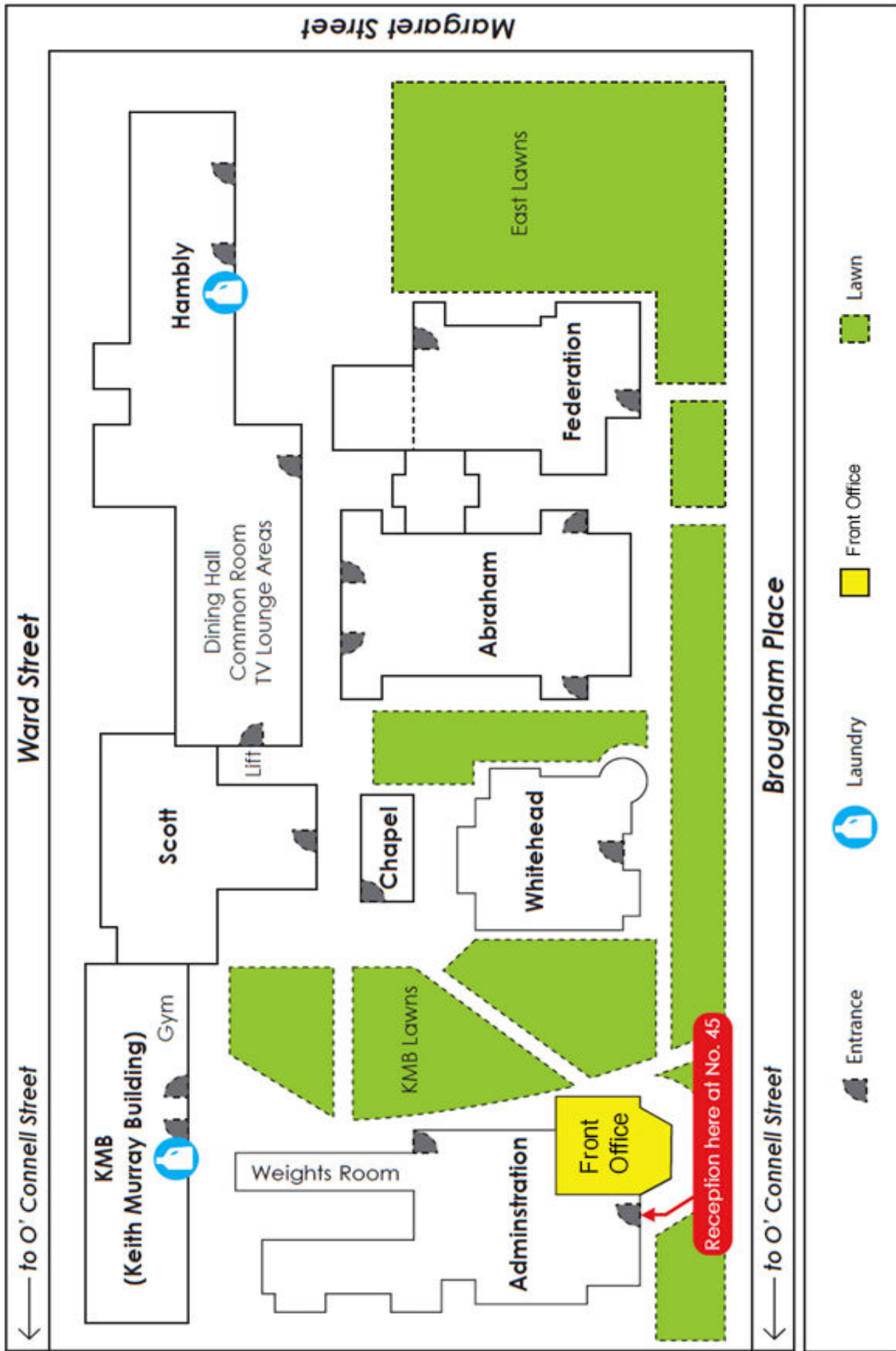


RESIDENT HANDBOOK 2023



Introduction

In this Handbook you will find a useful guide to living in the College; we hope it will go some way toward making you feel welcome and at home. By understanding how things work at Lincoln, you can have the best chance to succeed and flourish in College.

The Handbook contains important information. Please review it carefully, along with College Policies and your Resident Contract. Talk with your Corridor Residential Advisor (RA) about any matters that are not clear. Keep this booklet in your room for reference during the year.

Best wishes for the year ahead.

Amendment to the Handbook

The College may 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.

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

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

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

As a member of the College you will live and work in a multi-cultural community, in which we are accepting of 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 shared values of our College community.

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.

Our Philosophy

Lincoln College believes 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, professional enrichment and development are keys to a fulfilling student life. Collegiate life should also contain plenty of social enjoyment and fun, whilst providing spaces where students can meet each other informally for interaction. College is a space where life-long friendships are formed, beliefs are tested, and resilience is bolstered.

Our environment should be one in which harm is minimised, but where mistakes are seen as learning experiences. A college should be the step between home and independence, where new patterns of thinking, acting and being are forged through conversation, participation, discovery, forgiveness and exploration. College staff are guides, mentors, touchstones and, occasionally, disciplinarians. Whilst emerging adulthood is a time of change, risk, and at times confusion, Lincoln College aims to provide a support system that will help you succeed in your endeavours.

Our College philosophy, support structures and policies acknowledge this balance and aim to ensure that residents are focused on their academic goals and that risk is mitigated.

Our Core Values

Lincoln College aims to empower residents and help them flourish in their endeavours by collectively:

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

Lincoln College Staff

Chief Executive Officer and Head of College

The Chief Executive Officer and Head of College (CEO/HoC) is responsible to the Lincoln College Board for the every-day operation of the College whilst having general oversight of the work conducted by College staff. It is the Board that determines College policy and the Head of College is responsible for putting policies into practice. The Head of College lives on site, is a member of the Board, attends all the Board meetings and reports to the Board on College matters.

Deans

The Dean of Students is responsible for the College's resident welfare within the College. The Dean also provides individual and personal support to residents. The Dean of Students lives in the Keith Murray Building (KMB) flat and is available for consultation by arrangement from 9am – 9pm, and outside of those times in emergencies.

The Dean of Studies is responsible for the College's academic support programme within the College. The Dean of Studies also provides individual and personal support to residents. The Dean lives in the Federation Building flat and is available for consultation by arrangement from 9am – 9pm, and outside of those times in emergencies.

