



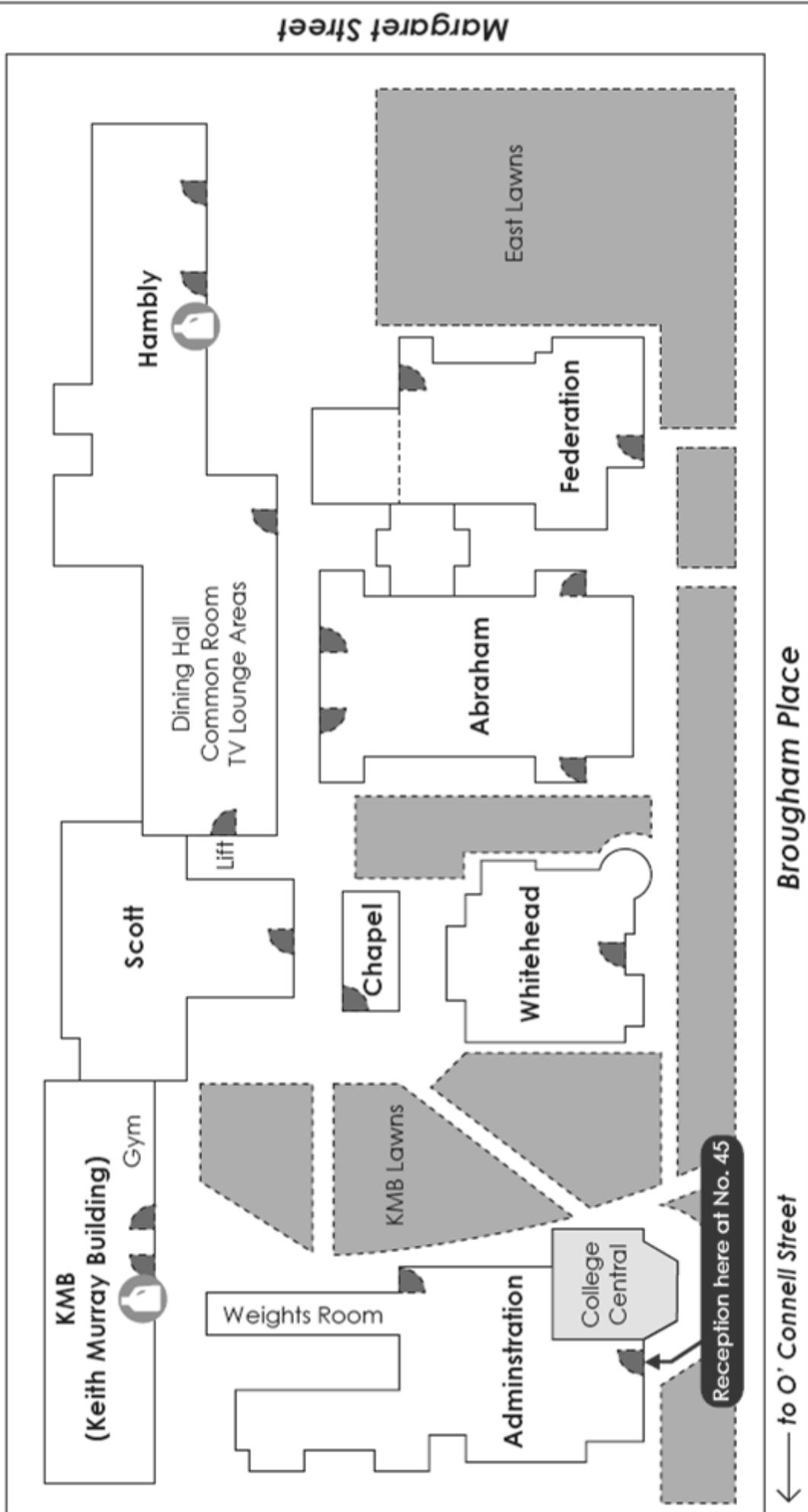
LINCOLN

RESIDENT HANDBOOK

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

← to O'Connell Street

Ward Street



← to O'Connell Street

Brougham Place



Laundry



College Central



Lawn

INTRODUCTION

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

The Handbook contains important information and should be read carefully and in conjunction with College Policies and the Residents Contract. Talk with your Corridor Residential Advisor (RA) about any matters that are not clear. Keep it in your room for reference during the year.

Best wishes for the year ahead.

Amendment to the Handbook

The College is entitled to amend or replace the information in the Handbook at its discretion in order to improve the quality of the College environment.

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About Lincoln

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

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.

Our Purpose

“The function of the College is to provide a comfortable, supportive and secure community environment for students. The College seeks to foster excellence in all aspects of its life; it provides academic and study assistance; it supports Christian worship in a context of respect for other religions, beliefs and customs; it

encourages the exploration of life values and respect for personal, spiritual, professional and community values.” Lincoln College Constitution

Our Mission

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

Philosophy

The College takes the view that a residential college should be a cross-section of the university – a cross-section that integrates the community rather than segregates it. Personal, academic and professional enrichment and development are keys to a fulfilling student life. Collegiate life should also contain large elements of social enjoyment and fun, and provide spaces where students can meet each other informally for interaction. College is a space where life-long friendships are formed, beliefs tested, and resilience bolstered.

The environment should be one in which harm is minimised, but in which mistakes are seen as learning experiences. A college should be a step between home and independence, where new patterns of thinking, acting and being are forged in an environment of conversation, participation, discovery, forgiveness and exploration. College staff are guides, mentors, touchstones and occasionally, but lastly, disciplinarians. Emerging adulthood is a time of change, risk, and at times confusion.

The College philosophy, support structures and policies acknowledge and embrace this whilst ensuring that residents are focused on their academic goals and that risk is mitigated.

Our Core values

Empowering our residents to flourish throughout their lives by:

- Broadening our cultural horizons
- Deepening our care for others and ourselves
- Developing innovative critical thinkers & decision makers
- Encouraging committed citizenship through informed debate
- Building resilience, strengthening skills
- Fostering healthy traditions
- Stewarding our assets and capital
- Modelling sustainability and accountability
- Celebrating accomplishments – students, staff, alumni

Lincoln College Staff

Principal/CE

The Principal/CE is responsible to the Lincoln College Board for the every-day operation of the College and has general oversight of the work of the College staff. It is the Board that determines College policy and the Principal/CE is responsible for its implementation. The Principal/CE is a full member of the Board, attends all the Board meetings and reports to the Board on College matters.

Dean

The Dean is responsible for overseeing the College's academic support program and residents' welfare within the College. The Dean also provides individual personal support. The Dean lives in the Keith Murray Building (KMB) flat and is available for consultation by arrangement before 9pm.

The Dean is part of the Executive Residential Staff team, responsible to the Principal/CE, administering the College after hours. The Dean's office is located on the ground floor of Administration. Appointments can be made through College Central.

Senior Residential Advisor

The Senior Residential Advisor is responsible to the Principal/CE through the Dean for the administrative work of the Residential Advisor team and is involved in the academic and social welfare programs. The Senior Residential Advisor is available by arrangement after hours.

Senior Academic Tutor

The Senior Academic Tutor is responsible to the Principal/CE through the Dean for co-ordinating the provision of academic support and professional development services within the College. The Senior Academic Tutor is available by arrangement after hours. The Senior Academic Tutor manages the Academic Team.

Marketing and Development

The Marketing and Development Team work with and are responsible to the Principal/CE in the area of resident recruitment, marketing, communications and alumni; working with our Alumni to retain strong links to the College; the Development Team inform the wider

community of the successes and strengths of Lincolmites past and present; they build on the long history of a philanthropic culture in the College maintaining the vibrancy among the entire Lincoln community; they make sure that print and online marketing accurately reflect the College and its members.

College Central

College Central manages the processes associated with admissions and maintains resident records and accounts.

College Central staff provides administrative support and are the first point of contact for appointments with the Principal/CE and the Dean.

Library

The Learning Resources Officer (Librarian) maintains and develops the College's Library collection and provides learning support to members of the College.

Maintenance and cleaning

Maintenance and cleaning of the College is the responsibility of the Building and Services Manager.

