

# Responsibility and Respect at Lincoln College

As a student at Lincoln College, you are part of the Lincoln Community. As with any such community, certain standards of behaviour and attitude will be expected of you in day-to-day living.

## **Responsibility**

In coming to Lincoln College, you are beginning a new stage of your life – life as a young adult, in which you will be expected to demonstrate a new level of responsibility towards your life, your study and your own decisions. College life provides a smooth transition to university and independence that will reward your steps toward personal responsibility.

*Personal responsibility includes:*

- Acknowledging that you are responsible for the choices in your life.
- Accepting that you are responsible for what you choose to feel or think.
- Accepting that you choose the direction for your life.
- Accepting that you cannot blame others for the choices you make.

As a condition of joining Lincoln College, you agreed to abide by the Lincoln College Rules, which provide a guide to appropriate behaviour and represent the agreements that have been reached within the College as to how community life is to be conducted. If you wish to be a part of the Lincoln community, you have a responsibility to know and abide by these rules.

*An example of responsibility at College*

Kitchen Duty provides an excellent example of responsibility – each student is expected to take a turn at kitchen duty, and it is each student's responsibility to find out when their duty is, and attend to complete it. Similarly, most of the information you will need is either in the Student Handbook or on the Lincoln College intranet. It is your responsibility to educate yourself using these resources, so that you will know what is expected of you.

These principles will carry over to your learning at university – the onus is on you to manage your own learning. If you don't understand, read more, ask questions, or practice again until you do understand – the only person who can take responsibility for your learning is you!

## **Respect**

Respect is an assumption that another person is acting in good faith. Respect adds general reliability to social interactions, and assists people to work together around difference, instead of each person having to understand or even agree with each other every time. Respect is very important to communities because it helps people get along with other people.

You can show respect to your fellow students and staff members by:

- Treating others as you would wish to be treated
- Being considerate
- Following Lincoln rules and accepted practices

References:

Wikipedia

<http://www.coping.org/growth/accept.htm>

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## About Lincoln

### **Purpose of the College**

Lincoln College is an expression of the pastoral care of the Uniting Church for you as a tertiary student.

It provides a comfortable, supportive and secure community environment in which to study while you are away from home.

The College is committed to helping you achieve excellence in all aspects of your life – academic, spiritual, cultural, social and sporting.

To this end it provides you with academic and study assistance, learning resources and access to learning networks, opportunities for sport and recreation, and a diverse and rich social environment.

As a member of the College you will have the opportunity to live and work in a multi-cultural community in which support is provided for a broad range of beliefs and value systems.

The College encourages you to explore the values by which you live your life and to develop a respect for the personal, professional and community values of the society in which you will live and work.

### **Lincoln College Motto and Coat-of-Arms**

In 1953, a year after the opening of the College, the Council adopted, as the

College motto, one recommended by the Master, Rev. Dr Frank Hambly.

The motto that was adopted was *Per Litteras ad Fidem* (Through Learning to Faith).

John Burchmore, a student in the College, submitted the chosen design for a coat-of-arms. John Burchmore's design was drafted by another student, Nick Feodoroff.

The design of the coat-of-arms embodies, in heraldic terms, both the origins and the aims of the College. The shield is surmounted by a gold stag, taken from the Arms of Lincoln College, Oxford.



*Its quarters comprise:*

*Left upper:* The symbol of faith – a crimson cross on a silver background from the Arms of the Methodist Church in Australia.

*Right upper:* Three argent scallops on crimson, representing the Trinity and baptism, taken from John Wesley's crest.

*Left lower:* Argent Southern Cross on azure as a symbol of Australia.

*Right lower:* An open book on argent and gold, representing learning and taken from the arms of the University of Adelaide

## **Lincoln College Staff**

### **Principal**

The Principal is responsible to the Council for the every-day operation of the College and has general oversight of the work of the college staff. It is the Council that determines College policy. The Principal attends all Council meetings and reports to Council on matters concerning college. The principal lives in the Whitehead building.

### **Dean**

The Dean is responsible for overseeing student welfare within the College. The Dean also provides individual learning and personal support. The Dean lives in the KMB flat and is available for consultation by arrangement before 10pm.

The Dean is also part of the Senior Staff team which administers the College after hours. The Dean's office is located on the ground floor of Administration. Drop-in hours will be posted on the door.

### **Assistant Dean**

The Assistant Dean is responsible for overseeing the College's academic support program. The Assistant Dean lives in the Federation flat and is available for consultation by arrangement after hours.

The Assistant Dean is also part of the Senior Staff team which administers the College after hours. The Assistant Dean's office is located on the ground floor of Administration. Drop-in hours will be posted on the door.

### **Senior tutor**

The Senior Tutor is responsible for the administrative work of the Residential Tutor team and is involved in the academic and social welfare programs.

The Senior Tutor lives in the Administration Tutor Room and is available by arrangement before 9-30pm.

### **Residential Services Manager**

The RSM ensures that student administration, building maintenance and repairs, financial administration and the provision of catering, conference organisation, cleaning and other services are carried out effectively and efficiently.

### **Development Director**

The Development Director works with the Principal to ensure: that our Alumni retain strong links to the College; that the wider community is aware of the successes and strengths of Lincolnites past and present; that the long history of a philanthropic culture on which the College was built remains vibrant amongst the entire Lincoln community; that both print and online marketing accurately reflect the College and its members.

### **College Central**

College Central staff manage the processes associated with admissions and maintains student records and accounts. They support the provision of mail and telephone services.

### **Cleaning**

The cleaning staff maintain the cleanliness of common rooms, corridors, laundries and bathrooms.

They also assist you in maintaining the cleanliness of your own room.

### **Kitchen**

The kitchen staff plan, prepare and serve the meals in the Dining Room.

They work closely with the Food Committee to ensure that your tastes and preferences are carefully listened to.

### **Library**

The Librarian maintains and develops the College's library collection and provides learning support to members of the College.

### **Caretaking**

The maintenance technician works with electrical, plumbing and other contractors to ensure that college equipment functions as it should.

The gardener tends the College's gardens and assists with caretaking duties.

### **Corridor Tutors**

Corridor Tutors take responsibility for the social welfare of the people in their corridor. They aim to foster the development of a sense of community within the College so that you feel the College is a safe and secure place to live.

### **Academic Tutors**

Prepare and present formal academic support in their own discipline. They report to the Assistant Dean. For more information see this year's resident information guide.

## **College Intranet**

The College intranet is used as a method of communication with students. Students are expected to familiarise themselves with the intranet and refer to it regularly for information.

## **Lincoln College Club**

Lincoln College Club is an autonomous incorporated body legally separate from the College. This means that the CC is responsible for its own finances and management.

The Club is the organising body for students' social, sporting and cultural life and provides such services as daily newspapers, sporting equipment, gym equipment, televisions, VCR, vending machines, and the College Shop.

All residential students are required to be members of the Club and to pay the fees levied by the Club (and collected on their behalf by the College) each year.

The College Club has a General Committee that is responsible for the day to day running of the Club. This consists of an Executive of nine positions elected in the fourth term of the previous year, a Fresher Representative elected in Term Two, and general committee members chosen at general meetings of the Club.

The club holds an Ordinary General Meeting (OGM) at least once a term at which all Club members can participate. These meetings are held

near the beginning of each term and attendance is compulsory.

Failure to attend will incur a fine of \$5, unless an apology for unavoidable absence is given to the Club Secretary before the meeting. It was felt that all collegians should be encouraged to take an interest in what their Club is doing! The College supports this decision and failure to attend OGMs may affect your College Points.

The Club Executive Committee consists of the following:

- Club President
- Vice-President
- Hon. Secretary
- Hon. Treasurer
- Sports Secretaries
- Cultural Secretary and International Secretary

The College Club Utilities Officer is the person that you should report issues in the Shop, the gymnasium or the Pool Room to regarding supply and equipment. The general representatives are elected at first term's General Meeting by those members who have resided at the College for at least one term.

Although Freshers (students new to the College) cannot stand for membership of the General Club Committee until their second term, they are encouraged to volunteer for other Club positions in which they take charge of particular jobs for the year e.g. shop officers, sports captains.

There are a large number of College Club positions to be filled during the first semester with people who are in

charge of particular jobs for the year, show organisers.