The Deans are part of the Executive Residential Staff team, responsible to the Head of College, whilst looking after the College after hours. The Deans offices are located on the ground floor of the Milne House opposite College Services. Appointments to see the Deans can be made through College Services.

Residential Advisor Coordinator

The Residential Advisor Coordinator is responsible to the Head of College and the Dean of Students, with the Dean being the first point of contact. The Residential Advisor Coordinator manages the team of Residential Advisors and is involved in the academic and social wellbeing programmes of the College. The Residential Advisor Coordinator is available by arrangement after hours.

Academic Coordinator

The Academic Coordinator is responsible to the Head of College and the Dean of Studies, with the Dean being the first point of contact. The Academic Coordinator organises the provision of academic support and professional development services within the College and manages the Academic Team. The Academic Coordinator is available by arrangement after hours.

Finance Manager

The Finance Manager maintains oversight of the accounting and administrative functions of College, with responsibility for the performance of all financial and admin processes. The Finance Manager supports residents and their families with all financial matters including the payment of fees, extension of due dates, payment plans and external scholarship payments.

Business Development and Marketing Manager

The Business Development and Marketing Manager works with, and is responsible to, the Head of College with regards to resident recruitment, marketing, communications, and alumni. The Business Development and Marketing Manager aims to increase awareness of Lincoln College and all it has to offer, recruit new residents, and build strong relationships with alumni.

College Services

College Services, housed in the Administration Offices in the Milne Building, manages the processes associated with admissions, resident records maintenance and accounts. They manage the administrative business of the College. College Services staff also provide administrative support and are the first point of contact for appointments with the Head of College and the Dean.

Maintenance and cleaning

Maintenance and cleaning of the College is managed by the Building and Services Manager. The cleaning staff maintain the cleanliness of common rooms, corridors, laundries, and bathrooms. The cleaners clean your room each week by vacuuming, dusting, and changing your bins. The maintenance staff works with electrical, plumbing and other contractors so College equipment functions as it should.

If you notice something around College or in your room has broken, you can submit a Maintenance Request Form here: <https://lincoln.edu.au/maintenance-request-form/>

Residential Advisors

Residential Advisors (RAs) are responsible to the Residential Advisor Coordinator and are responsible for the social wellbeing of the residents in their corridor. They aim to create a sense of community within the College to make it a fun, safe and secure place to live. RAs are trained in First Aid, fire safety and wellbeing. Some members of the RA team have particular responsibilities, including the Equity RA, First Nations Advisor and International Advisor.

Academic Tutors

The Academic Tutors are responsible to the Academic Coordinator. They organise, prepare and present formal academic support in their own disciplines. The team provide tutorials, networking panel sessions and drop-in sessions in order to help students reach their academic potential.

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 Head of College are full members of the Board.

Board Committees

There are several committees at Lincoln which involve resident participation. Some are Board Committees and as such are chaired by Board Members (e.g.: Buildings and Grounds); others are College Committees created by the Head of College. All the committees are seen as avenues of advice and referral for the Board and the Head of College. This is 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 College website.

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 an organised body that caters for residents' social, sporting and cultural life whilst providing services such as sporting equipment, gym equipment, and Lincoln merchandise that can be bought through the College Shop website (<https://shop.lincoln.edu.au/>).

All residents are required to be members of the Club and pay the fee approved by the Board which is then levied by the Club and collected annually, on their behalf, by College Services each year.

The College Club has an Executive whom is responsible for the day to day running of the organisation. This consists of twelve residents elected in the fourth term of the previous year, with the New Resident Representative being elected in Term two of the current year, for a total of thirteen.

The Club Executive Committee consists of the following:

| | |
|-------------------|---------------------------|
| Club President | Sports Secretaries |
| Vice-President | Cultural Secretary |
| Secretary | Social Secretary |
| Treasurer | Merchandise Officer |
| Utilities Officer | Sound & Technical Officer |
| Publicity Officer | First Year Representative |

All positions are voluntary. Although residents new to the College cannot stand for membership of the Lincoln College Club until their second term, they are encouraged to volunteer for other Club responsibilities such as taking charge of particular jobs for the year e.g. sports captains and assisting with tasks relating to club events.

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

Failure to attend will incur a fine of \$30, unless a written apology regarding academic commitments or unavoidable absence is given to the Club Secretary before the meeting. The written apology should state a valid, legitimate reason for non-attendance. 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.

There are many College Club roles which need to be filled for the following year. If you wish to run for these positions, make sure to read the announcement that will be published by the returning officers on the Lincoln Open Page and the Announcement Page on Facebook.

The College Club, in conjunction with College Services, produces an annual magazine called *The STAG*. These are available to all residents and recount the events of the year.

The Club President, as a member of the Lincoln College Board, reports on resident activities to the Board at 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, they are approved for collection by the College.

The Lincoln College Club is a member of SAAUCC (the South Australian Association of University College Clubs). 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 Head of College.

Bursaries and Scholarships

The Board of Lincoln College offers a number of bursaries and scholarships each year that assist residents who experience financial hardship, or 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 Services and the College website.

Tips for Success at College

- 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 Resident Advisor (RA), and meet the other members of your corridor
- Chat to your Academic Tutor and other people in your university course
- Introduce yourself to the Executive Residential Staff
- Get to know the College Services staff, the maintenance staff, the kitchen staff and the cleaners – they are lovely people and always happy to meet new residents
- Be kind, considerate and respectful of your fellow residents always, especially with regards to noise
- Attend events organised by the College Club from Welcome Week onwards
- Dress appropriately for the Dining Hall – neat casual dress is recommended
- Get excited for Formal Dinners and get as many people to dress up for the theme as possible
- Report, through the Maintenance Request Form (<https://lincoln.edu.au/maintenance-request-form/>) 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 reasonably tidy... at least on cleaning day!
- 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 or member of the RA team if you see another resident damaging property or acting inappropriately. If you feel confident to approach the resident, tell them directly, before further damage occurs
- Take the time to read the College policies on the website
- Lincoln is an inclusive, fun and welcoming environment; if you feel uncomfortable or pressured to do something, let your RA or Executive Residential Staff know
- Smoking is not permitted on College grounds
- Alcohol can be consumed in your room and other designated areas such as Hambly Common Room, Fed Kitchen
- If you are having trouble at uni, personal problems, or any other problems, always seek help from an RA, AT or the Dean. They are all very friendly and here to help!
- Get involved in as many activities around College as possible! There is so much to do for all different types of people – sports, music, committees, volunteering and more!