The cleaning staff maintains the cleanliness of common rooms, corridors, laundries and bathrooms. They also assist you when necessary in maintaining the cleanliness of your own room.

The maintenance staff works with electrical, plumbing and other contractors so that College equipment functions as it should.

Residential Advisors

Residential Advisors are responsible to the Senior Residential Advisor and take responsibility for the social welfare of the residents in their corridor. They aim to foster the development of a sense of community within the College to make it a safe and secure place to live.

Academic Tutors

The Academic Tutors are responsible to the Senior Academic Tutor. They organise, prepare and present formal academic support in their own disciplines.

Board

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 Board. The Board consists of *ex officio*, elected and appointed members. The College Club President and the Principal/CE are full members of Board.

Board Committees

There are several committees at Lincoln that involve resident participation. Some are Board Committees and as such are chaired by Board Members (e.g.: Buildings and Grounds), others are College Committees set up by the Principal/CE (e.g.: Student Relations Committee, Food, IT, etc.).

All the committees are seen as avenues of advice and referral for the Board and the Principal/CE in order to support the smooth operation of the

College. The Committees are one area in which residents can have input into decisions and discussions about the needs of current residents. Details of the titles and functions of the Committees can be found on the website.

Club President	Sports Secretaries
Vice-President	Cultural Secretary
Secretary	Social Secretary
Treasurer	International Rep
Utilities Officer	Sound & Technical
Publicity Officer	Officer
Fresher Rep	

Lincoln College Club

Lincoln College Club Inc is an autonomous incorporated body legally separate from the College. It is responsible for its own finances and management.

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

All residents are required to be members of the Club and to pay the fees approved by the Board, levied by the Club and collected annually, on their behalf, by College Central 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 residents elected in the fourth term of the previous year; a Fresher Representative is elected in term two, and the general committee members chosen at general meetings of the Club.

The Club Executive Committee consists of the following:

All positions are voluntary. The College Club Utilities Officer is the person that you should report issues about the Gymnasium 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 (residents 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 responsibilities by taking charge of particular jobs for the year e.g. shop officers, sports captains.

There are many College Club roles to be filled during the first semester. If you wish to run for these positions see the notice board outside the Dining Hall before the OGM.

The Club holds an Ordinary General Meeting (OGM) at least once a term at which all Club members must participate. These meetings are held near the beginning of each term and attendance is compulsory.

Failure to attend will incur a fine of \$15, unless a study apology or an apology for unavoidable absence is given to the Club Secretary before the meeting. All residents of the College are encouraged to take an interest in what their Club is doing! The College Board supports this decision and failure to

attend OGMs affects your College Room Points.

Study apologies are granted on the following grounds:

- Proof of test or assignment must be given to your Academic Tutor before the due date for apologies. Apology Forms will not be accepted after this.
- Tests and assignments used as an apology must be submitted within three days of the OGM. Exams are to be up to a week.
- Once a form is approved by an Academic Tutor, it is the resident's responsibility to hand the form to the College Club Secretary (not submitting the form before the cut-off date will still result in a fine).
- Academic Tutors are required to sign and date the form. It is the resident's responsibility to submit this form to the Secretary.

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

The Club President is member of the Lincoln College Board and reports on resident activities to the Board each meeting.

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

The Lincoln College Club is a member of SAAUCC (the South Australian Association of University Colleges). It is this body that arranges for the inter-

College sporting competitions and other social events throughout the year. The activities of the Club are subject to the approval of the Principal/CE.

Bursaries and Scholarships

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

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

Tips for Success at College

Do:

- Read this handbook and ask if there's anything you don't understand
- Follow rules, instructions, suggestions and advice from Executive Residential Staff and tutors
- Get to know your Corridor RA, and the other members of your corridor
- Get to know your Academic Tutor and other people in your course
- Get to know the Executive Residential Staff
- Get to know the Librarian, College Central staff, the maintenance staff, the kitchen staff and the cleaners – they are here to help you and are lovely people to know
- Be considerate of your fellow residents especially with noise: remember others hear it much louder than those who make it
- Talk to your Corridor RA, or the Executive Residential Staff, when problems arise and do so early before things get worse
- Attend events organised by the College Club from O'Week onwards
- Ask for help whenever you need it
- Read the Ibex, and contribute to it!
- Dress appropriately for the Dining Hall – shoes and neat casual dress required
- Make it a habit to come to Monday night Formal Dinner on time, and listen to the speakers

and take note of the announcements

- Sign up for kitchen duty ASAP and write the dates and times in your diary
- Report, through the Resident Portal (portal.lincoln.edu.au) if something in your room is broken or is not working
- Lock the door to your room every time you leave it – insurance doesn't cover an unlocked door!
- Keep your room tidy – the cleaners need to see the floor in order to vacuum it!
- Tell your Corridor RA if you see a security risk (broken window, door constantly propped open, strange person wandering campus, etc)
- Tell an Executive Residential Staff member if you see another resident damaging property or acting inappropriately. If you feel confident do it directly and before too much damage is done.

Don't:

- Do anything to damage the College buildings, fittings or reputation
- Smoke tobacco or use illicit drugs anywhere on campus
- Drink alcohol in places or times you are not supposed to
- Cook, light candles or smoke in your room
- Harass other residents
- Keep academic or personal problems to yourself – we are here to help!
- Do anything stupid on the Computer Network – if you wouldn't want your mum to see it, don't do it online!
- Wear your pyjamas in the Dining Hall!
- Go barefoot or wear muddy sports shoes into the Dining Hall
- Keep doing something after you've been asked to stop by a RA or the Executive Residential Staff
- Be afraid to involve yourself in College life – sports, music, committees, volunteering...
- Do anything you feel pressured into doing

Your Responsibilities

Responsibility and Respect at Lincoln College

As a resident at Lincoln College, you are part of the Lincoln Community and in a community, certain standards of behaviour and attitude are 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, to your study and to the decisions you make. 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 you make in your life.
- Accepting that you are responsible for what you choose to believe 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 new resident is expected to take a turn at kitchen duty, and it is each new resident's responsibility to find out when their duty is, and attend to complete it. 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. Respect is very important to communities because it helps people get along with other people.

You can show respect to your fellow residents 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>

Living at Lincoln carries with it the responsibility to abide by the community rules and especially those rules based on South Australian law. These rules have been put in place over the years to make Lincoln 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 reached within the College for conducting yourself within the College.

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.

Policies

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

- Academic Policy
- Fair Treatment
- Discipline
- Health and Wellbeing
- WHS
- Privacy Policy

All members of the College are to act in accordance with these policies.

A summary of the above policies, 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

Lincoln College provides a holistic quality tertiary residential experience. Residents are expected to maintain their status at a South Australian university or other tertiary institution in a program recognised by their institution as a full-time program and to make satisfactory academic progress. Residents 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 Dean or the Senior Academic Tutor.

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

A copy of the Academic Standing Policy and Procedures is available from College Central. A summary of the Policy is included in this Handbook.

Academic Panel

At Lincoln, all new residents, and returning residents on the At Risk list, must appear before the Academic Panel each Semester. The Panel will typically comprise the Dean, the Senior

Academic Tutor, your Academic Tutor and one or two external members from the universities. The purpose of the Panels is threefold:

- To ensure you are well prepared to make good progress in your studies
- To ensure you are aware of the resources provided by the College to support you
- To introduce you to senior members of the Academic Community at Lincoln

You will be asked to complete a one-page summary of your current studies and submit it to College Central before attending the Academic Panel appointment. The Panel members are friendly and want to support you to do your best at university. Members of the panel will ask you about your plans for the semester and note any concerns you have for follow-up. They may also give you advice, so bring a pen and notepad.

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. 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 remains 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, nor anywhere on the College grounds. Residents may not smoke within 10m of an external door or window, particularly on Ward Street. If an alarm is triggered by smoke the resident responsible will be charged the Fire Service fee (about \$800).

Any resident has the right to request a smoker to remove themselves from the College grounds while they are smoking.

Drugs

The cultivation, distribution or taking of illegal drugs is against the law and hence 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 residents 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 Hall or damage to College property or property in the neighbourhood.

