



Handbook

2023

The Truth Shall Make You Free

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Due care is taken to ensure that all contents are correct at time of publication. However, errors and omissions may occur. In all aspects, the Master's decision will be final and may override the contents of this publication. This publication is revised and distributed annually.

Please ensure that you have a current copy. Please send corrections and suggestions for improvement to Administration at King's College.

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1. Welcome

King's College has a long and proud history. However, it is still very much a College for today, meeting the needs and expectations of young women and men from Australia and Overseas.

King's is a thriving community of 356 resident students, 60 non-resident student, and staff, and I am delighted to welcome you to Membership of the College.

King's has a distinguished past, but rest assured that it has an exciting future. You are a part of that future – may everything you do reflect well on you and on King's.

Gregory C. Eddy
Master and Chief Executive.

King's College Vision Statement

King's College will be Australia's pre-eminent Residential College which will enable diverse and innovative young women and men to serve and pursue individual excellence.

King's College Core Values

Kingsmen and Kingwomen champion and act with **integrity**. We are **loyal** to the College while:

- a) **respecting** ourselves, the community and the environment;
- b) having **courage** to own our mistakes and to stand up for what is right;
- c) having the **humility** to accept that no one is perfect, yet we strive to improve.

2. A Brief History of King's College

“The real story of the College for any succeeding generation will be the story of their experience of it, not the story of years which were past before their lives began... Yet there is a larger story, the presentation of the continuing character of the College... of objectives reached by careful planning and devoted work shared in by many people over the increasing space of years, of the general significance of the College for the Church, the University and the people of our land.”¹

In 1901 the Methodist Conference decided to send its candidates for Ministry to Queen's College in Melbourne. The system at Queen's, of combining a Theological and a University College, became the model for King's. The University of Queensland Act was passed in 1909. Dr E. W. H. Fowles, the organising secretary of the founding movement for the University was also a key mover in the foundation of our College.

On 1 March 1912 the Methodist Conference decided to establish King's, which was officially opened on 14 June 1913 at 236 River Terrace, Kangaroo Point, students having been in residence since March 1913. Declining enrolments, due to World War I, led to an agreement that Emmanuel and King's should be amalgamated; an agreement never acted upon.

For many years, as well as providing accommodation for University students, King's was involved in theological education. That role has now been given to Trinity Theological College. King's is now a Uniting Church Residential College.

The transfer to St Lucia began in 1954. “Jubilee” wing was added in 1963. The H.H. Trigge wing, added in 1960, was largely renovated in 1994. The David Williams building, a gift of the late Dr David Williams was opened in April 1998, followed by the Centenary Building in 2011 and the Wensley Building in 2015.

¹ Master Emeritus Rev. Dr. Ian Grimmett, in [The Story of King's College](#).

King's has been fortunate to attract people who have felt it worthwhile to dedicate long periods of time and effort on the College's behalf. Both Professor Hubert Trigge and Dr Ian Grimmett during long periods as Master, and through their "retirements", devoted considerable energy to furthering the cause of the College.

Academically we have consistently achieved excellent academic results, while we also endeavour to foster an atmosphere in which friendships are made, and our residents grow through social, sporting and intellectual interaction. Our Mission Statement encapsulates our aspirations. King's, while respecting the individual beliefs of our residents, has tried to stay true to the values of its Christian tradition.

We salute the many men and women of goodwill who have passed through its halls to take up occupations throughout the world. We hope that they retain fond and proud memories of one of the great Colleges on the University of Queensland St. Lucia campus.

3. College Governance

Uniting Church in Australia (Qld)

King's is a Residential College of the Uniting Church in Australia.

King's College Council

The College is governed by King's College Council, which includes the Master, the President of the King's Old Collegians Association (KOCA), the President and Secretary of the King's College Student Club (KCSC), as well as representatives from the:

- Uniting Church Synod
- King's Old Collegians Association (KOCA)
- Board of Fellows
- University Senate

The Deputy Master is eligible to attend Council Meetings at the direction of Council but does not have any voting rights. The Council meets every two months throughout the year.

Members of Council

Dr Brett Robinson (President)
Mr Gary Lynch (Vice President)
Ms Kathleen Newcombe (Secretary)
Mr Paul Collins (Treasurer)
Mr Greg Eddy (Master and Chief Executive)
Mr Peter Walker (Deputy Master)
Mr Blake Miller
Dr Dee Gibbon
Mrs Alison Warburton
Mr Brad De Luca
Mr Richard (Dick) Wharton
Mr Harrison Wildman
Mr Sam Kanizay
Mr Max Lowe

4. College Staff

Master and Chief Executive

Mr Gregory C Eddy BA, DipEd, MEd (*NE*), MACE, FAICD, FAIM

Deputy Master

Mr Peter Walker BPhEd, BCom (Otago), GradDipArts (Massey)