Your Responsibilities

Responsibility and Respect at Lincoln College

As a resident at Lincoln College, you are part of the Lincoln Community. At Lincoln certain standards of behaviour are expected of all residents in day-to-day living, to make sure this community provides a positive experience for everyone.

Responsibility

In coming to Lincoln College, you are beginning life as a young adult, in which you will take on a new level of responsibility with regard to your life, your studies and 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 part of the experience of joining Lincoln College, you are joining a community with rules and guidelines. This handbook provides a guide as to what constitutes appropriate behaviour at Lincoln. The community works better for everyone when we all understand and abide by these rules and guidelines. Please make sure to educate yourself using these resources, so that you will know what is expected of you.

An example of responsibility at College:

If you change your mobile phone number or email, it is your responsibility to let College Services and your Corridor RA know, so that they know how to contact 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, ask questions, seek help, read more, or practice again until you do understand – while we can provide assistance, the only person who can take responsibility for your learning is you!

Respect

Respect is founded on the assumption that another person is acting in good faith. Respect adds general reliability to social interactions and assists people in working 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 and behaving appropriately
- Following Lincoln rules and accepted practices
- Talking to others about any concerns you have with their behaviour

References:

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

Our Community

Living at Lincoln carries with it the responsibility to live in line with the community rules, particularly the rules based on South Australian law. The rules as they stand are a guide to appropriate behaviour and represent the agreements reached within the College as to how you should conduct yourself at Lincoln. These rules have been put in place over the years to make Lincoln a safe and harmonious community for ALL residents. For College life to be harmonious, we rely on common sense, consideration of others and good behaviour from all residents.

You are encouraged to base your behaviour in the College on these principles.

Living in accordance with College rules is a requirement for continuing residence at Lincoln.

Our Policies

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

- Academic Policy
- Respectful Relationships
- Sexual Misconduct
- Discipline
- Health and Wellbeing
- Alcohol Policy
- WHS
- Discrimination, Bullying and Victimisation
- Privacy Policy

Members of the College are to act in accordance with these policies to ensure personal success at University and within College, and fair treatment for all College residents.

Summaries 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. Key highlights of these policies as they relate to College life are explained below, along with the potential consequences of breaching the policies. Full policies can be found on the Lincoln website.

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 programme recognised by their institution as a full-time programme, and to make satisfactory academic progress. Residents have an obligation to inform the College of any change to their university enrolment, study load or course.

In the event of a fail or unsatisfactory academic result, the resident must attend a review with the Dean and/or the Academic Coordinator.

The Head of College is authorised to impose conditions or refuse readmission to a resident, or terminate a resident's contract, should they fail to maintain satisfactory academic progress or cease to be a full-

time university student. A resident may seek permission from the HoC to remain at College while taking a part-time course load.

A copy of the Academic Standing Policy and Procedures is available on the website. A summary of the Policy is included in this Handbook.

Academic Panel

At Lincoln, all new residents, and returning residents whose previous academic performance has led to them being placed on the *At Risk* list, must appear before an Academic Panel each Semester. The Panel will typically comprise the Dean, the Academic Coordinator and your Academic Tutor. 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 Services 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. They may also give you advice, so bring a pen and notepad.

Respectful Relationships

Lincoln College aims to provide a fair and safe learning, working and living environment for all members of the College community. Residents are to conduct themselves accordingly. College Members are expected to maintain respectful relationships with other residents always, and in all circumstances. Discrimination, harassment (in person or online), sexual harassment (in person or online), assault, indecent assault and sexual assault are not acceptable and will not be tolerated and inappropriate behaviour may result in a resident being asked to leave the College.

A copy of the Respectful Relationships Policy and the Sexual Misconduct Policy is available on the website. A summary of the Policy is included in this Handbook. The Dean meets regularly with RAs, ATs, and the College Club to ensure that Lincoln remains a fair and safe environment for all.

Smoking / Vaping

Lincoln College is a smoke- and vape- free environment. Residents must not smoke in their rooms, any of the College buildings, nor anywhere on 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 \$900). 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 who are cultivating or distributing drugs will be required to leave College.** Residents who are using illegal drugs will be counselled from a harm minimisation perspective, and repeated offenders may 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, therefore residents are expected to behave appropriately with regard to consumption of alcohol.

All residents are responsible for their own behaviour, regardless of intoxication. Therefore, consumption of alcohol will not be accepted as an excuse for disruptive behaviour such as making other residents uncomfortable in any way, noise, disturbance in the Dining Hall or damage to College property and property in the neighbourhood.

The consumption of alcohol is not usually permitted in the Dining Hall or adjacent BBQ area. Should you wish to drink in a common space, you must seek permission from the Head of College, to ensure that all residents' rights of comfort within College are respected.

Residents are permitted to consume alcohol in the following areas: Hambly Common Room and Kitchen, Federation Kitchen and Dining room. These rooms need to be booked in advance and have permission from the Dean, food provided and a responsible sober person must be present at all times. To permit full enjoyment of the public areas of the College, alcohol is not permitted in any other location. One reason for this is that there are some members of the College Community, who by choice or through adherence to religious or moral restrictions, do not feel comfortable around residents consuming alcohol.

Consuming alcohol outside, on College grounds is not acceptable, except during approved College social functions.

Lincoln College Club has an alcohol licence which allows the serving of alcohol in the Common Room under the following conditions:

- The Head of College has granted permission for the event
- A Responsible Person is present
- A person who has completed Responsible Service of Alcohol training is present.
- All bar staff are sober, and above the age of 18
- Alcohol not purchased at the College bar may not be brought into the Common Room
- Drinks purchased at the College bar should 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 could be personally fined \$5,000 by the Alcohol Licensing Commission
- The College Club will be fined \$20,000
- The College Club could lose its Alcohol Licence (no more pre-drinks, no alcohol at College functions)
- Residents who breach the licence conditions may be asked to leave the College.

A copy of the Alcohol Policy is available on the website.

In Room Drinking

You may consume alcohol in your room with groups of friends. However, we ask that you be considerate of those around you (and above and below you!), whilst doing so. Therefore, please ensure that if you are drinking in your room with friends, you are not causing a disturbance to others. If disturbances are reported, groups will be asked to quieten down; if they are not able to do so they may be asked to disperse immediately. You are personally responsible for the behaviour of any guests that you invite into your room or into the College.

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 at which people have broken or are breaking noise curfew, or breaching the College's behavioural policies. Of course, gatherings of any size must comply with the rules around noise and considerate behaviour, and RAs have the ability to warn groups of any size about their behaviour or require groups to end their activities if they are disturbing others or being unsafe.