If you wish to run for these positions see the notice board outside the Dining Hall before the AGM.

The Club produces a regular newsletter, called *The IBEX*, and an annual magazine called *The STAG*. These are available to all collegians and recount the events of the year.

The Club President is member of the Lincoln College Council and provides a report on student activities to the Council.

The Club produces a budget and recommended club fees for the forthcoming year. The budget and fees are considered by the Council, and if found reasonable, approved for collection by the College.

The Lincoln College Club is a member of SAAUC (the South Australian Association of University Colleges). It is this body that arranges for the inter-college sporting competition and other social events throughout the year. The activities of the Club are subject to the approval of the Principal.

## **Council**

Subject to provisions of the Constitution the entire management of the affairs, finances and property of Lincoln College Inc. is vested in the Lincoln College Council. The Council consists of *ex officio*, elected and appointed members. The College Club President has a position on Council.

## **Council Committees**

There are several committees at Lincoln that involve resident participation. Some are Council Committees and as such are Chaired by Council Members (eg. Buildings and Grounds), others are College Committees set up by the Principal and management (eg. Student Relations, Food, IT).

All the committees are seen as avenues of advice and referral for the Principal in order to support the smooth running of the College. The Committees are one area in which residents can have input into decisions and discussions about the needs of current students. Details of the titles and functions of the Committees can be found on the College Intranet.

## **Bursaries and Scholarships**

The Council of Lincoln College offers a number of bursaries and scholarships each year to assist students who experience financial hardship, to reward academic excellence and to encourage service to the college community.

Bursaries are provided to support students in financial need; scholarships are awarded based on student merit. More information is available on from College Central and the College web site.

## Tips for Success at College

### Do:

- Read the handbook and ask if there's anything you don't understand.
- Follow rules, instructions, suggestions and advice from Senior Staff and tutors
- Get to know your Corridor Tutor, and the other members of your corridor
- Get to know your Academic Tutor and other people in your course
- Get to know the Senior Staff – they are not as scary as they sometimes look!
- Get to know the librarian, College Central staff, the maintenance staff, the kitchen staff and the cleaners – they are helpful and lovely
- Be considerate of your fellow collegians when thinking about making noise
- Talk to your tutor, or the Senior Staff, when problems arise
- Ask for help if you need it
- Set up your Voicemail and clear it every night!
- Read the Ibex, and contribute to it!
- Dress appropriately for the dining room – shoes and neat casual dress required
- Come to Monday night Formal Dinner on time, and listen to the notices
- Sign up for kitchen duty ASAP and write it in your diary
- Lock the door to your room every time you leave it – insurance doesn't cover an unlocked door!

- Keep your room fairly tidy – the cleaners need to see the floor in order to vacuum it
- Tell someone if you see a security risk (broken window, door constantly propped open, strange person wandering campus, etc)
- Tell a Senior Staff member if you see another resident damaging property or acting inappropriately
- Tell someone if something in your room is broken or is not working

### Don't:

- Do anything to damage the College buildings, fittings or reputation
- Drink alcohol in places or times you are not supposed to
- Cook, smoke or light candles in your room
- Harass other students
- Keep academic or personal problems to yourself – we are here to help!
- Smoke tobacco anywhere on campus
- Do anything stupid on the Computer Network – if you wouldn't want your mum to see it, don't do it online!
- Wear your PJs in the dining room!
- Keep doing something after you've been asked not to do it by a tutor or the Senior Staff
- Be afraid to get involved in college life – sports, music, committees, volunteering...
- Do anything you feel pressured into doing

## **Your Responsibilities**

Living at Lincoln carries with it the responsibility to abide by the community rules, including those rules which are based on South Australian law. These rules have been put in place over the years to ensure that Lincoln remains a safe and harmonious community for ALL residents. When common sense and consideration for others are the touchstones for right behaviour, the life of the college is harmonious. You are encouraged to base your behaviour in the college on these principles.

The Rules as they stand are a guide to appropriate behaviour and represent the agreements which have been reached within the College as to how community life is to be conducted.

A signed declaration that you have read them is required of you prior to you entering the college. Compliance with College Rules is a requirement for continuing residence in the college.

## **Conditions of Admission**

Residents are required to comply with the "Conditions for Admission to Lincoln College" to which they have given their signed agreement.

## **Amendment to Rules**

The College will be entitled to amend or replace these Rules at its discretion in order to promote the quality of the College environment.

## **Policies**

The College has adopted various policies and procedures which detail its position on a range of issues including:

- Harassment
- Discipline
- Smoking
- Alcohol
- Privacy
- Occupational Health Safety and Welfare.

Copies are available from College Central and on the intranet. All members of the College are to act in accordance with these policies.

A summary of the Fair Treatment policy, which details requirements for appropriate behaviour, and the procedure to be followed in cases of unfair treatment, are included in this Handbook. Please take the time to familiarise yourself with the range of acceptable behaviour expected at Lincoln.

## **Academic Progress and Standing**

Students are expected to maintain their status at a South Australian university in a program recognised by their institution as a full-time program and to make satisfactory academic progress. Students have an obligation to inform the College of any change to their status, load or program.

In the event of a fail or unsatisfactory academic progress the resident must attend a review with the Assistant Dean or nominee.

The Principal is authorised to impose conditions or not to readmit or to terminate the residency of any student who fails to maintain satisfactory academic progress or who ceases to be a full-time university student.

## **Fair Treatment**

Lincoln College aims to provide a fair and safe learning, work and living environment for all members of the College community. Residents are to conduct themselves accordingly.

A copy of the Fair Treatment Policy and Procedures is available from College Central or the College intranet. A summary of the Policy is included in this Handbook. Student Wellbeing Officers are appointed each year and the Student Relations Committee meets throughout the year to ensure that Lincoln is a fair and safe environment for all.

## **Smoking**

The College maintains a smoke-free environment. Residents must not smoke nor permit smoking in their rooms, any of the College buildings, or anywhere on the College Campus. If an alarm is triggered by smoke the resident responsible will be charged the Fire Service fee (about \$500).

Any resident has the right to politely request a smoker to remove themselves from the College grounds while they are smoking, if the smoke impinges on their wellbeing.

## **Drugs**

The cultivation, distribution or taking of drugs is prohibited at Lincoln College. Residents are reminded that the contravention of the laws of South Australia regarding drugs will lead to stiff penalties being imposed. **Offenders will be required to leave College.**

## **Alcohol**

Consumption of alcohol by residents under the age of 18 is prohibited. All students are expected to respect the fact that many members of the College are non-drinkers, or moderate drinkers, and to behave appropriately with regard to alcohol.

Consumption of alcohol will not be accepted as an excuse for disruptive behaviour such as noise, disturbance in the Dining Room or damage to College property or property in the neighbourhood.

The consumption of alcohol is not permitted in the Dining Room or adjacent BBQ area or any common areas without the prior permission of the Principal. Repeat offenders will face disciplinary action and may be required to leave the College.

In addition, it is not permitted to consume alcohol in the following areas: all corridors, stairways, balconies, common rooms, television rooms, kitchens, laundries, library, computer room and late tea room.

Consuming alcohol outside, in the College grounds, is not acceptable,

except during approved college social functions.

The College Club has an alcohol license which allows it to serve alcohol in the common room under the following conditions:

- The Principal has granted permission for the event
- A Licensee is present
- A person who has completed Responsible Service of Alcohol training is present.
- All bar staff are sober

Drinking alcohol in the Common Room under any other circumstances is a breach of licence conditions which means:

- You will be personally fined \$5,000 by the Alcohol Licensing Commission
- The Club Executive members who are Licensees will be fined \$20,000 each
- The College Club will lose its Alcohol Licence (no more pre-drinks, no alcohol at College functions)

Students who drink in the Common Room when the licence is non-operational may be asked to leave the College.

You may consume alcohol in your room but groups of more than six people are not acceptable at any time. Those present must ensure that they do not cause a disturbance to others. If disturbances occur, groups will be asked to disperse immediately.

You are responsible for the behaviour of any guests that you may invite into your room or into the College.

You may apply to the Principal to hold parties in some of the common spaces, e.g. Hambly Common Room.