The consumption of alcohol is not permitted in the Dining Hall or adjacent BBQ area or any common areas without the prior permission of the Principal/CE. 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, bathrooms, laundries, Library, computer room and the Stag & Hind.

Alcohol may be consumed in the Social Room if the room is booked by prior arrangement.

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/CE 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
- Alcohol not purchased at the College bar may not be brought into the Common Room
- Drinks purchased at the College bar may not be removed from the Common Room

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

In Room Drinking

You may consume alcohol in your room but if you have more than six people drinking you should move the party offsite or to the Social Room if it is free. Regardless of the number of people present, they must not cause a disturbance to others. If disturbances occur, groups will be asked to disperse immediately. You are personally responsible for the behaviour of any guests that you may invite into your room or into the College.

You may apply to the Principal/CE to hold parties at which alcohol is consumed in some of the common spaces, for example, Social Room, Hambly Common Room and Federation Dining Room.

Room Capacity

In our experience, when there are more than 6 people in a resident's room, breaches of the behavioural policies tend to occur (e.g. noise, OHSW, respectful behaviour). For this reason, Residential Advisors have discretion to break up gatherings in which more than 6 people are present, if they deem it likely that a breach has occurred, is occurring or will occur. Of course, gatherings of any size must comply with the rules around noise and considerate behaviour, and RA have the ability to require groups of any size to end their activities if they are disturbing others or being unsafe.

Social Room

The Social Room may be booked for groups of up to 25 residents for private gatherings at which alcohol may be consumed if prior approval is granted by the Principal/CE. To pre-book the Social Room for a private gathering please contact College Central between 9am and 5pm to complete the booking form. Should you wish to have an impromptu gathering, you can contact the Duty Advisor to book the room, provided it is not already occupied.

A Responsible Person must be present at the event when there is alcohol. This person must stay sober and ensure food is supplied to guests drinking alcohol.

The individual who completes the booking form is responsible for all guests and the condition of the room. They must notify the Duty Advisor at

the start and end of their booking. For a full list of rules for the room please refer to the booking form in College Central.

Curfew times for all bookings:

Sun-Thurs: 10pm

Fri & Sat: 11pm

Note: The Social Room may not be booked for private gatherings during the Swot Vac and exam period.

Private Parties

Residents can book some of the common spaces to host parties. These rooms include the Social Room, Hambly Common Room and Hambly kitchen. To pre-book any of the rooms for a private gathering please contact College Central between 9am and 5pm to complete the booking form. Should you wish to have an impromptu gathering, you can contact the Duty Advisor to book the room, provided it is not already occupied. Alcohol may be consumed at the event if prior approval is provided by the Principal/CE.

The individual who completes the booking form is responsible for all guests and the condition of the room. For a full list of rules for the room please refer to the booking form in College Central.

The person booking the room will need to ensure there is a named Responsible person, they must be present at the event. This person must remain sober and ensure food is supplied to guests drinking alcohol.

Curfew times for all bookings:

Sun-Thurs: 10pm

Fri & Sat: 11pm

If the booking made is for the Hambly kitchen and someone else wishes to use this space for a cooking event you will be asked to move into the Social Room.

Note: Private parties may not be held during the Swot Vac and exam period.

Noise Control

We require all residents to demonstrate a respectful attitude towards their fellow residents and our North Adelaide neighbours, especially with regard to noise levels. Therefore, noisy parties or activities may not take place in corridors or resident rooms, or in any other area whereby the study or sleep of others is hampered.

Noise restrictions

Sun-Thurs: 10pm – 8am

Fri & Sat: 11pm – 8am

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 after-hours Duty Advisor who has the responsibility of adjudicating noise complaints. During office hours talk to the Principal/CE or College Central staff. In the event of a complaint about noise, residents must comply with the instructions of the Duty Advisor or staff member.

During Swot Vac and Examination periods a 24/7 noise curfew exists.

Activities are restricted and residents who fail to comply with the policy may find themselves removed from College.

Common unacceptable noise issues that should be avoided include:

- Music practice in the Chapel and music rooms at unreasonable hours
- Parties in rooms
- Stereos and TVs blaring in the corridor/rooms
- Failure to turn alarm clocks off
- Loud sporting activities in the common spaces
- Play Station and other games in the common areas
- Coming back from events late at night and waking people
- Playing basketball or other sports after hours

Close doors, shut windows, move the party on or turn it down. For acceptable music practice protocols, see page 18.

Visitors

Visitors should not stay overnight in a resident's room without the prior permission of the Residential Advisors. No overnight visitors are permitted in the College during O'Week, SWOT VAC and Exam periods.

Residents wishing to have overnight guests for more than one night must seek permission from the Dean and charges may apply. 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 guest register.

Music Practice

It is recommended that residents practice their music in the areas nominated for this purpose: the College music rooms and the Chapel. Music practice is restricted to the hours of 8am to 10pm.

Residents are requested to keep practice room doors and windows closed while practicing to avoid disturbing other students.

Drums

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

Hours for Drum practice:
Mon-Sat: 12 – 2pm, 5:30 – 7pm
Sun: 11am-1pm, 5:30-7pm

Keyboards

There are several pianos on site. The baby grand piano in the Tarot Room in the Whitehead Building may be used with permission from the Executive Residential Staff.

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

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

Ball sports

The College has a basketball hoop that residents are free to use. Basketball may be played between the hours of 8am and 10pm Mon-Fri

and between the hours of 9am and 10pm on the weekend.

Other ball sports may be played on the KMB and Federation Lawns as long as care is taken to avoid damaging College property and to not unduly disturb surrounding residents.

During Swot Vac and exam periods ball sports are allowed only 30 minutes before and after lunch and dinner, and during those meal times.

Rules for Swot Vac and exam periods

- A 24/7 noise curfew is in place for the entire Swot Vac and exam periods. It applies even after your last exam is completed
- Private parties and loud gatherings are not permitted
- Ball sports are allowed only 30 minutes before and after lunch and dinner, and during those meal times
- Drum practice is not permitted at any time
- No overnight visitors are permitted in the College
- You will only receive one warning for breaking College rules during Swot Vac, before being suspended from College until exams are over
- Non-collegians are welcome to join Lincoln study groups as long as they don't make up more than 40% of the group numbers, and are escorted at all times while on campus

Places for **silent individual study**

- Your room
- Hambly Lounge (ground floor)
- Hambly Art Room
- Library
- Abraham 31 (booking required)
- Whitehead Dining Room
(9am – 5pm, booking required)
- Whitehead small Front Office
(9am – 5pm, booking required)

Places for **group study** (booking required unless specified otherwise)

- Chapel
- Baker Room
- Federation Dining Room
- Council room
- Dining Hall (until 10pm daily, closed Thursday, 2 – 4pm)
(no booking required)

Common spaces for **quiet recreation**

- Common Room
- Kitchenettes
- Admin Common Area
- Social Room (only non-alcoholic events permitted, closes at 10pm)

Kitchen Duty

Kitchen Duty aims to involve all new residents in some service towards the College community.

The work is performed on weekends, taking approximately two hours. It consists of serving meals, cleaning tables, stacking and unstacking the dishwasher and general cleaning. A roster is placed on the notice board in the Dining Hall during O'Week and all new residents are given an opportunity

to sign up for their preferred shifts. New residents who fail to sign up will be allocated shifts by College Central.

Failure to attend to your duty will result in a \$100.00 fine and a replacement kitchen duty. The fine covers the cost of administration and replacement. If you swap duties with another resident and they fail to complete the duty you will be fined for their replacement. New residents can also sign up for emergency Kitchen Duty should someone fail to attend their rostered 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 accidental damage.

Faults with College equipment must be reported to the maintenance staff via the Resident Portal.

Residents must not play outdoor games in the common rooms 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 RA-arranged corridor functions.

Recycling and Waste

Reducing waste in landfill and knowledge about recycling is important to reduce our impact on the environment. Lincoln College is aiming to work with the residents to provide more recycling options at College and promote the importance of recycling.