Bursar

Mr David Warren BAppSc, MBA (*NE*), CPA

Director of Academic and Career Services

Mr Tony Andres, BA, MEd

Director of Marketing & Communications

Mrs Madeleine Warner

Associate Director of Academic and Career Services

Mr Lynda Murphy

Dean of Student Wellbeing

Ms Adele Johnston

Executive Assistant to the Master and Foundation

Mrs Ronda Eastall MPRM (*USQ*)

College Registrar

Mrs Rachelle Hynds GradCertBus(Man)(QUT)

Administrative Officer

Ms Sue Eekelschot

Accounts Officer

Mrs Debra Partridge

Archivist

TBC

House Manager

Mr Barrai Moran

Catering Manager (Chartwells)

Mr Joshua Coombes

Senior Residential Assistants

Emma Trumpold

Morgan Sanderson

Nicholas Flannery

5. Regulation Concerning Collegians

College Members are expected to observe the College Regulation at all times, whether within the area of the College, the University or elsewhere.

Membership

- All Members shall be qualified for study at tertiary level. Preference shall be given to students accepted for full-time programmes at The University of Queensland. The College does not discriminate on the basis of religious affiliation or absence of religious affiliation.
- Applicants for admission must produce satisfactory evidence of good moral character. Any applicant who has been a resident of another University College must produce a letter of support from the Head of that College.

Standards

- Members of King's College are expected to act at all times, both in and out of the College, in a manner that promotes the peace, honour and well-being of the College as a place of education, religion, learning and research. To this end, they are expected to exercise responsibility, good manners and self-restraint in their behaviour.
- Members of the College are responsible for maintaining the good reputation of the College. Any behaviour that brings the College into disrepute is an offence against the disciplinary regulations and will be liable to penalties up to and including exclusion of the Member from College.
- The Master may take action against Members of College for activities that take place off-campus if they bring the College into disrepute.
- Whilst resident at King's College, all Members of College are required to observe State and Commonwealth laws. Breaches of the Law can lead to disciplinary action up to exclusion from College.
- Each Member is required upon enrolment to sign the following declaration:

"I solemnly promise that, so long as I am a student of King's College, I will loyally obey the Master and all other persons to whom he may delegate his authority, and will faithfully keep all the rules that are or may be made for the government of the College."

- Academic dress is to be worn at Chapel, at Official and Formal Dinners, and at all public ceremonies connected with the College, unless otherwise specified by the Master. For Undergraduates, this means Academic Gown, while for Graduates, Academic Gown and the Hood of their Degree
- **Members in the College shall be held responsible for any damage done by them or their guests to the furniture of their rooms or to other College property and a charge may be levied to cover the cost of the damage. If the person responsible cannot be found all students residing in the flat where the damage occurred will have to contribute to the cost of repair.**
- **Any damage in a Flat will be charged to the person responsible. Where that person cannot be found the members of the Flat and the KCSC will be charged 50% each. In the case of Flat members, it will be added to a student's account and if it is not paid by the end of semester the student will not be able to return for Semester 2. In the event of damage in Semester 2 not being paid the student will be required to leave the College when Swat Vac begins**
- **Any damage to the College in areas that are not Flat related will be charged 100% to the KCSC.**
- Members shall be responsible for the behaviour of their guests while on College grounds. The Master has the power to refuse to allow any person, not a member of College, to remain in the College, to use any facilities of the College or to participate in any College activity.

- Members are required to observe the regulations and by-laws of The University of Queensland.
- When entering the grounds or buildings of other Colleges, Members shall act responsibly and observe the Site By-Laws of the University and any rules relating to visitors to that College.
- Any inter-collegiate incidents of an unacceptable nature, wherever they occur, shall be regarded as serious breaches of these Regulations, making those King's College Members involved liable to disciplinary action from King's College.
- All College furniture is to be respected and kept in good order at all times. Damage to College furniture or equipment must be reported to the Flat RA immediately and responsibility taken by those involved to repair or replace the item. No additional furniture may be brought into / or removed from the College without the express permission of the Deputy Master.
- There will be monthly Flat reviews undertaken by the Bursar, House Manager and Director of Marketing and Communications along with the relevant Flat RA. These reviews will be looking at rooms and common spaces in each Flat and assessing damage, issues which have arisen and removing any furniture that is obstructing thoroughfares or is in breach of the Fire code. The Review dates are on the College calendar. The reviews will be referred to the Deputy Master for action where necessary.