### **Private Parties**

You may apply to the Principal or Dean to hold parties in some of the common spaces, e.g. Hambly Common Room, TV room, Hambly Kitchen. If party attendees wish to consume alcohol, permission must be sought from the Principal. Party music and other associated noise should cease at 11.00 p.m.

Residents hosting a party are responsible for the conduct of the party in accordance with College policy, for cleaning up thoroughly afterwards, and for any damage incurred.

Private parties may not be held in orientation week, swot-vac or during an examination period.

The Principal's permission must be obtained if an admission charge is to be made, or if a majority of those attending are not residents of the College.

### **Noise Control**

We require all residents to demonstrate a respectful attitude towards their fellow students and our neighbours, especially with regard to noise levels. Therefore, noisy parties or activities may not take place in corridors or residents rooms, or in any other area whereby the study or sleep of others is prevented. Residents who are disturbed by noise made by others should first approach those responsible for the

noise. If this is not successful speak with the Duty Tutor after hours, who has the responsibility of adjudicating noise complaints. During office hours talk to the Principal or College Central staff.

In the event of a complaint about noise, residents must comply with the instructions of the Duty Tutor or staff member.

During SWOT Vac and Examination periods a 24 hour Noise Curfew exists. Activities are restricted and students who fail to comply with the policy may find themselves sent down from College.

Common unacceptable noise issues that should be avoided include:

- Music practice in the Chapel at unreasonable hours
- Parties in rooms
- Stereos and TVs blaring in the corridor
- Failure to turn alarm clocks off
- Loud sporting activities in the common spaces
- Play Station etc in the common areas.
- Coming back from events and waking people

Close doors, shut windows, move the party on or turn it down.

For acceptable music practice protocols see below.

## **Visitors**

Visitors may not stay overnight in a resident's room without the prior permission of the Senior Staff. No visitors are permitted in the College during O'Week, Swot Vac and Exam periods.

When, in an emergency, a person stays in a resident's room overnight, the resident must inform the Senior Staff the following morning. Unplanned overnight stays by visitors are discouraged.

Residents are responsible for the conduct of their guests, including any damage, harassment or inappropriate activities or behaviour. All meals consumed in the dining hall by guests of residents must be recorded against the resident's name in the kitchen ledger. These meals will be charged to your account.

## **Music Practice**

It is recommended that students carry out Music Practice in the areas nominated for this purpose: the college music rooms and the Chapel. Music practice is restricted to the hours of 8:00am to 10:00pm.

### *Drums*

Drum practice is only during lunch or dinner time in the music room. Drum practice is not permitted at any time during Swot Vac or Exams unless the drums are effectively muffled.

### *Keyboards*

There are several pianos on site. The baby grand piano in the dining hall may be used with permission from the Senior Staff.

The Chapel piano and organ may be used during the prescribed times.

Equipment is not to be moved from the music rooms without the express permission of the Senior Staff

## **Kitchen Duty**

The function of Kitchen Duty is to help maintain College fees. It aims to involve all students in some service towards the College Community.

The work is performed on weekends and public holidays, taking approximately five hours. It consists of cleaning up after one meal and preparing for the next. A roster is placed in the Dining Room. Residents are given an opportunity to sign up for their preferred shifts during O Week. Residents who fail to sign up will be allocated shifts.

You should ensure that you sign up for the requisite number of duties each year. It is your responsibility to ensure that you turn up at the time you have contracted to be present.

All residents are responsible for any changes or alterations to the roster once it is posted. If you swap duties with another resident and they fail to complete the duty you will be fined for their replacement.

Failure to attend to your duty will result in a fine and a replacement kitchen duty. The fine covers the cost of administration and replacement. Repeat offenders will receive increasing penalties

College Central will maintain a list of people who are prepared to do extra Kitchen Duty on short notice should someone fail to turn up. This work is paid using money recouped from the student who failed to do his or her duty.

The number of duties expected of each student is dependent upon the number of years of residency in the College.

**Duties usually required:** First year: 4; Second year: 3; Third year: 2; Fourth year: 1; Five or more years: 0

Club Executive members and Residential Tutors are not expected to do Kitchen Duty.

## **Care of Buildings**

Residents must respect College property and the College environment at all times. Any resident who damages College property will be charged for the cost of the repairs and will be subject to disciplinary action. That said, we understand that accidents happen, so please be open about any damage.

Faults with College equipment must be reported to the maintenance staff [maintenance@lincoln.edu.au](mailto:maintenance@lincoln.edu.au), to College Central or to the Duty Tutor.

Residents must not play outdoor games in the common room, television room or corridors or in close proximity to College property such as windows that can be broken by balls etc. Residents will be charged for damages.

Corridors must not be used as meeting or recreational spaces, except during Tutor-arranged corridor functions.

## Safety at Lincoln

### Accidents and Emergencies

All accidents should be reported to the Duty Tutor or, during the daytime, to College Central. The College has no resident medical personnel and where accidents occur students must exercise their duty of care to others and do whatever is necessary to assist those involved in the accident – be it calling a resident member of staff, a doctor, an ambulance, the police or fire service.

In emergencies you should contact a Senior Staff member or your corridor tutor. For emergency services phone 0 000 from any College phone. You do not require a pin number or credit on your phone. Give clear directions as to where the emergency services people should come, and arrange for someone to meet them at the boundary of the College and guide them to the emergency.

### Fire Safety Equipment

All rooms, corridors and kitchenettes are equipped with smoke detectors. Every corridor has a fire extinguisher. Tampering with fire equipment is an offence under South Australian law. If you tamper with or damage any fire alarm, smoke detector, fire-fighting, or safety equipment, including door-closers fitted to room doors, you will be fined and asked to leave the College. Where a false alarm occurs through smoking, in-room cooking, or tampering with fire alarms, a charge will be made to cover the cost of attendance by the South Australian

Metropolitan Fire Brigade. This charge is approximately \$500. An additional charge to the student may be levied by the Fire Service if the attendance is due to tampering or interfering with the fire alarm.

### Fire Procedures

#### Residential Tutors and Staff are trained in fire safety and evacuation procedures

All residents are responsible for their own evacuation during a fire drill or an emergency. All residents are under the authority of the chief warden (white hat) during such times.

When bells ring all residents must vacate the building and gather at the dedicated assembly points.

#### When the alarm sounds:

1. Leave your room quickly closing but not locking the door behind you
2. Do NOT stop to gather items
3. Make your way to the nearest safe exit alerting others as you go (use the back of your hand to knock on the doors & call out to others including at bathrooms, stay low if there is smoke)
4. Gather at the appropriate Assembly Point (according to building):

**Administration, KMB, Scott, Chapel and Whitehead:** assemble on the KMB lawns, in the centre of the lawns away from doors and buildings.

### **Abraham, Federation, Dining Hall & Kitchen, Common Room and Hambly:**

exit via Margaret Street and gather in Brougham Gardens on Brougham Place opposite Federation.

Do not under any circumstances return to your room or a building until the Chief Warden (white hat) has given the all clear to the Wardens (red hats or yellow hats). Failure to comply with these instructions may see your residency terminated.

Tampering with fire safety equipment is illegal and may result in prosecution by the fire department or the College.

#### **If you discover a small fire**

You may endeavour to put it out using the appropriate equipment and then tell someone about it, or if you do not feel confident to attack the fire, immediately tell someone about it.

#### **Precautions**

- Read the Room Safety instructions posted on the noticeboard in your room
- Do not use an electric jug in your room. Electric jugs for your use are provided in kitchenettes.
- *Never leave your room without switching off all heaters, lights and other appliances.* To do so reduces both electricity costs and the risk of fires.
- Cooking and ironing in rooms is absolutely prohibited.
- Candles, incense or aromatic oils are not permitted in rooms.
- Familiarise yourself with the location of nearby fire extinguishers and make sure you know how they work and for

what kind of fire they are to be used.

- Familiarise yourself with alarm points and fire exits.

### **Student Wellbeing Officers**

The Student Wellbeing Officers are support people within the College who are aware of issues of harassment and have been trained to assist you with any difficulties you may experience. Should you require advice you may speak with a Student Wellbeing Officer at any time. The photographs, room numbers and telephone numbers of the Student Wellbeing Officers will be on display in the Dining Hall and around the College.