We intend to:

- Raise environmental awareness and reduce landfill and pollution
- Educate residents about recycling
- Take action by reducing, re-using, recycling, repurposing and re-thinking waste at College

In **your common area** you will now find a **five bin system**:

- Blue for paper/cardboard
- Yellow for mixed recycling
- Red for general waste (garbage and landfill)
- White for 10 cent deposits
- Orange for broken glass

We also provide a black Warwick bin for used pizza boxes.

In **your bathrooms** you will find:

- Green bin for organic waste (such as paper towels & hair)

In **your kitchenette** you will find:

- An organics bin for food scraps
This bin will be emptied into the worm farms in the garden down the side of the Administration building.

In **your rooms** you will find:

- Blue paper recycling bin with a small Red garbage bin that sits on

top. It will be up to you to empty your paper bin into the larger Blue paper bin, the cleaners will still empty your Red bin – no recycling though please – that should go straight into the yellow bin in the common area.

- What **CAN** go in the paper recycling box under my desk?
 - White and coloured office paper
 - Envelopes (with or without windows) and post-it notes
 - Folders (no plastic or metal)
 - Magazines
 - Newspapers
 - Brochures
 - Junk Mail
- What **CAN'T** go in the paper recycling box under my desk?
 - Food waste – worm farms or organic green waste
 - Dirty tissues – landfill thanks!
 - Drink cans and containers – recycle them in the Yellow bin in the common area
 - Ink cartridges – recycle them in the bin near the Dining Hall
 - Staples – try to reduce the number of staples
 - Batteries – in the battery bin in the Dining Hall.

Safety at Lincoln

Accidents and Emergencies

All accidents should be reported to the Duty Advisor or, during the daytime, to College Central. The College has no resident medical personnel and where accidents occur residents 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 an Executive Residential Staff member or your corridor tutor. For emergency services phone 000 from your mobile phone. Give clear directions as to where the emergency services people should come, that is, to 45 Brougham Place North Adelaide 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 and may result in prosecution by the fire department or the College.

If you deliberately 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, excessive use

of aerosol sprays/deodorant 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 \$800. An additional charge to the resident may be levied by the Fire Service if the attendance is due to tampering or interfering with the fire alarm.

Fire Procedures

Residential Advisors 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 and staff are under the authority of the chief warden (white hat) during such times.

When bells ring all residents and staff 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 and call out to others including all bathrooms, stay low if there is smoke)
4. Gather at the appropriate Assembly Point (according to the building you are in)
5. Do NOT use the lift

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 and Kitchen, Common Room and Hambly:

assemble on the East Lawns, in the centre of the lawns away from doors and buildings.

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.

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 lack the confidence to attack the fire, immediately tell someone about it. Small fires must be reported to the Duty Advisor or College Central.

Precautions

- Read and thoroughly familiarize yourself with the Room Safety instructions posted on the notice board in your room
- *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. There are no exceptions.
- Candles, incense or aromatic oils are not permitted in rooms. There are no exceptions.
- Familiarise yourself with the location of nearby fire extinguishers and make sure you know how they work, how to use

them 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 (SWOTs) are residents who attend College functions at which alcohol is served and act as “sober mentors” for residents. They are trained in Responsible Service of Alcohol, dealing with difficult people, safe use of alcohol, and managing drug and alcohol overdose.

Illness

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

Should emergency medical assistance be required, College Central (or an Executive Residential Staff member if after hours) can organise an appointment with the Adelaide Medical Clinic in Ward Street North Adelaide, or a visit to the Emergency Department of the Royal Adelaide Hospital. Residents and visitors are responsible for any costs involved.

Information about local medical services is posted on your corridor noticeboard – see your Residential Advisor for more information.

Living at Lincoln

Residential Advisors (RA)

Residential Advisors (each corridor is assigned an RA) 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:

- Resident welfare
- Administration
- Leadership

RAs 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!

RAs run “Corridor functions” once a term to enable residents 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 RA as they have their own work to complete.

Moving In to College

It is essential that prior arrangements for moving in, outside of the standard ‘Move-In’ weekends, be made with College Central. Intending residents should try to arrive at the College between 9am and 9pm. If arriving during office hours, please go to College Central. If arriving out of office hours, please ring the intercom at the

front door of the Administration Building and you will be attended to by the Duty Advisor.

Moving Out of College

Prior notice of intention to leave the College permanently, outside of the standard ‘Move-Out’ period, must be provided in writing to the Principal/CE. A check-out system includes a Room Inspection with your designated RA or another RA. Upon notification of intention to depart the College permanently 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 – typically an Academic Calendar year of 40 weeks.

Where a resident leaves because of a 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/CE. 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/CE, 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/CE 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/CE shall reasonably determine.

The Principal/CE 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 reasons why such action has been taken and be afforded a reasonable opportunity to reply.

In each case the resident 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 to re-admit.

Vacating a College Room

Before vacating their room, residents must complete a 'Moving Out Room Inspection' with their designated RA or another RA. It is the resident's

responsibility to ensure they book a Room Inspection with an RA.

All keys must be returned to College Central or if departing the College outside office hours, keys should be returned to the Key Box (next to the pigeon holes), otherwise a charge will be made for each night until the keys are returned.

Residents must vacate their room by 3pm on the last date of their contract.

Holiday Catering: Residents will be sent an email requesting information as to whether they will be staying at the College during the vacation periods. This information is necessary for catering numbers during the holidays and residents are required to reply to the email within 2 days with the details requested.

Keys

Each member of the College is given a building key, which provides access to most buildings, all public / common areas and laundries, etc. Each member of the College is also supplied with a personal room key. Additional keys are available as required for bike shed, music room or the gym by application via the portal.

Heritage buildings operate with key cards. If you require a card for entry to these buildings please apply through College Central.

Lost or damaged keys – if you lose or damage any College key you should notify College Central immediately.

You will be issued with a replacement key and given 24 hours to return it.

Keys that remain lost after 24 hours will incur an administration and replacement charge.

Lock outs – If you lock your keys in your room a College Central staff member (or Duty Advisor if after hours) will let you back in to your room. Residents who over-use this service will be counselled about options for better key management. Fines may apply.

Contingency Bond

The Contingency Bond is payable as a security deposit for maintenance of College property and compliance with the Conditions of Admission and the Rules.

This deposit is held to encourage you to return your room and its equipment in good order upon moving out. The College requires this payment so that College property is preserved in good order for future generations of residents. Damage to College property caused during the year must be paid for immediately. Your bond may not be used for this purpose. Loss (including the loss of books and non-returned items 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.

Rooms are initially physically checked prior to your departure by an RA to check that 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. Rooms are not considered fully checked until College Central and the cleaners have double checked them.

The Contingency Bond will be returned – less a \$60 Alumni Membership fee which will be paid to the Alumni Association – at the end of the contract. Note that any money owing will be deducted before payment.

If you qualify for a Bond refund or a fee refund it will be made within a month of your departure, less your fee for joining the Lincoln College Alumni Association.

Payment of Fees

Fees may be paid for by cash, cheque or electronically using your savings or credit card. In the case of overseas residents 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).

COLLEGE FEES may be paid in full at the beginning of your contract, in four equal instalments, or a fortnightly direct debit payment plan from your bank account.

Option 1 – Full year payment

Residents paying for the full year up front by the date Instalment 1 is due, 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 may be paid fortnightly in advance by entering into a direct debit agreement with the College from a valid bank account. Forms are available at College Central.

VACATION FEES must be paid in advance. Vacation fees do not attract any discounts.

Late Payment of Fees

The Rules provide for a surcharge of \$20.00 per week calculated on a weekly 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/CE.

Outstanding debts are 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 RA and College Central in person when you plan to be absent from the College for other than normal vacation periods (eg university placements or

emergency home visits). This step assists the College to ensure your personal safety and fulfil our responsibilities under WHS and Fire Safety legislation. (See also Vacations)

Dining Hall

The Dining Hall 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.