Common Spaces

Common Room

The Common Room is provided as a space for all residents to enjoy. It is available for recreational activities, games, socialising and television or movie watching in large groups. It is made available to the College Club for major social events, open to the whole College, where these have been approved by the Head of College. It is not designed to be booked for small-group social events.

The Common Room has a bar that is maintained by the College Club. Alcohol may be consumed in the social room if it has been purchased from the bar, but we prefer that it not be removed from the licensed area.

Private Parties

Residents can book some common spaces to host gatherings. These rooms include the Hambly Common Room and Hambly Kitchen, or Scott 3rd Balcony.

Other listed spaces 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 Head of College or the Dean. To pre-book one of these spaces for a private gathering, please contact College Services staff between 9am and 5pm or complete the booking form online. Should you wish to have an impromptu gathering, you can contact the Duty Advisor to book the room, provided it is not already occupied. If alcohol is to be consumed, food must be supplied to promote responsible use of alcohol.

A named "Responsible Sober Person" must be present at a booked event when there is alcohol.

The individual who completes the booking form is responsible for all guests and the final 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 the Administration Office

Curfew times for all bookings:

Sun-Thurs: 10pm

Fri & Sat: 11pm

Please choose the space you wish to book according to the type of gathering you wish to hold. For example, the Hambly Courtyard is well-suited to a BBQ or pizza-making party, and has attached kitchen facilities for other kinds of cooking. The Scott 3rd Balcony is well used for small gatherings for drinks and finger foods, in good weather. If a booking is made for the Hambly kitchen, and someone else wishes to use this space for a cooking event, you may be asked to move into a different area.

There are some restrictions on when these rooms can be used. These social spaces may not be booked for private gatherings during the Swot Vac and exam period, as we have found that this usually disrupts the sleep or study of other residents. Residents are further advised that these social spaces may not be booked for pre-drinking before any major events. This includes events such as Marksensfest, Lincoln Open Show, Battle of the bands, Valedictory Dinner and College-associated pub crawls.

Noise Control

As a College, we are also part of the wider community, and resident behaviour outside of College affects Lincoln's reputation with our neighbours. We request 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 others are negatively impacted.

Noise restrictions

Sun-Thurs: 10pm – 8am

Fri & Sat: 11pm – 8am

We suggest that 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 Head of College, the Dean or College Services staff.

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

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
- PlayStation and other games in the common areas
- Coming back noisily from events late at night and waking people
- Playing basketball or other sports after noise curfew

To minimise the impact of noise on others, close doors, shut windows, move the party on or turn it down. For acceptable music practice protocols, see Music Practice

During Swot Vac and Examination periods a 24/7 noise curfew exists. Activities within College are restricted and residents who disturb others may find themselves removed from College. **Should you break noise curfew more than once throughout SwotVac, you may be asked to leave College grounds for the remainder of the exam period.**

Visitors

Visitors are permitted to stay overnight in a resident's room, however the College resident should notify their RA as a courtesy should their visitor wish to stay for up to 3 days.

Residents wishing to have overnight guests for more than three nights must seek permission from the Dean; charges may apply.

No overnight visitors are permitted in the College during Welcome Week, SWOT VAC and Exam periods.

When you bring a guest into the Lincoln Community, you are responsible for their behaviour, 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 and paid for. Please put in a Maintenance Request Form (<https://lincoln.edu.au/maintenance-request-form/>) 24 hours before you need it, if you would like a second mattress placed in your room for your guest.

Music Practice

It is recommended that residents practice music in the areas designated for music practice: these rooms are the College music rooms and the Chapel. Please practice music between the hours of 8am to 10pm to avoid disturbing other residents and neighbours. Special provisions apply during Swot Vac for residents who are studying Music at university. If you are studying Music at University and you need special provisions for practice, please contact the Dean.

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

Drums

Drums may be practiced at 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

Piano/Keyboards

There are several pianos on site. The Chapel piano and organ and baby grand piano in the dining hall may be used during music practice times.

Please don't move equipment from the music rooms without 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 Sun-Thurs and between the hours of 9am and 11pm on Fri-Sat. Outside these times we find the noise of the ball disturbs the rest of residents in the Scott building.

Other ball sports may be played on the KMB and Federation Lawns during the same hours, but please be careful not to damage College property and or to disturb nearby residents. Residents will have to pay the cost of replacing any College property that is damaged (e.g. broken windows).

During Swot Vac and exam periods ball sports are allowed for 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 asked to be held off site, as they disturb other residents' study and sleep.
- 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 receive one warning for breaking College noise rules during Swot Vac, before being suspended from College until exams are over.

Care of Buildings

As a community, we expect that residents will respect community property and the College environment at all times. Residents are asked to be sensible about not playing outdoor games in the common rooms, or corridors, or in close proximity to College property such as windows that can be broken etc. We understand that accidents happen, so please be open about any accidental damage – residents are responsible for the replacement cost of any items that are accidentally damaged. Any resident who deliberately damages College property will be charged for the cost of the repairs and will also be subject to disciplinary action.

Faults with College equipment should be reported to the maintenance staff via the Maintenance form – ask your RA for help if you don't know how to do this.

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 find a four bin system:

- Blue for paper/cardboard
- Yellow for mixed recycling

- Red for general waste (garbage and landfill)
- White for 10 cent deposits

We also provide a black 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:

- Blue bin for recycled paper and cardboard
- Yellow and White Bins for recycling plastic and glass bottles.

In **your rooms** you will find:

- Blue paper recycling bin with a small Red garbage bin that sits on top.
- It is up to you to empty your paper bin into the larger Blue paper bin in the kitchenette
- The cleaners will empty your Red bin
- Please put all recycling straight into the yellow bin in the kitchenette.

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
- Dirty tissues, other personal items/biohazard
- Drink cans and containers – recycle them in the Yellow bin in the common area
- Ink cartridges – drop them to the Administration Office to have them recycled
- Staples – try to reduce the number of staples
- Batteries – in the battery bin in the Dining Hall.

Safety at Lincoln

Accidents and Emergencies

Please report all accidents to the Duty Advisor or, during the daytime, to the College Services in the Administration Office. The College has no resident medical personnel, so if an accident occurs, residents should exercise their duty of care to others and do whatever is necessary to assist those involved in the accident – be it providing appropriate first aid, calling a resident member of staff for help, or contacting a doctor, an ambulance, the police or the fire service.

In emergencies you should contact the Duty RA or an Executive Residential Staff member. For emergency services (fire/police/ambulance) 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.