### **Illness**

If you develop an illness that is more serious than (say) a cold you should notify your Corridor Tutor about the condition as soon as possible, particularly if it is communicable. In more extreme cases confinement to your room or restriction from common areas may be required; speak to your Corridor Tutor for guidance.

Should medical assistance be required, College Central (or a Senior Staff member if after hours) can organise an appointment with the Adelaide Medical Clinic in Ward Street North Adelaide. Students and visitors are responsible for any costs involved.

Medical facilities close to the College:

#### **Parklands Clinic**

University of Adelaide 8303 5050

**Adelaide Medical Clinic**

182 Ward Street                      8267 3544

**Dr J. Cook**

77 O'Connell Street                8267 1613

**North Adelaide Family Practice**

118 Barnard Street                8267 2177 or  
8231 1311

**Allcare Medical Centre** (24 hrs)

188 Main North Road              8269 2888

**Clinic TwoOneFive**

215 Melbourne St                    8267 5599

[www.twoonefive.com.au](http://www.twoonefive.com.au)

Does not bulk bill. Open early, late and weekends. Website has useful information.

## **Living at Lincoln**

### **Residential Corridor Tutors**

Residential Corridor Tutors (RTs) have been appointed to provide community and social leadership within the College. You will find them helpful and friendly and able to assist you as you adjust to college life. They have responsibilities in the following areas:

- Student welfare
- Administration
- Leadership

Tutors can assist you to develop good study habits and time management skills, and will help you access academic support if you need it – so talk to them!

Tutors run “Corridor functions” once a term to enable students within and between corridors to become acquainted. Attendance at these functions is highly recommended if you wish to make good friends in college!

Please respect the study needs of your Corridor Tutor as they are students themselves and have their own work to complete.

### **Booking In to College (Check-in)**

It is essential that prior arrangements for booking in be made with College Central. Intending residents should try to arrive at the College during office hours (9:00am – 5:00pm, Monday to Friday). Where that is not possible, ring the front door bell and you will be attended to by the Duty Tutor.

### **Booking Out of College (Check-out)**

Prior notice of intention to leave the College must be provided to the Principal in writing. A check-out system includes a Room Check with your Corridor Tutor or an Administration Staff member. Upon notification of departure this process will be explained. If you vacate your room during the college year you may remain liable for the payment of your college fees. (See also Termination of Residency)

### **Termination of Residency**

#### **At the initiation of the Resident**

Residents are expected to honour the undertaking made by them at the time of their admission, or readmission, into the College and to maintain their residence at the College for the period agreed.

Where a resident leaves in breach of their undertaking, they remain liable for the payment of fees until the end of their agreed period of residence or until the room is re-let to a new resident. Rooms are taken to be re-let in the order in which written notice to vacate is received by the Principal. The College will use its best endeavours to re-let any vacant room.

Residents facing exceptional circumstances who wish to leave the college may apply for release from their obligation. Applications should be in writing, addressed to the Principal, and should state the grounds for the request. You may be required to attend a personal interview.

### **At the initiation of the College**

The College has in place a Discipline Policy and the Principal may impose penalties in all matters of discipline, including the suspension or termination of residency if such action is deemed to be in the best interest of the College. Termination of Residency may take effect immediately or at such future time as the Principal shall reasonably determine.

The Principal may also elect not to re-enrol a resident who applies for re-enrolment at the beginning of an academic year if such action is deemed to be in the best interest of the College. The resident will be given reason why such action has been taken and be afforded a reasonable opportunity of reply.

In each case the student has a right to appeal to an appeals committee. Notification of the intention to appeal must be received within seven days of receipt of notification of the decision to terminate or not re-admit.

### **Vacating a College Room**

Rooms must be vacated and keys returned to College Central or the key box by 10.00 a.m. on the day of departure after the completion of a Room Inspection Check. It is your responsibility to ensure that you have booked a Room Inspection with your Corridor Tutor or a member of Administration Staff. Residents should return Vacation Forms and other forms to College Central promptly. Room and building keys must be returned to College Central if a resident is moving out of the College for a vacation

period. Residents will be charged for the days during which the keys remain in their possession.

### **Keys**

Each member of the College is given a building key, which provides access to all buildings, common areas, laundries, etc. Each member of the College is also supplied with a personal room key. Additional keys are available as required for, eg, the Computer Lab, or the Gym.

*Lost keys* – if you lose any College key you should notify College Central immediately. You will be issued with replacement keys, and given 24hrs to return them. Keys that remain lost after 24hrs will incur an administration and replacement charge.

*Lock outs* – If you lock your keys in your room a College Central staff member (or Duty Tutor if after hours) will let you back in to your room.

See section on Vacation Periods for special information on returning your key for vacations.

### **Bond**

You are required to lodge a sum of money as a bond to ensure your room and its equipment is returned in good order to the College upon moving out. The College requires this payment in order to make sure that College property is preserved for future generations of students.

Damage to College property caused during the year must be paid for immediately. Your bond may not be used for this purpose. Loss (including loss of books from the College Library) or damage to furniture, furnishings, fittings or rooms that are revealed at the time of your departure will result in your bond being forfeited. Please see the 2011 College Information Guidelines for a list of current fees and charges for damage and vandalism.

Rooms will be physically checked prior to your departure to ensure they are in good condition with nothing missing or damaged. The equipment in your room will be checked against your room inventory before your bond is refunded. You must pay for any damaged or missing items, including library books.

If you qualify for a Bond refund or a fee refund it will be made within a month of your departure.

### **Payment of Fees**

Fees can be paid by cash, cheque or electronically using your savings or credit card. In the case of overseas students fees can be paid by cash or bank draft drawn on an Australian bank.

All **ADVANCE FEES** must be paid by the due date (see breakdown of fees for full list of Advance Fees).

**SEMESTER FEES** can be paid in full at the beginning of your contract, in four equal instalments, or fortnightly.

#### **Option 1 – Full year payment**

Students paying for the full year up front and paying at the start of the

academic year, automatically receive a 3% discount.

#### **Option 2 – Four equal instalments**

Please refer to the fee schedule on our web site for the dates fees are due.

#### **Option 3 – Fortnightly payments**

Fees can be paid fortnightly in advance by entering into a direct debit agreement with the College. Forms are available at College Central.

**HOLIDAY FEES** must be paid in advance. Holiday fees do not attract any discounts.

### **Late Payment of Fees**

The Rules provide for a surcharge of 26% per annum or 5% per week calculated on a daily basis for non-payment of fees by the due date. Non-payment of fees may result in termination of residency.

Residents with an outstanding debt to the College cannot be readmitted to College without permission of the Principal.

Outstanding debt will be referred to the College's Debt Collectors, with all costs associated with recovering the debt passed on to the resident.

### **Absences from the College**

You are asked to inform your tutor and College Central when you plan to be absent from the College for other than normal vacation periods. This step assists the College to ensure your personal safety and fulfil our

responsibilities under OHSW and Fire Safety legislation. (See also Vacations)

## **Meals**

Meal times can be found in the current College information Guide

Members of the College who do not wish to return to the College for lunch may, after breakfast, make themselves a packed lunch. You will need to sign for this. Late dinners can be ordered from the servery at breakfast for the same evening. Late meals are not served at weekends or on vacations. Breakfast and Lunch times may be varied during examination periods and Vacation periods.

Where a resident is absent from the College for a University organised field trip, distance practicum-teaching, or rural hospital internship lasting one week or more, a refund of the food component of the weekly fee may be available to a maximum of 6 weeks.

## **Formal Dinner**

Formal dinner takes place every Monday night during term time, except for public holidays and swot vac. Formal dinner commences at 6.00 p.m. sharp. The meal is served at the table. Neat casual dress is appropriate. The meal begins with the Principal saying grace.

All College members are expected to attend unless they have work or University commitments. It provides an opportunity for all members of the college community to gather and for

the dissemination of news and announcements. You are requested to pay polite attention to the notices given during dinner, as the content is generally relevant to your life at College. Please do not talk while announcements are being made.

## **Dining Room**

The Dining Room provides a significant opportunity for members of the College to meet and socialise.

Residents must observe the times during which meals are served. The staff may refuse to serve a resident who arrives after closing time.