Breakfast	Monday – Friday	7am – 9.30am
	Saturday	7.30am – 9.30am
	Sunday	8am – 9.30am
Lunch	Monday – Saturday	12pm – 1.45pm
	Sunday Brunch	11.30 am – 12.30pm
Dinner	Monday	Formal Dinner 6pm sharp
	Tuesday – Friday	5.30pm – 7pm
	Saturday & Sunday	5.30pm – 6.30pm

Residents must not enter the Dining Hall with bare feet. Neat casual dress is acceptable. Sports gear, pyjamas, night attire, hats, swim wear et cetera are not appropriate. Dining Hall staff will refuse service to residents who are not dressed appropriately.

Mobile phones should be on silent while in the Dining Hall; mobile phone conversations should in general be held outside the Dining Hall and out of hearing of other residents.

Food, glasses, crockery, cutlery and other dining utensils are not to be removed from the Dining Hall and BBQ area under any circumstances without the permission of the Executive Residential Staff.

To do so is considered theft and residents will be sanctioned accordingly.

Residents' guests may eat in the Dining Hall once the resident has signed the guest register at the servery (ask a Dining Hall staff member). Meals will then be charged to your account. Failure to register will result in a double meal charge.

Stag and Hind

The Stag and Hind provides a place for residents to:

- Make toast and hot drinks
- Make themselves a packed lunch
- Collect their late dinners from the refrigerator

Residents using the room must clean up after themselves and provide their own cups. Couches and magazines are provided for socialising. Alcohol is not permitted in the Stag and Hind.

Meals

Members of the College who do not wish to return to the College for lunch may, after breakfast, make themselves a packed lunch in the Stag and Hind. You will need to sign for this.

Continental breakfast is available from 6.40am in the Dining Hall for those who have to leave College before 7am.

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 on application to College Central at up to a maximum of 6 weeks.

Breakfast and lunch times may be varied during vacation periods.

Late Meals

Late meals are available Monday through Friday. Late meals must be ordered before 5.00 p.m. on the day they are required. Residents must not eat a late meal if they have not ordered one. Residents may collect their late meal from the refrigerator in the Stag and Hind, after 7pm.

Late dinners can be ordered from the servery at breakfast for the same evening. Late meals are not served on weekends, public holidays, or on vacations.

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/CE 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 information. 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.

Cooking Facilities

Cooking in residential rooms is prohibited.

Microwave ovens are provided in all kitchenettes for heating or re-heating small items such as pizza or soup, not for the cooking of large meals. No cooking utensils or crockery are provided.

The Federation kitchen and Hambly kitchen can be booked by people who wish to cook - arrange access with College Central or call the Duty Advisor after hours. The kitchens and cookware must be cleaned and put away after use and any remaining mess or damage will be charged to the organising resident.

The Federation or Hambly kitchen can be booked for baking, cooking or dinner parties. To pre-book either of the rooms please contact College Central between 9am and 5pm to complete the booking form. Should you wish to have an impromptu booking, you can contact the Duty Advisor to book the room, provided it is not already occupied. Dinner parties and larger

functions are only permitted when an Executive Residential Staff member has approved the function (see Private Parties).

The first floor Administration kitchen is only for the use of residents living in the Administration building and cannot be booked.

Laundry Facilities

There are two laundries within the College facilities, located on the ground floor of the KMB building and the Hambly Building. The cost of washing machines and dryers is subsidised by the College. Irons and ironing boards can be found in the laundry. Maintenance and the Duty Advisor should be notified in the event of a malfunction or damage to laundry equipment.

Clothes lines are provided. There is a risk if you leave clothes unattended for long periods. The College is not responsible for lost, stolen or damaged clothing.

Religion and Places of Worship

Residents are reminded that Lincoln College is a multi-faith community. The College requires that all residents maintain an attitude of open-mindedness and respect for all religions, faiths and value systems 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 2 minute walk away across the parklands at the front of the College. Should you be looking for a place to worship we encourage you to try this church.

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 Advisors will check that all external doors are locked. Propping open external doors breaches security and is to be avoided at all times. This includes doors to public and shared rooms such as the Laundry, the Library and the Chapel. Your own room should be kept locked at all times.

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

Email

It is essential that you provide College Central with an active email address, that you check regularly (at least every two days), as this is the main form of communication with College administration. If your email address changes, you must notify College Central to avoid being in breach of your contract.

Mail

It is essential that you check your pigeon hole (located on ground floor Administration) daily as College Central staff may leave important 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 throughout the day. Emails are sent to residents who receive parcels or other items. All parcels, registered letters etc. must be signed for and collected from College Central during Office Hours (9am – 5pm). During holiday periods the College will hold mail for returning residents.

The College will only forward or redirect mail where residents have provided us with forwarding address labels for redirection of mail. The College will continue to forward mail for a limited time only – please check the re-admission section on the Resident Portal or College Central for details.

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.

Resident Portal

The Resident Portal can be found on portal.lincoln.edu.au or via the padlock button on our website (www.lincoln.edu.au). To log in please use your email and secure password to access Accounts and Maintenance during the year and Re-Applications and Non Returners at the end of the year.

Lost Property

Lost property will be held at College Central for approximately 2 months. If lost property items are not collected after this time, the items will be donated to charity.

Newspapers and Magazines

Newspaper subscriptions are paid for out of College Club fees. Papers are available in the Dining Hall at breakfast. After breakfast they are made available in the Stag and Hind. All queries regarding newspapers

should be directed to the Club Utilities Officer.

Magazines provided in the Stag and Hind are purchased by the College for the benefit of all residents. They must not be taken for private use.

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 is charged for the gate remote. We will happily keep a spare set of your keys, but this is not a compulsory requirement.

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.

Bikes

Bikes may only be locked in the Hambly bike shed, KMB bike shed or at the bike racks across from the Dining Hall. Bikes must not be kept in rooms, corridors, stairwells or other areas of the College due to fire regulations. All bikes must be tagged. Bikes 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 bikes.

Pets

Residents are not permitted to have pets of any kind in the College. This includes fish and turtles unless permission has been sought from College Central.

Ordering Taxis or Pizzas

If you have ordered a taxi (or a pizza) please give a clear indication of 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 Advisor after hours. If the driver is kept waiting they will leave! Taxi numbers are provided on the notice board in your corridor.

Vacations

Lincoln College follows the South Australian Universities 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 residents are required to

remove their belongings from their rooms prior to leaving at summer holiday period.

If you are staying over the summer vacation, your room allocation will be at the Principal/CE's discretion. We cannot guarantee specific room allocation due to conference trade and maintenance.

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 admin@lincoln.edu.au.

Applications for readmissions for next year are accepted via the Resident Portal. The web address for the re-admission will be available from October.

All residents are required to vacate their room before 3pm 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 when you depart College 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 RA.

Vacation Storage

Residents returning to the College the following year may store a small quantity of belongings (at no cost) in the Hambly Storage area. Residents are entitled to 1 storage shelf bay, size: 55cm H x 91cm W x 76cm D (as shown below). International residents are entitled to 2 storage bays.



Items being stored must be securely packaged in sealed cardboard/plastic storage box or suitcase. Storage is only available if you are returning to College.

You are able to keep your pedestal fan and fridge in your room if you are returning to College. The fridge must be cleaned, defrosted and turned off. If your fridge has to be cleaned because you didn't do it, you will be charged a cleaning fee.

Note: Leaving your own bed, fridge or pedestal fan in your room is conditional of it being available for use by conference guests. YOU CANNOT STORE ITEMS IN YOUR FRIDGE!

Secure storage, in a locked area of College Central, is available for valuable items. There is no charge. A College staff member or RA will

accompany you when depositing or retrieving your possessions from secure storage.

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/CE and upon payment of the appropriate fee in advance.

Your Room

Your College Room

Residents are requested to complete and return their Moving In Room Inspection form 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: that is, residents are not to 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 **MUST** lock the door when leaving their room so that your possessions are secure, your personal security is maintained and College assets are protected from possible vandalism, damage and theft. 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 Advisor for assistance.

Residents are required not to use televisions, computers, stereos or other sound equipment in a manner that is an inconvenience to others. If requested to reduce the volume residents must do so immediately.