Because fire safety equipment is vital to saving lives in an emergency, 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 may be asked to leave the College.

Where a false alarm occurs through smoking, vaping, 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 \$900. 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.

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

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.

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

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 (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 Services. The fire precautions below exist mostly because people have accidentally started fires this way in the past.

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.

Illness

If you develop an illness that is more serious than, for example, a cold, please notify your Residential Advisor about the condition as soon as possible, particularly if it is contagious. In serious cases, confinement to your room or restriction from common areas may be required while you recover; speak to your Residential Advisor for guidance.

Should emergency medical assistance be required, College Services (or an Executive Residential Staff member if after hours) can organise an appointment with the Late night Medical Clinic in Norwood, or a visit to the Emergency Department of the Royal Adelaide Hospital. Under certain circumstances (visibly broken bone, uncontrollable bleeding, unconsciousness), the Duty Advisor is required to call an ambulance to assess the resident. 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

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 on request for the bike shed and music room. The two gyms are accessible using your building key. You must not give your keys to anyone who is not a member of College staff.

Lost or damaged keys – if you lose or damage any College key you should notify College Services immediately, or the Duty RA after hours. You will be issued with a replacement key and given 48 hours to return it.

Keys that remain lost after 48 hours will incur an administration and replacement charge of approximately \$60 for a room key. Building keys are more.

Lock outs – during working hours: If you lock your keys in your room, go to College Services. A staff member will provide you with a spare set of keys, which must be returned as soon as you let yourself back into your room, or charges will apply. Lockouts during working hours are free, as long as you return the spare keys straight away.

Lock outs – after hours: Contact the Duty Advisor, who will let you back into your room.

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 condition upon moving out. The College requires this payment so that College property is preserved in good condition 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.

When you arrive at College at the start of the year, you will undertake a Room Check with a Residential Advisor (RA) from your floor. This is a simple process of checking and noting the condition of everything in your room. Then at the end of the year, when it's time for the Summer break, you will go through that same Room Check process with the RA again. The Contingency Bond will be returned at the end of the contract, provided the room and furniture is in the same condition as the start of the year. Note that any money that is owed to the college 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.

Payment of Fees

Fees may be paid using your bank account, credit card or via EFTPOS. Overseas residents' fees can be paid online by credit card.

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

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

Option 1 – Full year payment

Residents paying for the full year up front automatically receive a 3% discount

Option 2 –Quarterly instalments

Fees may be paid quarterly in advance by entering into a direct debit agreement with the College from a valid bank account.

Option 3 – Fortnightly instalments

Fees may be paid fortnightly in advance by entering into a direct debit agreement with the College from a valid bank account.

VACATION FEES do not attract any discounts.

Late Payment of Fees

Where College staff have to follow up residents for late payment of fees, there will be a surcharge of \$20.00 per week, calculated on a weekly basis. Non-payment of fees may result in termination of residency in severe cases.

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

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

Please inform your RA and College Services when you plan to be absent from the College for any time other than normal vacation periods (e.g. university placements or emergency home visits). This step assists the College in ensuring your personal safety and fulfilling our responsibilities under WHS and Fire Safety legislation. (See also Vacations)

Termination of Residency

At the initiation of the Resident

Residents sign a contract when they join College, to maintain their residence at the College for the period agreed – typically an Academic Calendar year of 40 weeks. Occasionally, serious issues may require that this contract end date be re-negotiated, and under these circumstances, residents are encouraged to talk over their situation with the Dean or the Head of College to come to a fair conclusion for the resident and the College. Typically, this conclusion will be agreed in writing.

Prior notice of intention to leave the College permanently, outside of the standard 'Move-Out' period, must be provided in writing to the Head of College. Where a resident leaves College early without negotiating a fair conclusion, they remain liable for the payment of fees until the end of their contract, 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 Head of College. The College will use its best endeavours to re-let any vacant room.

At the initiation of the College

The College has in place a set of behavioural guidelines, and a Discipline Policy for situations where these guidelines are breached. The Head of College may impose penalties on residents in matters of discipline, up to and 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 Head of College shall reasonably determine.

The Head of College may also elect not to re-enrol a resident who applies for re-enrolment for 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, we ask that residents complete a 'Moving Out Room Inspection' with your RA or a College staff member. It is the resident's responsibility to ensure they book a Room Inspection before leaving; it allows the resident and the College to agree on the condition of the room and ensures the resident is not charged for damage that they were not responsible for.

All keys must be returned to College Services, or if departing the College outside office hours, keys should be returned to the Key Box (next to the pigeonholes in the administration office). If not returned, a charge will be made for each night that the keys are not held by College.

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

Dining Hall

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

The Dining Hall is open for service of food during the hours listed below. Meals are not served outside of the opening hours, although residents may use the Dining Hall space to study or socialise outside of opening hours.

Continental breakfast is served every morning. Hot breakfast is served every morning and at Brunch on Saturday and Sunday.

Make your own sandwich, salad bar is available for lunch each Monday – Saturday.

| | | |
|------------------------|-------------------|-----------------|
| Breakfast | Monday – Friday | 7am – 9am |
| | Saturday & Sunday | 7.30am – 9.30am |
| | Public Holidays | 8.00am - 9.30am |
| Take away sandwich Bar | Monday to Friday | 7.00 - 9.30am |
| Lunch | Monday – Friday | 12 noon – 1pm |
| Brunch | Saturday & Sunday | 11am – 12.30pm |
| Dinner | Monday - Sunday | 5.30pm – 7.00pm |
| | | |

Please note: These services times may alter during University semester breaks.

Vegetarian options are served at dinner every night and are available to all residents as a healthy choice.

While the Dining Hall is open to residents between meals for study and socialising. The Stag and Hind is open 24/7 for snacks, toast and coffee.

Dining Hall attire

For safety around sharp implements and hot foods, residents must be wearing shoes when they enter the Dining Hall.

“Neat casual dress” is the standard we’d like people to maintain in the Dining Hall. Sportswear, pyjamas, night attire, swim wear et cetera are not appropriate. Residents who are not dressed appropriately may be counselled by other community members and asked to change into more suitable clothing.

Glasses, crockery, cutlery and other dining utensils are the common property of the community at Lincoln. When they are removed from the Dining Hall and not returned, this causes problems for the operation of the Dining Hall, and an expense to the community to replace them. As a general rule, please don’t take these items out of the Dining Hall; if there’s a need to do so, please make sure you return them to the Dining Hall as soon as possible.