Residents must not enter the dining hall with bare feet. Neat casual dress is acceptable. Sports gear, pyjamas, night attire, hats, swim wear etc. are not appropriate. Staff will refuse service to residents who are not dressed appropriately.

Mobile phones should be on silent while in the Dining Room; mobile phone conversations should be held outside the Dining Room.

Glasses, crockery, cutlery etc. are not to be removed from the dining hall and BBQ area under any circumstances without the permission of the Senior Staff. To do so is considered theft and students will be sanctioned accordingly.

Students' guests may eat in the Dining Room once they have registered them in the Kitchen ledger at the servery (ask a staff member). Meals will then be charged to your account. Failure to

register will result in a double meal charge.

### **Late Meals**

Late meals are available Monday through Friday. Late meals must be ordered before 3.00 p.m. on the day they are required. Residents must not eat a late meal if they have not ordered one.

All residents will be provided with two plastic containers when they first order a late meal – a large one for dinner and a smaller one for dessert. You must label this container with your name and room number, and keep it clean and hygienic between meals. The kitchen staff cannot serve late meals into containers that are dirty or unhygienic.

### **Laundry Facilities**

There are two laundries within the College, located on the ground floors of the KMB and Hambly buildings. The cost of washing machines and dryers is subsidised by the College. Irons and ironing boards are to be found in each of the laundries. The Maintenance Technician or Duty Tutor should be notified in the event of a malfunction or damage to laundry equipment [maintenance@lincoln.edu.au](mailto:maintenance@lincoln.edu.au).

Clothes lines are provided. There is a risk if you leave clothes unattended for long periods. No responsibility is accepted for lost, stolen or damaged clothing.

### **Religion & Places of Worship**

Residents are reminded that Lincoln College is a multi-faith community. The College requires that all students maintain an attitude of open-mindedness and respect for all religions which may be practiced by college members.

The easiest way to locate an appropriate place of worship in Adelaide is to speak with other residents. Members of your faith within the College Community will be aware of the closest appropriate place of worship and are very helpful in introducing you to local groups. You can also contact religious groups at your University for further advice on locating a place of worship.

Lincoln College is affiliated with The Uniting Church, and Brougham Place Uniting Church is a 5 minute walk away across the parklands at the front of the College.

There are a number of Christians at Lincoln who enjoy gathering regularly to encourage each other, to study together and to enjoy each other's company. Participation in the life of this group provides numerous opportunities for Bible study, prayer and fellowship.

Residents of other religious backgrounds are likewise encouraged to form groups for study and worship, if so desired.

### **Security**

The exterior doors of all buildings are locked twenty-four hours per day

except the Administration Building front door which is unlocked during office hours.

On their evening rounds of the College the Duty Tutor will check all external doors to ensure they are locked. Propping open external doors breaches security and should be avoided at all times. This includes doors to public and shared rooms such as Laundries, the Library and the Chapel. Your own room should be kept locked at all times.

Students are not to surrender their keys to any person who does not work for the College (Senior Staff, professional staff, cleaning and maintenance staff, tutors). Students are not to allow members of the public access to College buildings unless they are escorting them at all times. Students are reminded that they are wholly responsible for the behaviour of guests while on College grounds and at College functions.

## **Mail**

It is essential that you check your pigeon hole daily as the College Administration may leave importance correspondence there. Mail is delivered to the College every morning and put into pigeon-holes in the foyer of the Administration building.

Parcels and bulky items are delivered in the late afternoons. Voicemail messages are left for residents who receive faxes or parcels. All parcels, registered letters etc. must be signed for and collected from College Central during Office Hours (9:00am – 5:00pm).

During holiday periods the College will hold mail for returning residents if requested to do so; otherwise, mail will be returned to sender.

The College will only forward or redirect mail where residents have provided us with labels or envelopes for redirection of mail. The College will continue to forward mail until the beginning of the new academic year or until the labels/envelopes run out.

Mail will be returned to sender where no forwarding address has been provided or where you have failed to inform the sender of your new address after a reasonable period.

## **Faxes**

Faxes may be received and sent from College Central. Incoming faxes will be placed in the pigeon holes in the Administration building foyer with other mail items. The fax number for the College is (08) 8267 2942. If you are arranging for the receipt of faxes from overseas your caller should ring +61-8-8267-2942. Outgoing faxes, which may be made during normal office hours, are charged at the rate of \$1.50 per page for local and interstate destinations and \$2.50 for international destinations.

## **College Shop**

The College Shop, located in the main Common Room, is run by members of the Club and sells quick snacks and merchandise. Helpers are welcome. It's a great opportunity to get some organisational experience.

## **Newspapers**

Newspaper subscriptions are paid for out of College Club fees. Papers are available in the Dining Room at breakfast. After breakfast they will be made available in the Common Room. All queries regarding newspapers should be directed to the Club Utilities Officer.

## **Vehicles and Car Parking**

Residents may apply to College Central for a parking space when they apply for readmission. Only those persons who have been assigned an on-campus parking space may park in the allotted space. A charge is made for parking and a bond may apply.

Any unauthorised vehicle found on the grounds may be towed away at its owner's expense. This includes motorbikes.

No responsibility is accepted for vehicles parked on College grounds. Residents may seek permission to keep their vehicles on campus over the summer break. Normal charges will apply and residents must leave their car keys with College Central.

## **Bicycles**

Bicycles may only be locked in the bicycle shed under the Hambly Building and must not be kept in rooms, corridors, stairwells or other areas of the College due to fire regulations. All bicycles must be tagged. Bicycles that are not tagged will be disposed of.

Bike shed keys are on issue from College Central.

No responsibility is accepted for loss or damage to bicycles.

## **Pets**

Students are not permitted to have pets of any type in the College. This includes fish and turtles unless permission has been sought from the Principal.

## **Ordering Taxis or Pizzas**

If you have ordered a taxi (or a pizza) please give a clear indication where you will be waiting. Make sure you are there on time so that the driver does not have to ring a doorbell and disturb the Duty Tutor after hours.

## **Vacations**

Lincoln College follows the University of Adelaide and University of South Australia Calendars and therefore observes the vacation and term dates set out therein.

April, July/ August and September Vacations: Residents' fees cover all vacation periods. For catering and security purposes you are required to let us know if you are staying in College during holiday breaks.

December/ January Holiday Period: Your fees do not cover the summer break. These breaks are usually a time when the College is full of conference guests. All students are required to remove their belongings from their rooms prior to leaving at summer holiday period.

Conference income is used to augment the maintenance and equipment budgets for the College.

Should you wish to stay beyond your contract end date you must apply in writing to the Principal.

Readmission forms will be issued in mid-October for the following year.

All residents are required to vacate their room by 10am on the last date of their contract. Room keys must be returned to College Central. If leaving the College outside normal office hours you should return your key to the key box by the pigeon holes by 10am on the day of departure otherwise a charge is made for the whole day.

Room charges will continue until the keys are received. Note that before leaving at the end of your contract you must complete a Room Inspection Check with your Corridor Tutor or Admin staff member.

## **Vacation Storage**

Students returning to the College the following year may store a small quantity of belongings (at no cost) in the Hambly Storage area. All items being stored must be listed in an inventory, securely packaged in a cardboard box or suitcase, and clearly labelled with your name and the date of storage. Students may store one (1) tea-chest and one (1) suitcase. Some discretion in the storage allowance is available to long-standing students, with permission from the Residential Services Manager. Storage is only available if you are returning to College.

Secure storage, in a locked area of College Central, is available for valuable items. There is no charge. A College Central staff member or tutor will accompany you when depositing or retrieving your possessions from secure storage. Access to secure storage is possible only at 11.00 a.m. and 3.00 p.m. on normal working days. Access at other times will not be granted.

You are not entitled to store your possessions over the summer period if you are not returning to the College the following year. You will be charged retrospectively if you store your belongings and do not return to College.

In exceptional circumstances, where your room is not required for conference purposes, it may be possible for the room to be used for storage. Approval is at the discretion of the Principal and upon payment of the appropriate fee in advance.

## Your Room

### Your College Room

Residents are requested to complete and return their room inspection sheet as soon as they move into College; otherwise damaged or missing items will be charged.

Rooms are cleaned weekly by College staff and must be made available on the scheduled day i.e. residents should not sleep in or put a notice on their door asking the cleaners not to clean. The cleaners are required to report unhygienic rooms and repeat missed cleaning.