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

In-Room Work Health, Safety and Welfare (WSW) 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 and use of illegal substances
- Smoke bombs or insect bombs
- Firearms or weapons
- Portable air conditioners
- Ironing in rooms
- Kegs
- Portable bar heaters 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 for example 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 and around your room
- Report safety and trip hazards to maintenance staff or 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.

Charges, Fines and other Incidental Costs

Most fines and other incidental charges are payable within 14 days of the receipt of notification. They will be clearly itemised and charged to your account. Item costs listed below are subject to change without notice.

Late fees (payable within 7 days)	\$20 per week calculated on a weekly basis	
Direct debit bounce (payable within 7 days)	\$25 per bounce	
Vandalism fee	\$200 <i>plus</i> the cost of the damages and maintenance	
Lost or stolen or damaged key	\$60 per key (metal)	\$50 per key (card)
Cleaning fee	\$50 per hour minimum 1 hour charge (eg vomit, alcohol etc)	
Carpet cleaning	\$100 per regular room	
Broken windows	Depends on the window broken	
Mattress replacement	\$250 (cost of mattress plus labour)	
Mattress stain removal	\$50	
Mattress protector replacement	\$30	
Fire equipment damage or misuse	Approx \$800 per item or call out PLUS if vandalism involved, vandalism charge \$200	

Examples of recent charges made to residents:

- Flyscreens ripped from the windows (administration and repair) \$50-150
- Rubbish left in rooms (removal of rubbish and administration charge) \$50-150
- Rotten carpet from an unreported leak (entire carpet replaced) \$900

- Make-up stains on carpet (steam cleaning of carpet) \$100
- Vomit in bedroom on carpet (steam cleaning of carpet) \$100
- Iron burn in carpet (replacement of carpet) \$900
- Paint stripped off door from posters (repainting and administration charge) \$200
- Removal of graffiti from walls (cleaning and repainting) \$200 plus \$100
- Glue on bed head (vandalism charge and cleaning charge) \$200 plus \$100
- Broken hinges and doors on wardrobes (repair and vandalism charge) \$200 plus \$100
- Soiled mattresses (replacement and administration charge) \$250
- Graffiti in wardrobes (vandalism charge and cleaning charge) \$200 plus \$100
- Removal of pornographic images from walls (vandalism charge and cleaning charge) \$200 plus \$150

Cleaning

Rooms are cleaned weekly. You must vacate your room while it is being cleaned and you cannot skip the weekly room clean. 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.

The cleaning of kitchens and kitchenettes is the responsibility of those using them and residents are expected to clean these areas immediately after use.

Hygiene

You must use bed linen. A mattress protector is provided by the College and must be used under a sheet, for example, do not lie directly on the mattress or mattress protector. Residents will be charged for a replacement mattress if they fail to use mattress protectors and appropriate bed linen. Residents who do not use a mattress protector will be charged for the cost of a replacement mattress upon leaving College.

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. Residents whose rooms are deemed to be in an unacceptable condition will be required to clean them.

Fire Safety

Residents must not tamper with fire safety equipment or emergency lighting. Over-spraying of deodorant, hairspray, body spray and other aerosols is the main cause of false alarms in the fire system. Please note that residents who cause a false alarm in their rooms through over-spraying aerosols will be charged for the cost of Fire Department attendance at the College. Residents who interfere with fire safety equipment may be asked to leave the College; they may also be prosecuted and charged for damage by the College or the Fire Service.

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.

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. Small, bar-type refrigerators are permitted in rooms.

A four-plug power board is recommended for running more than one electrical device off a single plug. They must have automatic surge protectors and reset buttons.

These boards can be purchased cheaply from supermarkets and electronics shops.

Heaters and electric blankets are NOT PERMITTED to be brought to the College; if found they will be confiscated.

Furniture

If for medical or height reasons you require a special bed you will need to seek permission from the Principal/CE.

You will also need to seek permission from the Principal/CE if you wish to bring additional small furniture like bedside table and bookshelf.

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 placed in each room have been identified as belonging to that room. Furniture **MUST NOT** be removed from your 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 advance fees paid by residents when they enter or rejoin the College. Residents are covered for the loss of personal items including mobile phones, laptops, bikes, surfboards, sporting equipment, musical instruments etc. as long as they are kept in a secure room either in their College room or a locked bike/storage shed. Please note that loss of jewellery is not covered under this policy. There is no coverage for items once they are outside of the room, or if the room is not locked.

The maximum for each claim is \$5,000 for all items. So if you have had a bike,

laptop, mobile phone and camera stolen worth \$8,000, you will only be able to claim for up to \$5,000.

The excess per claim is \$250 which means you will get \$250 less than the claim amount. For example if you have had a camera stolen worth \$2500, you will only receive \$2250.

Residents should keep receipts when buying personal items because this makes placing a claim a lot easier! If you don't have a receipt, it is good to supply a user manual or photographs to support any claim.

Any loss should be reported at a police station, where you will be issued with a Police Report Number which is required on the Insurance Claim Form.

Insurance Claim Forms can be obtained from College Central. Please speak to Marilyn Palmer-Firth in the first instance if you require any further information.

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 residents 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 via the Resident Portal (portal.lincoln.edu.au). For urgent matters during office hours please contact College Central and after hours, the Duty Advisor.

By logging a maintenance request you are authorising a maintenance staff member to enter your room.

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.

Television

You are permitted to have a personal television and DVD player in your room. A large television with Foxtel (provided by the College) and a DVD player, provided by the College Club, have been installed in the Social Room and the Common Room. A television has been installed in the Federation Common Room, and smaller televisions are available in the kitchenettes adjoining KMB and Scott and the Hambly Building.

Common Room Projector and Sound System

The College provides an in-built projector and sound system for use at official functions. To request use of these facilities, contact College Central.

Room Points

A system of Room Points is in place to allow the equitable allocation of rooms. Residents can earn "Room Points" through participating in the life of the College: playing sport, attending events, volunteering, assisting Executive Residential Staff plus in addition, the length of time you have been a resident at Lincoln.

Points are generally tallied at the time of your reapplication to College, for the following year.

Residents 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 year they maybe 'auctioned'. That is, expressions of interest are invited and, at the Principal/CE's discretion, the applicant with the highest number of Room Points will be offered the room.

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/CE.

Small Rooms

Residents occupying small rooms receive a 25% discount on the accommodation component of their fees. Small rooms are allocated by the Principal/CE on the basis of need.

Study Resources

Academic Support

Lincoln College offers a comprehensive Academic Program through the Senior Academic Tutor, Transition Development Tutor, academic tutors, sessional tutors and senior residents. Academic 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, the Academic Team 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 Senior Academic Tutor on residents' attendance and progress.

The APS (Academic Peer Support) Programme is composed of resident volunteers who are willing to provide volunteer academic support for their fellow residents. Names of APS residents will be publicised. You are encouraged to first approach a member of the APS with questions. Higher level assistance may be provided through the Academic Tutor system through either a coordinated or as-needs basis. You can approach the Senior Academic Tutor if you have academic needs that are not being met by the College.

Please respect the needs of the tutors and APS members as they are studying themselves and have their own work to complete.

Clinical Room

The Clinical Room in the Abraham Building holds the College's health related resources and medical equipment, including a skeleton, a massage table, sphygmomanometer, microscope, posters, and an X-ray box with a collection of X-rays.

Learning Resource Centre

The Learning Resource Centre is comprised of a Library and a Computer Lab. The main purpose of the Library is to offer a quiet and supportive study environment for the residents to conduct their independent studies. It is managed by a part-time Librarian. The Library houses a range of current textbooks, reference books, other non-fiction, fiction and games, a molecular modelling kit, two different models of the brain and boxes of teeth, a microscope and specimen slides, etc. There is also a small collection of books in languages other than English. The Library has an annual budget to maintain the collection and reflect the current study needs of the current residents. Suggestions for new materials may be made directly to the Librarian.

Residents are expected to share College textbooks equitably with other residents in their course.

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

Library Resources

As well as books and magazines the Learning Resources Centre has a binding machine (a charge applies for the binding materials), a heavy duty stapler and a long-arm stapler.