Taking crockery, cutlery and glasses from the Dining Hall for your permanent personal use is considered an inappropriate use of community property, and residents will be sanctioned accordingly.

Residents’ guests may eat in the Dining Hall, but to be fair to all other residents, you must sign for your guest in the guest register at the servery (ask a Dining Hall staff member). Meals will then be charged to your account. Failure to register guests will result in a double meal charge.

The Stag and Hind

The Stag and Hind, near the Dining Hall, provides a place for residents to:

- Make toast and hot drinks
- 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.

The Stag and Hind is open 24/7.

Meals

Members of the College who do not wish to return to the College for lunch may, after breakfast, make themselves a packed lunch from the sandwich bar.

Continental breakfast is available from the time of opening, each morning in the Dining Hall.

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 Services at up to a maximum of 6 weeks.

Late Meals

Late meals can be ordered from breakfast on, but no later than 5pm, on the day they are required. Late dinners can be ordered from the Lincoln website. Residents must not eat a late meal if they have not ordered one; they should not order a late meal if they intend to eat in the Dining Hall. Residents may collect their late meal from the refrigerator in The Stag and Hind, after 7pm.

If a resident needs a regular late meal (e.g., every Tuesday night), this can be arranged with the Dining Hall staff.

Formal Dinner

A formal dinner takes place once each term, with students given notice about date and time.. The meal is served at the table. Formal dress or cocktail attire is appropriate. The meal begins with the Head of College saying grace, will usually involve a guest speaker and a theme.

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 come together as a community and usually to hear from an inspiring speaker.

Cooking Facilities

Cooking in residential rooms is not allowed, for fire safety and hygiene reasons.

Kitchenettes

Microwave ovens are provided in all kitchenettes for heating small items such as pizza or soup. Kettles are available for to make tea, coffee, hot chocolate or instant noodles. No cooking utensils or crockery are provided. Please respect the others using the kitchenettes, wash your dishes and clean up any mess you make.

Full kitchens

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

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

Facilities and Administration

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, or to the Deans. 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 (www.bpuc.org) 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 consider this church.

In some years, there are groups of faith practitioners (Christian, Muslim, Jewish, Buddhist and more) at Lincoln who enjoy gathering regularly to encourage each other, to study together, and to enjoy each other's company. Any resident may arrange such a group to provide opportunities for religious study, prayer and fellowship. Speak to the Dean of Students in the first instance for support in setting up such a group.

FAQ

The college website has a list of frequently asked questions here:

<https://lincoln.edu.au/faqs/>

Link tree

Most of the forms and other useful links for information about the college can be found here:

<https://linktr.ee/LincolnCollege>

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 – so please make sure the doors close behind you 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 if you wish to be covered by the Insurance provided by the College.

To ensure the security of the College, residents must not give their keys to any person who does not work for the College (Executive Residential Staff, professional staff, cleaning and maintenance staff, RAs, ATs). Likewise, residents must always escort any guests or members of the public when inside College buildings. Residents are reminded that they are wholly responsible for the behaviour of their guests while on College grounds and at College functions.

During the academic year, Adelaide University Security also conducts late night rounds across the Lincoln site, as the college is within close proximity of the University.

Communication

Please make sure that you provide College Services with an active email address and mobile number and update them whenever you change your contact details. Text messages are the main form of communication with College administration, so it is essential College Services has your current, active mobile number.

Lost Property

Lost property will be advertised on Lincoln Announcements Facebook page at the time of location and held in the Administration Office for the semester. If lost property items are not collected after this time, the items will be donated to charity at the end of each semester.

Vehicles and Car Parking

Residents may apply to College Services for a parking space when they apply to College initially or in subsequent years. There are not many onsite car parks, so senior students and those with particular needs have priority over the available spaces. The fees for those internal car parks are in addition to College fees. They may vary, but as an example, in 2021 an internal College car park cost \$x. Only those persons who have been assigned an on-campus parking space may park in the allotted space. Residents wishing to park a motorbike on site should apply to College Services for permission. A charge is made for parking, and lost gate remotes will also incur a replacement fee if lost. We will happily keep a spare set of your keys for you, also allowing for your car to be moved in an emergency if you wish, but this is not a compulsory requirement.

There are a limited number of Council residential street parking permits available for Brougham Place only. Again, the availability and cost may vary, as Council controls these parks, but as an indication, in 2022 they were under \$250. Like the internal College car parks, these need to be applied for when applying for College or when submitting a contract for the following year. The same case-by-case basis regarding seniority and need applies.

We find most of our residents get on very well without a car due to our convenient location. However, we do understand that there are circumstances where residents would prefer to have their car onsite, so please contact College Services for more information or express your interest when you return your contract.

Please note that we do have to tow any unauthorised vehicles found on College grounds and if the owner is a College resident they will be charged.

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

Bikes

Bikes should only be locked in the College bike shed . Bikes may not be kept in rooms, corridors, stairwells or other areas of the College due to fire regulations. Bikes that are left at the end of the year that the College Services haven't been notified about will be disposed of.

Bike shed keys are issued by College Services. No responsibility is accepted for loss or damage to bikes.

Pets

Residents may have fish and turtles in their room, provided they have sought permission from College Services.. Residents may not have any other pets.

Ordering Transport or Food delivery

If you have ordered a taxi/Uber or a food delivery service (UberEATS, Deliveroo, pizza etc) 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 may 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 semester vacation and term dates set out therein.

April, July/August and September Vacations: Residents' fees cover all vacation periods. For catering and security purposes please 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 asked 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 Head of College's discretion, and reasonable daily Summer room rates apply. We cannot guarantee specific room allocation due to conference trade and maintenance. Conferences are an essential income stream for the College and help to limit fee increases and 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.

All residents are required to vacate their room before 3pm on the last date of their contract. Room keys must be returned to College Services. If leaving the College outside normal office hours, you should return your key to the key box near the mail pigeonholes when you depart College, otherwise a charge is made for the whole day.

Room charges will continue until the keys are returned to College. Note that before leaving at the end of your contract you must complete a Room Inspection Check with a College staff member or RA.

Your Room

Your College Room

Residents are requested to complete 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. The cleaners are required to report unhygienic rooms and repeated missed cleaning.

We strongly suggest that you lock the door each time you leave your room, so that your possessions are secure, your personal security is maintained and College assets are protected from possible vandalism, damage and theft. If a College staff member sees an unlocked door, they are required to lock it. If an item is stolen from your unlocked room, the College insurance will not cover the item. Theft is rare but unfortunately in a large community, items are sometimes taken and it is sensible to protect your belongings. Should you lock yourself out of your room you should go to the College Services in the Administration Office (9am-5pm, Monday – Friday) or Duty Advisor (after hours and weekends) for assistance.