Residents should lock the door when leaving their room to ensure possessions are secure. Failure to lock your door will invalidate your insurance cover. Should a resident lock themselves out of their room they should go to College Central or Duty Tutor for assistance.

Residents are required not to play televisions, computers or other sound equipment so that others are inconvenienced. If requested to reduce the volume residents must do so immediately.

Furniture must not be moved from rooms or public areas without the Principal's permission.

Bed linen must be provided by residents and used at all times. Mattress protectors provided by the college must be used on your mattress at all times. Students who do not use a mattress protector will be charged for

the cost of a replacement mattress upon leaving college.

Permission must be obtained before a resident may permanently affix any article to a wall. Articles affixed to a wall may not be removed without the responsible person agreeing to pay the cost of repairing the wall.

### **Nothing may be affixed to walls in the Administration Building, Abraham and Federation Houses.**

Cooking, ironing, and the burning of candles and incense are not permitted in a resident's room at any time.

Residents not remaining in residence during the mid-year and summer vacations must remove their personal belongings from their room and store them in the allocated areas or take them home. Fridges and fans left in College rooms over the vacation period must be tagged and tested by the College at a cost to the resident. Fridges can only be stored in room over the long breaks or taken home.

Where a room is not required for conference purposes it may be possible for the room to be used for storage at the discretion of the College and upon payment of the appropriate fee in advance.

Vandalism of any description will not be tolerated by the College. Residents who wilfully or neglectfully damage their rooms or College property will be automatically fined, placed on probation and required to make reparation immediately. Other sanctions may also apply.

For a full list of fees, charges and examples please refer to the current "Who's Who..." Information Guide.

### ***In-Room Occupational Health, Safety and Welfare (OHSW) Precautions***

The following items or activities are not permitted in bedrooms:

- Cooking of any description, including rice cookers (fully automatic electric kettles that switch off at boiling point are permitted)
- Candles or incense
- Smoking of any description; illegal substances
- Smoke bombs or insect bombs or firearms
- Ironing in rooms
- Kegs
- Bar heaters (other than those attached to walls and certified by the college electricians) or blow heaters
- Double adaptors – (individual switch power boards with resets are allowed)
- Pets (permission for small fish or turtles may be granted)
- Displayed offensive or illegal materials of a religious, sexual or racial nature

Please note the following:

- Turn off all lights, heaters, fans or appliances when leaving a room
- Familiarise yourself with your nearest exits, Assembly points and fire stairs
- Ensure that your personal electrical items are safe eg cords are not frayed etc

- Know where the fire extinguishers are, how they work, what type of fire they are used for
- Ensure that you have a clear path to your door
- Report safety and trip hazards to maintenance staff or to residential tutors

Lincoln College requires its guests and residents to keep their room in a hygienic and safe condition at all times. Occupants are responsible at all times for the behaviour and activity of their guests.

### ***Cleaning***

Rooms are cleaned weekly. You must make your own bed, launder your own linen and keep your room tidy between cleaning. Where extra cleaning has to be undertaken you will be charged. For a full list of fees, charges and examples please refer to the current "Who's Who..." Information Guide.

The cleaning of kitchens and kitchenettes is the responsibility of those using them.

### ***Hygiene***

You must use bed linen. A mattress protector is provided by the College and must be used under a sheet, i.e. do not lie directly on the mattress or mattress protector. The use of sleeping bags is not permitted. Where you do not have your own linen, the College can supply some, in the short term, for a small charge. Rooms must be maintained in a hygienic condition at

all times. Students whose rooms are deemed to be in an unacceptable condition will be required to clean them. Students will be charged for a replacement mattress if they fail to use mattress protectors and appropriate bed linen.

## **Fire Safety**

Residents must not tamper with fire safety equipment or emergency lighting. Residents who interfere with fire safety equipment may be asked to leave the College.

## **Candles**

In the past, candles have caused a fire in the College and as a consequence candles of any type, even ornamental, are *not* permitted in rooms even if they are *unlit*. Similarly, burning of incense or aromatic oils is not permitted in rooms. Members of the College found with candles or related materials face severe disciplinary action and may face expulsion.

## **Cooking**

Cooking in residential rooms is prohibited. You are encouraged to eat in the Dining Room as a means of developing a strong college community. Microwave ovens are provided throughout the College for heating or re-heating small items such as pizza, not for the cooking of large meals etc. No cooking utensils or crockery are provided. Cooking in the various kitchens is only permitted when a Senior Staff member has approved

the function. A function request form is available from College Central and must be lodged at least one week before the function is to be held. The kitchen must be cleaned after use and any remaining mess or damage will be charged to the organising resident.

The 1<sup>st</sup> floor Administration kitchen does not need to be booked but the same requirements for cleaning apply.

## **Electrical Equipment**

All members of the college are responsible for ensuring that the personal electrical equipment used in their rooms is safe and does not overload the electrical circuits. Air conditioners and extra room heaters, additional to the wall heaters, are not allowed without written permission from the Principal. Small, bar-type, refrigerators may be permitted if approval is first sought from the Administrator.

A four-point power board is recommended for running more than one electrical device off a single plug. These can be purchased cheaply from supermarkets and electronics shops such as Dick Smith Electronics and Tandys. They must have automatic surge protectors and reset buttons.

Blow heaters, bar heaters, oil heaters or electric blankets are NOT PERMITTED in College; if found they will be confiscated.

## **Furniture**

Loose furniture may be relocated within rooms providing it does not

present a security risk or a danger to cleaning staff, maintenance staff, or visitors who may use the room.

The furniture and furnishings that are placed in each room have been identified as belonging to that room. An inventory of furniture has been compiled for each room. If items are found to be missing or damaged at the time of your departure from the college you will be charged for repair or replacement. On moving into your room you should complete the room checklist. If you change rooms you must complete a room checklist for your new room.

## **Insurance**

Room Contents insurance is compulsory and is a component of the various fees paid by students when they enter or rejoin the College. Room contents are covered up to a maximum of \$5,000AUD value. If the combined contents of your room exceed \$5,000AUD in value you are advised to arrange with College Central to take out additional insurance. There is a \$200AUD limit per item of jewellery, with all other items having a \$5,000AUD limit per claim. Your Room Contents insurance does not cover bicycles and musical instruments. Insurance for such items should be arranged through College Central or through an insurance company. Where possible you should keep receipts as proof of purchase.

You are covered for loss of property only in the event of forced entry to your locked room. If your room is unlocked, your insurance cover is invalidated. The College's insurance policies will not

pay for any damage you may cause to College property. You will be required to pay for such damage yourself.

Staff and students carrying out work for the College are covered either by Workcover or other insurance arrangements. Other students and residents are not covered.

The College holds a public liability insurance policy.

## **Maintenance**

You must report any damaged or broken items immediately Email [maintenance@lincoln.edu.au](mailto:maintenance@lincoln.edu.au) or leave a voicemail message for the Maintenance Technician by dialling 6010 on the phone and following the instructions. When you record details of the problem also make sure that you leave the building and room number, your name, and your extension number.

You must not drive nails, hooks, screws or drawing pins into walls or doors. If you do you may be charged with the cost of repairs. Do not tamper with fixtures and fittings in your room. In particular do not attempt a repair to any electrical fitting.

## **Telephones**

The telephone is connected free-of-charge, and incoming calls, as well as calls within the College, are free. However in order to be able to make outgoing external calls from the telephone you need to credit your

telephone account with a minimum of \$10 for calls within Australia.

Crediting your telephone account can only be done in office-hours, so please ensure you have enough credit to carry you over weekends etc.

The computer will deduct your call costs (44c per unit) and disconnect your telephone when your credit is expended - *but not during a call!* Because of this your account may go into debit.

To reconnect your telephone you need to re-credit your telephone account with the appropriate amount. Please try to anticipate your credit needs i.e. it is unacceptable to put small amounts on your telephone account every few days.

#### **To make an outside call**

If credit allows, dial 5 + your six digits PIN number + 0 and then dial the number you wish to call. Your PIN number will be given to you when you first put credit on your telephone. Please make sure that you keep your PIN secure.