A variety of board games are also available for loan. They are stored in the Computer Lab and are accessible after hours by calling the Duty Advisor. All Library resources are searchable via the electronic catalogue in the Library computer.

Printed resource lists on selected subjects are also available on the Librarian's desk for quick reference.

Library Usage

Current residents may access the Library any time of the day. Non-residents are not permitted to study in the Library.

All recent textbooks are kept in secured cabinets so you need either to see the Librarian or leave her a message to access these books. The books requested will be left in College Central for your collection. These secured items are all '2-week Loans'. As for the open-shelf items, they are all '4-week loans'. Residents are required to check out these items using a 'Loan Book'. All books are renewable provided that they are not requested by other residents. Books in the Reference Section are only for use in the Library. Library items must not be loaned to people not residing in Lincoln College.

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

unattended. This is both to minimise theft and for residents to have maximum opportunities to share these areas.

Residents are required to respect the Learning Resource Centre as a quiet study area. Residents must also respect the rights of other Library users by maintaining a quiet demeanour in the Library, respecting the facilities, and cleaning up after themselves. Residents studying in the Library should turn their mobiles to silent and leave the Library to make or receive phone calls. Residents 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 residents of the College may use the Computer Lab's computers, printer and scanner.

Access is not available to any other person. Non-residents may not use the computer room facilities nor be present in the Computer Lab.

The Computer Lab contains multiple Windows PCs, as well as a high powered Macintosh computer, loaded with various software programs necessary for some courses of study. All residents may use the Mac computer, but if access is requested for use of the specific programs, the current user must relinquish the computer.

Do not save work to the desktop as it will be automatically erased when you log out.

Residents must respect the Computer Lab facilities. 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, lecture recordings and games. The Computer Lab is provided for educational purposes; therefore, anyone using a computer for recreational purposes must relinquish it to a resident 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 and examination time the Computer Lab is reserved for educational use only, and no recreational use is permitted.

Residents should report any computer problems via the Resident Portal as soon as possible.

Photocopying & Printing

Two printers/photocopiers are available for use by residents of the College. The printers are located in the Computer Lab and Hambly Foyer (near the Dining Hall).

Go to <https://print.lincoln.edu.au> to access Lincoln College Web Print.

- Instructions on how to add money to your account and completing

print / photocopying jobs will be emailed to all residents at the start of the year.

- Printing and photocopying cost will be emailed to all residents at the start of the year.

Internet

The College provides all residents with unlimited, fast internet, free of charge via its high-speed fibre connection. There are no download limits, however there is a fair use policy and priority hierarchy in place through the firewall which may affect download speeds of non-priority access.

You must not use the service for any activity that breaches any law or violates any local, state, federal or international law, order, regulation or industry code of practice.

Residents are required to read and agree to the College Internet Fair Use policy.

Upon agreeing to the Internet Fair Use policy, you will be provided with your login details.

Study areas

- Hambly Lounge (ground floor)
- Hambly Art Room
- Library
- Chapel
- Dining Hall (until 10pm daily)
(closed 2 - 4pm, Thursday and from 3pm Monday during term)

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 at College Central.

The Chapel and Clinical Skills Room may 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 Board functions throughout the year.

The Abraham Common Room and Kitchenettes are not generally study spaces.

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

Maintenance matters or requests must be logged directly on the Resident Portal on portal.lincoln.edu.au.

Log onto the portal using your email address and secure password. Please contact College Central if you have any questions.

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

If you are *locked out* of your room you should go to College Central during business hours or find the Duty Advisor after hours. The Duty Advisor 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 calling 0400 200 807. **Only if you cannot find the Duty Advisor should you contact your Corridor RA.**

For *academic* matters you should first approach the academic tutor responsible for your discipline, the Senior Academic Tutor or Dean.

For *social welfare* matters you are encouraged to approach your Residential Advisors, the Senior Residential Advisor, 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 Principal/CE, the Dean, the Senior Residential Advisor and the Senior Academic Tutor are always willing to help you.

Urgent maintenance matters should be reported directly to College Central during the day. On evenings and weekends contact the Duty Advisor.

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 Advisor or College Central during office hours. Act immediately if an intruder or thief is discovered in any of the buildings.

Contacting Executive Residential Staff

The Executive Residential Staff (Principal/CE, Dean, Senior Residential Advisor and Senior Academic Tutor) 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 at rostered times during office hours, and after hours by arrangement.

Grievance Procedures

If you have a complaint about...	In the first instance speak to....	Or to
The Principal/CE	The Chair of Board	
The Dean	The Principal/CE	
The Senior Residential Advisor	The Principal/CE	The Dean
The Senior Academic Tutor	The Dean	The Principal/CE
The Transition Development Tutor	The Senior Academic Tutor	The Dean
A Residential Advisor	The Senior Residential Advisor	The Dean
An Academic Tutor	Senior Academic Tutor	The Dean
A SWOT	The Dean	The Senior Residential Advisor
The Club Executive	The Dean	The Principal/CE
The kitchen staff	The Site Manager	The Dean
The Building and Services Manager	The Principal/CE	The Dean
The Marketing Manager	The Principal/CE	The Dean
Alumni	The Principal/CE	The Dean
The office staff	The Office Manager	The Principal/CE
The grounds and cleaning staff	The Building and Services Manager	The Principal/CE
Your neighbour	Your neighbour	Your designated Residential Advisor
Another resident	Your designated Residential Advisor	The Dean
A member of the College Board	The Principal/CE who will bring it to the attention of the Chair	

If the complaint is of a sexual, racist or discriminatory matter then you should follow the College's current guidelines under *Resolving Problems* (page 43 in this Handbook).

The College cannot act against a person on hearsay but we will listen to all complaints and problems in order to determine a course of action that will lead to the best resolution of the matter. We take complaints seriously.

Discipline Policy

The College expects and requires all members of its community to behave in a manner which contributes to harmonious community living.

Where a matter arises that involves harassment it will be dealt with under the Fair Treatment Policy. In the event that the behaviour persists or the issue remains unresolved, the matter may be dealt with by the Principal/CE or 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 Executive Residential Staff are responsible for disciplinary matters. Residents whose behaviour is unacceptable usually receive a warning, or counselling about their behaviour. If the unacceptable behaviour persists disciplinary action may be taken. Where the Executive Residential 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 Executive Residential Staff. Its decisions may be appealed in writing to the Chairperson of the Board.

For matters relating to Academic Discipline, refer to the Academic Policy.

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 Equal Opportunity, Racial Discrimination, Sex Discrimination, and Disability Discrimination laws in Australia.

Residents and staff of Lincoln College have rights and responsibilities under Equal Opportunity Law as outlined in the Fair Treatment Policy. Residents have the right to live, study and work in a Fair Treatment climate and the right to be protected from behaviours that 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. The Board, Principal/CE and staff, in co-operation with residents and the College Club are responsible for taking all reasonable steps to treat members of the College community 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. 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 is unacceptable in all circumstances. 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, an RA or Academic Tutor, or a member of the Executive Residential 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.

Health and Wellbeing Policy – Summary

Lincoln College aims to provide a learning, work and living environment that supports physical and mental health for all members of the College community. We are committed to creating and maintaining a community in which each member can choose to live a healthy lifestyle.

All members of the College community are expected to help participate in a positive health and wellbeing environment within the College by:

- Following a healthy lifestyle through diet, exercise and sleep
- Applying moderation to unhealthy activities
- Refraining from undertaking activities that impact negatively on other residents' health
- Supporting other residents to improve their health when they make an effort to do so
- Openly supporting, promoting, and acting on this Policy

Residents are required to make themselves aware of the content of the full Health and Wellbeing policy but are particularly asked to note the following:

Food

- Food provided by kitchen contractors meets current guidelines for healthy eating.
- Information about a healthy diet is available in the Hambly Dining Hall for resident self-education.
- Residents are responsible for selecting a balanced diet from amongst the foods on offer.

Noise

- Residents are to restrict the level of noise they make between the hours of 10pm and 8am (or 11pm to 8am on weekends), to protect the sleep of other residents.
- Residents who repeatedly disrupt the sleep of others through excessive noise will be disciplined, and may be asked to leave College.