Residents are requested 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 should do so immediately.

If you are given a large room that allows for a Queen-sized bed, you may be permitted to have your own bed brought in. Please seek advice from College Services if you wish to do this. Most rooms which will safely fit a Queen-sized bed, already have one installed.

Furniture should not be moved from rooms or public areas without the Head of College's permission. Permission must be obtained before a resident permanently affixes 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, due to the delicate nature of the heritage plaster.**

Cooking, ironing, and the burning of candles and incense is not permitted in a resident's room at any time – each of these restrictions have been put in place following an incident which caused a fire, so please take them seriously for your own safety and that of others.

As a community we cherish our heritage, including the physical environment of the College. Vandalism of any description is therefore anathema to the spirit of Lincoln and will not be tolerated by the College. Residents who wilfully or neglectfully damage their rooms or College property may be 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, due to safety concerns for the whole College:

- 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
- Use of illegal substances
- Smoke bombs or insect bombs (these set off the fire alarms and will result in a fine)
- Firearms or weapons (unless needed for a legitimate sporting purpose, in which case permission must be sought from the Head of College)
- Portable air conditioners
- Ironing in rooms
- Kegs
- Brewing or Distillery equipment
- Portable bar heaters or blow heaters
- Automatic air fresheners
- Electric oil/scent diffusers
- 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 which are discriminatory on any grounds under the *Equal Opportunity Act 1984 (SA)*

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 always keep their room in a hygienic and safe condition. Occupants are responsible at all times for the behaviour and activity of their guests.

Cleaning

Rooms are cleaned weekly. You cannot skip the weekly room clean, as we need to make sure that the facilities are well maintained. You are responsible for making your own bed, laundering your own clothes and bedlinen and keeping your room tidy between cleaning. Where extra cleaning has to be undertaken there will be a charge applied.

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

Hygiene

You must use bed linen on your bed. A mattress protector is provided by the College and must be used under a sheet (i.e., do not lie directly on the mattress or mattress protector). Residents will be charged for a replacement mattress if they fail to use mattress protectors and appropriate bed linen.

The use of sleeping bags is not permitted. Where you do not have your own linen, the College can supply a linen pack, for a fee. Rooms must be maintained in a hygienic condition at all times. Residents whose rooms are deemed to be in an unhygienic or unsafe condition will be required to clean them.

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. Example 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) | \$20 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) |
| Lost Gate Remote | \$100 |
| Cleaning fee | \$50 per hour, minimum 0.5 hour charge |
| Carpet cleaning | Up to \$100 per regular room |
| Broken windows | Depends on the size of 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. \$900 per item or call out PLUS if vandalism involved, vandalism charge \$200 |

Fire Safety

Fire safety equipment is here to protect everyone in the College. Residents must not tamper with fire safety equipment or emergency lighting. Over-spraying of deodorant, hairspray, body spray, air freshener 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 consequently 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. Residents of the College found with candles or related materials face disciplinary action, and the item(s) will be confiscated.

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 provided in each room by the College.

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.

Furniture

If for medical or height reasons you require a special bed you will need to discuss this with College Services.

You must also advise College Services if you wish to bring additional small furniture like a bedside table or 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. Please do not remove furniture from your 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 inspection form. If you change rooms you must complete a room inspection form for your new room.

Insurance

Room Contents Insurance is included in the fees paid by residents when they enter or re-join 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, in the public areas of College, or if the room is not locked.

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 residents cause to College property. Anyone causing damage to College property will be required to pay for such damage themselves.

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 and further information can be obtained from College Services.

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

Please report any damaged or broken items promptly via the Maintenance Form on the website. For urgent matters during office hours please contact College Services 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.

Common Room Projector and Sound System

The College provides an in-built projector and sound system for use at official functions and social events. To make use of these facilities, contact College Services or the Duty RA after hours.

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, and your successful academic record.

Points are generally tallied at the time of your reapplication to College, for the following year. The more points a resident earns, the more likely they are to secure the first preference of room 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 may be 'auctioned'. That is, expressions of interest are invited and, at the Head of College'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 Head of College.

Study Resources

Academic Support

Lincoln College offers a comprehensive Academic Programme through the Academic Coordinator, 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, please inform your tutor in advance and make an apology. Tutors report to the Academic Coordinator on residents' attendance and progress.

The APS (Academic Peer Support) Program 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 Academic Coordinator if you have academic needs that are not being met by the College.

Learning Resource Centre

The Learning Resource Centre comprises 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. The Library houses a range of current textbooks, reference books, other non-fiction, fiction and games, a molecular modelling kit, models of body parts and organs, boxes of teeth for Dentistry students, 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 Academic Coordinator.

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

Library Resources

As well as books and magazines the Learning Resources Centre has a binding machine, 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.

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. To access these please come and see College Services staff in the Administration Office during business hours, or contact the Duty Advisor before 10pm. 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 the library computer loan system. All books can be automatically renewed, 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 asked to respect the Library 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.

The Computer Lab contains multiple Windows PCs and a Mac Pro with useful software programmes such as Adobe Creative Suite.

Residents are asked to 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.

During Swot Vac and examination time the Computer Lab is reserved for educational use only, and no recreational use is permitted.

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).

Instructions on how to add print / photocopying jobs will be emailed to all residents at the start of the year and can also be found by searching in the FAQ section of the Lincoln website.

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

- Fed Dining Room
- Hambly Art Room
- Library
- Chapel
- Dining Hall (until 10pm daily) (closed 2 - 4pm, Thursday)
- Council Room

How to book a College common space for study

Contact College Services or go to the Lincoln website to book a space for group study. The Chapel, Council Room, the Federation Dining Room and the Baker Room are generally made available for group study, unless they are booked for other meetings.

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

Please note that these spaces are also used for Alumni and Board functions from time to time throughout the year.

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

Resolving problems

Whom to Contact When Problems Arise

Maintenance matters or requests should be made via the Maintenance Request Form on the website.

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 a serious issue you can approach an Executive Residential Staff member directly.

If you are *locked out* of your room you should go to the Administration Office during business hours or find the Duty Advisor after hours. The Duty Advisor can be contacted readily by pressing 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 about a lock out.**

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

For *social welfare, physical health or mental health* matters you are encouraged to approach your Residential Advisors, the Residential Advisor Coordinator, or the Dean of Students.