#### **To make an internal call**

If you wish to call someone in College, just enter the last four digits of their telephone number. There is no charge for these calls.

#### **For EMERGENCIES**

If you need to contact. FIRE/POLICE/AMBULANCE dial 0 000 from any student telephone regardless of whether it is in credit or not.

#### **Internal Calls**

- 1 or 2 Duty Officer
- 6000 College Central, 9am 5pm, Mon - Fri
- 8 Voice Mail
- 6000 Telephone faults
- 6010 Maintenance
- 6190 Telephone Credit
- 6009 Library

#### **Voicemail**

Voicemail is the conduit for many important messages in College – the Club, College Central, the Deans and Principal all use Voicemail to communicate with students – and it is required of all students that they have a functioning Voicemail box. **Students whose Voicemail is found to be inactive or full when a message is left will be warned once, and thereafter fined \$5 per attempted contact during term time.** So make sure you learn how to use your Voicemail and check it once a day.

#### **To set up your Voice Mail**

Dial 8 and follow the instructions. The PIN mentioned is initially 2222. Once you have accessed your Voice Mail it is important that you change this to a number known only to yourself, otherwise people may be able to read your mail. **See the instruction sheet at the back of the handbook for more detail.**

If you have difficulty setting up your Voicemail, ask your Corridor Tutor for assistance in the first week of college. Your tutor will make random checks early in the term to ensure that your

Voicemail is correctly set up and you are able to receive messages.

### **To listen to your Voice Mail**

The red light on your telephone will be lit if you have messages. You should dial 8 and follow the instructions. It is important to clear your Voicemail box every day, in order to stay up to date with important messages, and avoid Voicemail fines.

### **To access your Voice Mail from outside the College**

To retrieve Voice Mail messages dial (08) 8290 6100 and follow the instructions.

## **Television**

You are permitted to have a personal television and DVD in your room.

A large stereo television with Foxtel (provided by the College) and a DVD, provided by the College Club, have been installed in the Common Room. A television has been installed in the Federation Common Room, and smaller televisions are available in the kitchenettes adjoining the KMB and Scott buildings.

## **Room Points**

A system of "Room Points" is in place to ensure an equitable allocation of rooms. Students can earn "Room Points" through participating in the life of the college: playing sport, attending events, volunteering for things, assisting Senior Staff and living at College for a long time.

Students who breach the rules of the College may lose Room points as part of their disciplinary measures.

## **Room Changes**

Where rooms become available during the course of the year it is normal for the room to be 'auctioned'. That is, expressions of interest are invited and the room will normally go to the applicant with the highest number of "room points", provided the Principal approves the move.

If you are returning for a further year you may indicate your preferences for rooms on your application for re admission. Every effort will be made to accommodate such requests, subject to availability and gender balance and the social mix of corridor groups. Room allocation is at the discretion of the Principal.

## **Small Rooms and Shared Rooms**

Students occupying small rooms receive a 15% discount on the accommodation component of their fees. Small rooms are allocated by the Principal on a 'most needed' basis.

The College has at present a small number of twin-share rooms. Like small rooms these are offered at a 15% discount of the accommodation component of the fees.

## **Study Resources**

### **Academic Support**

Lincoln College offers a comprehensive Academic Program through academic coordinators, academic tutors, sessional tutors and senior students. Academic Coordinators/Tutors have been appointed to provide intellectual leadership within the College. You will find them helpful and friendly and able to assist you with your studies. Tutors can also assist you to develop good study habits and time management skills.

From time to time, Academic Coordinators/Tutors will run formal tutorials in your discipline which you are expected to attend. If you are unable to attend, you should inform your tutor in advance and make an apology. Tutors report to the Assistant Dean on students' attendance and progress.

The APS (Academic Peer Support) Programme is composed of student volunteers who are willing to provide volunteer academic support for their fellow students. Names of APS students can be found on the noticeboard in your corridor and on the intranet. You are encouraged to first approach a member of the APS for initial academic support. Higher level assistance can be provided through the Academic Tutor/Coordinator system through either a coordinated or as-needs basis. You can approach the Assistant Dean if you have academic needs that are not being met by the College.

Please respect the study needs of the tutors and APS members as they are

students themselves and have their own work to complete.

### **Library**

The Library contains a range of current textbooks, reference books, other non-fiction, fiction and games. There is also a small collection of books in languages other than English. The library has an annual budget to ensure the collection stays up to date and reflects the needs of the current students. Suggestions for books to be added to the collection can be made directly to the Librarian or through your Academic Tutor.

The Librarian is qualified in the teaching of English as a second language and is able to help with English grammar queries and essay proof reading

Residents are reminded of their responsibilities to the Library as detailed under Library Usage.

### **Library Resources**

As well as books and magazines the library has a binding machine (a charge applies) and a heavy duty long-arm stapler for use in the library.

There is also a skeleton, microscope, sphygmomanometer, molecular modelling kit, two different models of the brain and jars of teeth.

A varied selection of board games are also available for loan.

## **Library Usage**

You can use the library any time of the day or night. It is your responsibility to record loans when the librarian is not working. All recent textbooks are kept in secure storage so you need to either see the librarian or leave a message to access these books. Books will be left in College Central for collection.

All items borrowed from the Library must be properly recorded. Books in the Reference Section are only for use in the Library. Library items must not be loaned to people not residing in College.

There is in-floor power for laptops. We ask however that residents do not leave their belongings in the library unattended.

Residents are required to respect the Learning Resource Centre as a quiet area. Students continuing to make excessive noise may be asked to leave. Should you wish to engage in group discussions please book a tutorial room.

If you are the last person to leave the library please turn out the lights and switch off the air-conditioning.

## **Computer Network**

Current members of the College who have registered as network users and signed a computing agreement form may use the Computer Lab computers and scanner.

Access is not available to any other person, as detailed in the rules about computer network access.

You should read the Agreement carefully and adhere strictly to the conditions contained in it. Breaches of those conditions mean that you will be denied access to the Lab *and* the network. In particular, do not make your username and password available to any other person, as you will be held liable for any activity undertaken on your account.

Computer lab keys are available from College Central. Do not save work to the desktop as it will be automatically erased when you log out.

The College has outsourced its internet services to broadband service provider BigAir. Data plans can be purchased through the BigAir website ([www.bigair.com.au](http://www.bigair.com.au)) or at College Central.

A Computer Service Officer is appointed by the College to assist residents with computer problems primarily in the lab. The CSO is responsible for maintaining the computer lab and the wireless network. They can also assist residents to connect to the network. They do not fix personal computer problems. You can find the contact details on the intranet or on the computer lab noticeboard.

## **Computer Network Access**

Only current members of the College who have signed a computing agreement form may use the

computing room. Access is not to be made available to any other person.

Residents wishing to obtain access to the computer lab may obtain, on deposit of a signed computing agreement form, a numbered Computing Room key from College Central.

Recreational use of the computers (games, movies, personal email and social networking sites) is permitted within reason. Headphones must be used for all music, movies and games. The Computer Room is provided for educational purposes; therefore, anyone using a computer for recreational purposes must relinquish it to a student who wishes to use it for educational purposes.

After a period of two hours, a resident must, upon request, relinquish a computer if all other computers are in use.

During Swot Vac the computer room is reserved for educational use only, and no recreational use is permitted.

Residents should report any computer malfunction to the Computer Services Officer or the Residential Services Manager as soon as possible.

### **Photocopying & Printing**

A colour printer and photocopier for use by members of the College is located in the computer lab. A Personal Identification Number (P.I.N.) must be obtained from College Central to print or make copies. Credit for printing/copying may be purchased from College Central.

If the machine runs out of paper you can contact College Central during office hours or the Duty Tutor afterhours before 10pm.

If the machine needs toner you will need to contact the Librarian or College Central staff during their working hours.

### **How to book a College Common Space for study or music practice**

If you wish to book a space for group study you need to do so in College Central.

The Chapel, KMB Seminar Room and Abraham Tutorial Room can all be booked throughout the year for study groups.

During SWOT Vac and Exams the Council Room, the Federation Dining Room and the Baker Room are generally made available for group study.

If you wish to book the Common Room you can do so through College Central.

Please note that these rooms are also used for Alumni and Council functions throughout the year.

The Abraham Common Room is not generally a study space.