Accidents and illness

- Following an accident, residents are encouraged to seek first aid from College Central (during office hours), or from a Corridor RA after hours.
- Following an accidental injury, or a near miss, residents are required to complete an Incident Report form.
- Residents who contract infectious diseases are to take practical steps to limit the exposure of other collegians.

Sport

- The College encourages; all residents to become involved in the sporting program provided at Lincoln and; all participants and supporters to use appropriate preventative equipment and practices to reduce the risk of injury.

Mental Health issues

- Lincoln recognises that mental health issues may affect residents.
- Lincoln aims to support residents with mental health issues to manage their condition in such a manner that their academic and social lives are not unduly affected.
- Lincoln may not be able to support residents whose mental health conditions become significantly disruptive to other residents.

Interpersonal relationships

- Lincoln encourages residents to extend the spirit of respect to encompass sexual relationships and their behaviour towards sexual partners.

Alcohol, smoking and drugs

- Fundamental to the Alcohol Policy and its guidelines is the right to individual choice and the responsible service of alcohol. The policy stipulates moderation in consumption and a responsible attitude towards the use of alcohol.
- Residents under the age of 18 are not permitted to consume alcohol on College grounds, at College functions, or at events organised under the aegis of the College or the College Club.
- The College maintains a smoke-free environment.
- The cultivation, distribution or consumption of illegal or non-prescription drugs is illegal and prohibited at Lincoln College.

Cleanliness

- All residents are required to maintain a level of personal hygiene and cleanliness consistent with community living.
- Residents are required to maintain their rooms in a tidy state and on the day their room is to be cleaned, to allow the cleaner access.
- Residents are responsible for cleaning up any mess they make in shared kitchenettes immediately after using them. Residents who are responsible for a biohazardous spill are responsible for cleaning it themselves.

Pets

- Residents are generally not permitted to keep pets at Lincoln College.
- Exceptions may be allowed with the written permission of the Principal/CE.

Weapons

- Weapons are generally not permitted at Lincoln College.
- Residents who have a genuine sporting need for equipment, which would otherwise be banned under this policy, should apply to the Principal/CE for permission to keep the equipment on campus.

Academic Policy – Summary

The Lincoln College experience is a holistic quality tertiary residential experience. In a changing world, adaptability, flexibility and cultural currency are crucial skills – living alongside residents who are from different cultures, studying different degrees, and have different habits and opinions broadens horizons and deepens understanding. A residential experience at Lincoln helps residents to formulate opinions, make thoughtful life choices and contribute in a respectful way to life beyond the University classroom.

Our Academic Programme focuses on: Critical thinking skills; Independent learning; Transitional and general skills; Mentoring opportunities; Specialised assistance when practicable; Decision making; Academic counselling; Peer-to-peer assistance; and Learning styles. Our Professional Programme focuses on: Job readiness; Interview preparation; Career advice and information from alumni and professionals; Networking opportunities; Life skills; Time management; Teamwork and group dynamics; and Confidence and courage. Residents sign a Contract and Conditions for Admission before entering Lincoln, in which they make a range of academically related commitments.

Academic expectations: New residents in College

New residents in College – regardless of their year level at university - are expected to attend and contribute to the transitional and general skills tutorials. New residents who are in their first year of a degree are expected to attend all relevant subject tutorials and workshops organised by the Lincoln College Academic Team. Residents are advised to notify their Academic tutor or the Dean if they are concerned about their results.

Academic success

We expect each of our residents to achieve the best results that they can whilst enjoying a happy and healthy lifestyle. Residents are responsible for their own academic success through the development of skills and the appropriate attitude towards study. Residents are expected to maintain at least Passes (or equivalent) throughout their degree. When a resident's grades and behaviour reflect a lack of academic intention, then the College will need to determine if the collegiate environment is right for the resident. Provided that the resident accepts the assistance offered, makes every effort to work on their weaknesses and challenges, stays engaged in the coursework, communicates honestly and regularly with their Lincoln College Academic Tutor or the Executive Residential Staff, and makes academic progress, continued residence at Lincoln will be discussed on a case-by-case basis. When lifestyle impacts on academic results in a negative way, residents will be counselled and given the opportunity to improve their academic results.

The College provides the following resources each year for the Academic Program:

- Academic Dean,
- Academic Tutors,
- Academic Sessional Tutors,
- Academic resources including a computer suite, clinical practice room, music rooms. A 24/7 Library is stocked with current textbooks.

Residents may request specific topic tutorials and assistance; however, external expertise may not be available unless there are a minimum of four residents who need the assistance.

Academic excellence and merit

The College rewards merit and academic excellence through scholarships and prizes.

Degree changes, load adjustments and career advice:

The College understands that sometimes our residents need to change their enrolment. Residents wishing to transfer courses, alter their academic load or change Universities must in the first instance confer with the Academic Dean or their Academic Tutor. They must then seek written permission from the Principal/CE to stay in College if they wish to change their enrolment.

Academic standing

Academic Standing refers to a resident's academic competencies and progress. Lincoln College expects all of its residents to be of good academic standing within their tertiary institution. Residents of the College are furthermore expected to make academic progress, participate fully in the College Community and support their fellow residents in their academic endeavours through a safe, appropriate and happy study environment. The College requires that all residents agree that their academic transcripts and results are made available to the College during their residency.

The main measure to determine academic standing is the Grade Point Average (GPA) – although this measure does not apply to some degrees such as Medicine, Dentistry and Oral Health. The GPA is a numerical index that summarises academic performances and ranges from a minimum of zero to seven (0-7).

While most residents at Lincoln will find themselves in good academic standing, some may encounter the following categories that will affect their ability to remain at university or at Lincoln: **At risk; critical failure; unsatisfactory progress; academic dishonesty**. Residents are directed to the full Academic Policy for explanations of these terms. A resident who falls into one of these categories may expect any or all of the following consequences:

Academic Probation

Academic probation is the result of a long term pattern of behaviour and poor academic results. A resident may be subject to Academic Probation by the College even if they are not on Academic Probation at university. Academic Probation takes the form of a behavioural contract signed by the resident as a condition of continued residency in College. The probation requirements of each resident will be decided by the College's Academic Committee on an individual basis.

Show Cause

Where a resident has not made satisfactory academic progress they may be asked to show cause as to why they should continue to reside at Lincoln College. If a resident receives a "show cause" letter from their university or tertiary institution they must show this letter as soon as is practicable to a member of the College's Executive Residential Staff.

Academic Dismissal

Academic dismissal is the end result of a pattern of receiving grades that are below the university's standards for good academic standing (GPA of 2.8 or better) OR the failure of the resident to comply with other policies such as Academic Integrity/Dishonest.

Work Health and Safety Policy – Summary

It is the policy of Lincoln College to ensure, as far as reasonably practicable, that all residents and staff of the College are safe from injury and risks to health while present at the College.

Lincoln College will meet this commitment by ensuring all work practices and procedures adopted comply with the Acts and Regulations governing Occupational Health Safety and Welfare.

Every members of College are expected to take every practicable measure to ensure a safe and healthy working environment is available to everyone.

Residents have a responsibility/duty of care to ensure that nothing is done to make health and safety provisions less effective. In particular they are responsible for:

- Taking all reasonable care to protect their health and safety.
- Ensuring no other person is endangered through any act or omission.
- Ensuring that all equipment provided for health and safety purposes is used correctly.
- Ensuring that they are not, by any consumption of alcohol or drug, in such a state as to endanger their own health and safety or the safety of any other person.
- Obeying all instructions issued to protect their own and all others health and safety.
- Reporting or making recommendations to the Residential Advisors, as they deem necessary, to avoid, eliminate or minimize any hazards of which they are aware, regarding their living conditions or methods.
- Reporting all accidents or near misses to the management of Lincoln College.
- Maintaining a tidy and hygienic room, and tidy and hygienic shared living spaces.

In particular, residents must maintain their room in such a manner that guests and College staff are not endangered through undertaking their expected access to the room. For example, safe walking paths without cords or mess on the floor, no wobbling stacks of papers or boxes that can be knocked over, no imagery displayed that may be considered offensive.