The Head of College, the Deans, the Residential Advisor Coordinator and the Academic Coordinator are always willing to help you. The Deans live on site and are available to College residents after hours for urgent matters or emergencies, including mental health emergencies.

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

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

All *security matters* (e.g. trespassers, thefts) should be reported to the Duty Advisor or College Services 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 (Head of College, Deans, Residential Advisor Coordinator and Academic Coordinator) 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 Head of College | The Chair of Board | |
| The Dean of Students | The Head of College | |
| The Dean of Studies | The Head of College | |
| The Residential Advisor Coordinator | The Head of College | The Deans |
| The Academic Coordinator | The Head of College | The Deans |
| A Residential Advisor | The Residential Advisor Coordinator | The Deans |
| An Academic Tutor | Academic Coordinator | The Deans |
| The Club President | The Head of College | The Deans |
| The Club Executive | The Club President | The Deans |
| The Kitchen staff | The Site Manager | The Deans |
| The Building and Services Manager | The Head of College | The Deans |
| The Marketing Manager | The Head of College | The Deans |
| Alumni | The Head of College | The Deans |
| The office staff | The Office Manager | Head of College |
| The grounds and cleaning staff | The Building and Services Manager | Head of College |
| Your neighbour | Your neighbour | Your designated RA |
| Another resident | Your designated Residential Advisor | The Dean |
| A member of the College Board | The Head of College 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 Respectful Relationships Policy or the guidelines under *Resolving Problems* (page 42 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

Lincoln 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 Respectful Relationships Policy. In the event that the behaviour persists, is a serious concern, or the issue remains unresolved, the matter may be dealt with by the Head of College 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 contrary to community standards 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; additional members may be seconded by the Head of College from the college community or the Board, as judged to be necessary. The Discipline Committee's 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 Respectful Relationships Policy – Summary

The College seeks to support residents through their transition to adulthood with a breadth of intellectual, spiritual, cultural and social experiences. We aim to empower College Members by focussing on wellbeing and encouraging its members to think critically, make informed choices and to hold themselves and others accountable for their actions. We wish to assist all College members to engage in respectful relationships always, to actively seek informed consent and ethically negotiate all relationships and interactions.

At the same time, Lincoln College is firmly committed to the safety of all residents, staff and visitors, and expects all people who interact with the College to abide by the College values and the law. Lincoln College does not tolerate any form of harassment, vilification or victimization of or by its residents and staff and takes a zero-tolerance policy to these behaviours where they are reported. The College fully upholds the requirements of Equal Opportunity, Racial Discrimination, Sex Discrimination, and Disability Discrimination laws in Australia.

College residents are young adults who are legally accountable for their actions. As a result of this, the College's policy and procedures relating to respectful relationships emphasises personal responsibility and conformity with the law, as well as structural supports for encouraging respectful relationships in daily College life.

Lincoln College recognises that discrimination, harassment, sexual harassment, assault, indecent assault and sexual assault are abuses of power that contravene the Lincoln College Code of Conduct and our values. Residents, staff and visitors must not engage in such conduct. Sexual assault and indecent assault are crimes; the College encourages residents and staff to report any instances of sexual or indecent assault to both the College and the Police. The College takes all reports of inappropriate conduct seriously and has processes for responding to these reports with impartiality and sensitivity, in line with best practice is supporting people in these circumstances.

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.

If you experience treatment which breaches the Respectful Relationships Policy, you have several options:

- You can speak to the person and ask them to stop the disrespectful behaviour, or seek help to speak to them.
- You can speak to a Residential Advisor, or the Executive Residential Staff.
- You can make a formal complaint under the Respectful Relationships Policy.

If you experience sexual assault, we are here to support you.

- You can contact the Deans or the Head of College for advice, support and assistance
- You can make a formal complaint under the Sexual Misconduct Policy.
- We will support you to make a report to South Australian police if you wish to do so.

Lincoln College encourages residents to report sexual assault and indecent assault of any kind, to speak out and to 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 at Lincoln College meets current Australian 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 asked to restrict the level of noise they make between 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 Services in the Administration Office (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 (available in the Administration Office).
- 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 programme 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 continue to support residents whose mental health conditions become significantly disruptive to other residents.

Interpersonal relationships

- Lincoln requires all residents to extend the spirit of respect to encompass all relationships within the College, including sexual relationships and behaviour towards sexual partners.

Alcohol, smoking, vaping and drugs

- Fundamental to Lincoln's approach to alcohol use are 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- and vape-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 Head of College.

Weapons

- Weapons are 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 Head of College 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, effective communication, responsiveness, cultural competency and emotional intelligence are crucial skills. Living alongside residents who are from different backgrounds and 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.

The aim of the Lincoln College Academic Program is therefore to foster independent learners and thinkers by providing peer and expert support to “show you how”, so in time, you will be able to show others how. The academic program is structured around student cohorts. Students studying the same and similar degrees are allocated a cohort upon enrolment. Each cohort is facilitated by an academic tutor. The academic tutor is a later year student who provides basic subject matter assistance to those students in the cohort who are studying the same degree as the tutor. For all other students in the cohort, and for more advanced academic support, the academic tutor acts as a facilitator, ensuring that students are linked up with peer, academic and industry experts when needed.

Several different academic support processes are implemented by academic tutors to facilitate academic and professional success including:

- weekly drop-in sessions for the entire cohort
- smaller group meetings and tutorials
- one-on-one meetings and tutorials
- one-one-one check-ins
- guest speakers and other professional networking events; and
- professional development sessions.

The academic tutors are supported by the Lincoln College Dean of Studies and Academic Co-ordinator and who oversee and implement the academic program. Academic resources include a computer lab, clinical practice room and music rooms. A 24/7 Library is stocked with current textbooks and group and individual study spaces.

Academic expectations: New residents in College

Residents sign a Contract and Conditions for Admission before entering Lincoln, in which they make a range of academically related commitments. Some processes and events will be compulsory, and others will not. For example, 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. Your academic tutor will advise you about what you are required to attend and provide more explanation as to what each academic event or process entails.

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. Residents are advised to notify their academic tutor or the Dean of Studies if they are concerned about their results. 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 them. 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.

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 should in the first instance confer with the Dean of Studies or their Academic Tutor. They must then seek written permission from the Head of College 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 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. Residents in leadership positions may be subject to Academic Probation if there is a concern that their leadership duties may take a toll on their academic success. 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 Head of College 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 the Dean.

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/Dishonesty.

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 member of College is expected to take every reasonable 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.