If the music rooms are busy then a schedule may be implemented for the benefit of all residents.

## Resolving problems

### **Whom to Contact When Problems Arise**

Please seek assistance from College Central during office hours by dialling 6000, or dropping in. For after-hours assistance, seek help from the tutor on duty.

As a general rule talk to a Corridor Tutor if there is a problem. They then may raise it with a Senior Staff member. If you feel it is very serious issue you can approach a Senior Staff member directly.

If you are *locked out* of your room you should go College Central during business hours or find the Duty Tutor after hours. The Duty Tutor can be contacted readily by pressing the red button outside the Scott building entrance nearest the Chapel, or the silver button outside of Administration, or by pressing 2 on your room phone. **Only if you cannot find the Duty Tutor should you contact your Corridor Tutor.**

For *academic* matters you should first approach the academic tutor responsible for your discipline, one of the Academic Peer Support mentors, the Senior Tutor or Assistant Dean.

For *social welfare* matters you are encouraged to approach your Corridor Tutor or the Dean. Student Wellbeing Officers are available in the College to deal with any matter in which you become the object of unwelcome and unwanted behaviour. The names of trained Student

Wellbeing Officers are posted at the beginning of each year.

The Senior Tutor, the Deans, and the Principal are always willing to help you.

*Maintenance* matters should be reported directly to the Maintenance Technician during the day or by leaving a voicemail message (Dial 6010 on the phone and follow the instructions). On evenings and weekends contact the Duty Tutor.

*Administrative matters* (e.g. payment of fees) should be discussed with College Central staff.

All *security matters* (e.g. trespassers, thefts) should be reported to the Duty Tutor. Act immediately if an intruder or thief is discovered in any of the buildings.

### **Contacting Senior Staff**

The Senior Staff are friendly and approachable. They will do their utmost to help you make a success of your years in the College and at university. They are available after hours by arrangement before 9:30pm.

### **Discipline Policy**

The College expects and requires of all members of its community behaviour which contributes to harmonious community living.

Where a matter arises that involves harassment it will be dealt with under the Anti-harassment Policy. In the event that the behaviour persists or the issue remains unresolved, the matter may be

dealt with by the Principal as an issue of discipline under the Discipline Policy.

Other behaviour that is contrary to the Rules or Policies of the College will be dealt with as a matter of discipline under the Discipline Policy.

Normally the Senior Staff is responsible for matters relating to discipline. Students whose behaviour is unacceptable usually receive a warning. If the unacceptable behaviour persists punitive action may be taken. Where the Senior Staff considers the matter to be of sufficient seriousness, a person may be required to appear before the Discipline Committee. The Discipline Committee exists in the College to resolve situations where good sense and adherence to the norms of college life have broken down. The Committee consists of the Senior Staff. Its decisions may be appealed in writing to the Chairperson of the Council.

## Lincoln College Fair Treatment Policy – Summary

Lincoln College aims to provide a fair and safe learning, work and living environment for all members of the College community. The College fully complies with the requirements of laws relating to Equal Opportunity, Racial Discrimination, Sex Discrimination, and Disability Discrimination in Australia.

Students and staff of Lincoln College have rights and responsibilities under Equal Opportunity Law, which are outlined in the Fair Treatment Policy. Students have the right to live, study and work in a Fair Treatment climate and the right to be protected from behaviours which discriminate, sexually harass, bully or victimise them; they have the responsibility not to perform such behaviours to others.

Lincoln College fully and actively supports the rights of all members of the College community to work, live and study in an environment of Fair Treatment. It is the responsibility of the Council, Principal and staff, in co-operation with students and the College Club, to take all reasonable steps to ensure that members of the College community are treated fairly.

All members of the College community are expected to help create a Fair Treatment climate within the College by:

- Promoting mutual respect between individuals
- Speaking up, and making it clear when behaviour is unacceptable
- Supporting people who are affected by Unfair Treatment and encouraging them to take action
- Openly supporting and promoting the Fair Treatment Policy
- Understanding that compliance to the Fair Treatment Policy is obligatory.

At all times while engaged in College activities or interactions or on College grounds, members of the College community and the public are entitled to be treated with courtesy, fairness and equity by other members of the College community. It is unacceptable for members of the Lincoln College Community to: harass, bully or vilify; racially vilify; sexually harass; discriminate against, on the basis of age, sex, socio-economic status, sexuality, race, religion, political opinion, marital status, pregnancy, disability or medical condition; any other member of the Lincoln College Community, or the public. These behaviours are prohibited and may lead to disciplinary action.

**If you experience Unfair Treatment**, you have several options:

- You can speak to the person and ask them to stop the behaviour that is unfair, or seek help to speak to them.
- You can speak to a SWOT, a tutor, or a member of the Senior Staff.
- You can make a complaint under the Procedure outlined in Appendix B of the Fair Treatment Policy.

Lincoln College is a Fair Treatment environment. If you experience Unfair Treatment, speak out and seek help.

# **Voicemail Instructions and Guide**

## **How to set up voicemail on your phone**

### **From inside College:**

1. Dial Voicemail from your extension: 8
2. Enter default PIN: **your default PIN is 2222** – please change this immediately so no one else has access to your messages.
3. Follow 3 basic steps
  - Recording Your Name
  - Changing Your Pin
  - Recording a Profile Greeting

### **From outside College:**

1. Ring from the outside: Phone: (08) 8290 6100
2. When answered, press #
3. Enter your four digit Extension Number: \_\_\_\_\_
4. Enter default PIN: **your default PIN is 2222** – please change this immediately so no one else has access to your messages.
5. Follow 3 basic steps
  - Recording Your Name
  - Changing Your Pin
  - Recording a Profile Greeting

### **Step One: Recording Your Name**

1. Press 2 to record your name
2. *“There is currently nothing is recorded”*
3. Press “3 - Record your name”

4. Please record after the tone, press # to end recording.
  - Press 1 to Save
  - Press 2 to Replay
  - Press 3 to Re-Record

### **Step Two: Change Pin**

1. Please enter a new PIN Number
2. Press # after entering the PIN Number
3. Re-enter your new PIN
4. Press # after Re-entering

### **Step Three: Record Profile Greeting**

#### **Out of the Office**

1. Press 2 to record a Greeting
2. *“Nothing is recorded”*
3. Press 3 Record your Greeting
4. Please record after the tone, press # to end recording.
  - Press 1 to Save
  - Press 2 to Replay
  - Press 3 to Re-Record

### **Listen to New Messages**

You can tell if you have new messages by dialling 8 on your phone. If you have messages, you will hear: *“You have [number] new messages. To listen to your messages, press 1”* – This system announcement plays only if you have new messages.

Messages marked “Urgent” are always played first, then new messages are played in order of receipt, i.e., the oldest message is played first.

Here are the choices you can make either while the message is playing, or at the end of the message, before the next message is played:

**Press 1** Skip to the next message. The message is retained as 'new'.

**Press 2** Save the message. The message is marked as 'saved' and is retained in the saved message folder.

**Press 3** Delete the message. The message is marked as 'deleted' and is retained in the deleted message folder.

**Press 5** Reply to the message. You can record and send a reply message instantly. Note: The reply option is only available if the caller is from Lincoln.

**Press 6** Forward the message. You can forward a copy of the message to another mailbox, group of mailboxes or Distribution List, provided the sender has not marked the message private.

**Press 0** Listen to the original message.

**Press \*** Call the person who left the message.

### **Listen to Saved Messages**

If you have saved messages, the system will announce: *"To listen to your saved messages, press 2"* – This system announcement plays only if you have any saved messages.

Saved messages are kept for a pre-configured period (e.g. 14 days). At the end of that time they are purged. If you want to keep a message any longer, play it and then re-Save it (i.e., press 2). The message will be kept for another period (e.g. it will be kept for another 14 days).

Saved messages are played on a last-in first-out basis, i.e. the most recent message is played first.

### **Mailbox Options and Maintenance**

*"To change your Mailbox options, press 5."*

#### **Change Mailbox options:**

**Press 1** Change your Mailbox name.

**Press 2** Change your PIN number.

**Press 3** Listen to Deleted messages.

**Press 4** Personal Distribution Lists.

**Press \*** Return to main menu

**Remember to check your Voicemail once a day!**