Visitors

- Persons entering the College may do so only with the permission of the College for bona-fide reasons or as guests of the College or of a member of the College
- Any other person, including former Members of the College, coming onto College property without invitation or permission, are intruders and may be required to leave. Where they fail to do so, the matter will be reported to the Police for their action.
- Members of College are entitled to introduce visitors into the College and remain responsible for their well-being and behaviour whilst they are within the College's boundaries. This responsibility extends to accepting responsibility for the actions of their guests, including for damages incurred.
- Members of College are not permitted to allow another person to live in the College unless with written permission from the Master or his delegate.
- Guests of Members are permitted to use the facilities of the College only at the discretion of the Master or his Delegate who may withdraw that access as a response to unacceptable behaviour. Guests may use the Swimming Pool, Learning Centre and Common Rooms only whilst accompanied by their host Member. Guests are not permitted to use the gymnasium at the College.
- Guests may be refused entry to the College if they are not accompanied by a current member of the College.

Personal Property

The College accepts no liability for the security of personal property brought into or stored in College. Students are advised to organise their own insurance cover for their personal possessions kept at College.

Smoking, Alcohol and Drugs

Smoking

- **In line with the University of Queensland, King's College campus is completely smoke free.**

- **Smoking within the confines of any College building or anywhere on College grounds is prohibited.**
- As a member of King's College all smokers, regardless of the location of their smoking, should ensure that any litter, including cigarette butts and empty packets, is disposed of properly.
- King's College supports the University's expectation that the campus is a Non-smoking environment. As part of the campus, King's College notes that Vaping is not permitted on campus.

Alcohol

- All Members of College are required to ensure that any alcohol usage is responsible.
- The brewing or distillation of alcohol in College is prohibited and possession of apparatus for use with the abuse or over-indulgence in the use of alcohol is prohibited. Any such apparatus shall be confiscated and disposed of when and wherever found.
- Alcohol may be consumed within the confines of a Member's private study/room provided that the quality of life and rights of other Members are not compromised, threatened or infringed. Consumption of alcohol is not allowed in the Dining Room and Fulcher/Grimmett Room.
- Any alcoholic beverages brought into the College should be in cans, not bottles, for safety reasons. Where beverages are only supplied in glass containers, the member bringing the beverage onto College campus is responsible for ensuring that containers are disposed of safely.
- Where permission is granted for the supply and consumption of alcohol, Responsible Serving of Alcohol policies and procedures will apply.
- No alcohol may be sold anywhere on College unless a valid Liquor Licence has been obtained and permission from the Master has been given.
- The College does not allow kegs of beer to be brought on to or consumed on the King's College grounds or within buildings without the written permission of the Master.
- Members of College must not enter the Dining Hall if intoxicated. Any Member found in the Dining Hall in an intoxicated condition will be required to leave and may be subject to further disciplinary action.
- The College's Catering Staff and Senior Management have been instructed not to tolerate, accept or in any way accommodate any Member of College, resident guest or visitor entering our Dining Hall in an intoxicated condition.
- The following areas of the College are alcohol free:
 - Front of the College except when approval is given for an event to be held on the Forecourt.
 - Boatshed and surrounds
 - Inside the pool fence
 - Students found to be drinking in these areas will be fined \$100.

Drugs

- King's College has a zero tolerance approach to the possession, sale, supply or use of illegal drugs (including steroids) and to the abuse of prescription drugs or other illicit substances.
- No member or guest is to have in his or her possession any substance or article which is forbidden by either State or Federal laws. Members found in possession of such substances will

be expelled from the College immediately. The Police will be informed of such incidents and persons involved.

- The possession of apparatus for the preparation, storage or use of illegal drugs is prohibited. Any such apparatus shall be confiscated and transferred to the Police. Members found in possession of such an article, regardless of whether they owned or used the item, will have their Membership at King's terminated.
- Our aim is to ensure that the College remains a drug-free community for the benefit, protection and safety of all.

Behaviour

- Every member has the right to a safe, private, secure and comfortable living environment. As such, it is expected that Members will display considerate and respectful behaviour to others at all times.
- Behaviour by Members of College that compromises the security or safety of themselves or others in any way will lead to disciplinary action.
- Abusive behaviour, including physical, psychological, sexual and racial harassment or bullying of any kind will not be tolerated. Abusive behaviour by visitors will also be dealt with severely and may jeopardise the continued Membership of the host member of College. All Members are to make themselves familiar with the College's policy on Discrimination and Harassment, and observe that policy in their dealings with others.
- No Member of College may be involved in any act of violence or affray against any other person within the boundaries or buildings of the College. Any Member of College found guilty of violence against any other person within the boundaries or buildings of the College will be liable to disciplinary action up to and including exclusion from College. Further action involving notifying the University or Police may be taken
- The behaviour of Members of College at Inter-Collegiate events is governed by the Regulations of the Inter-Collegiate Council (ICC). The drinking of alcohol at ICC sporting events is prohibited unless officially sanctioned at a specific event.
- **Attention is drawn to The University of Queensland Statute 4: *Student Discipline and Misconduct*. The University may take action in addition to or in place of any taken by the College. The College also reserves the right to refer serious incidents to the University.**

Noise

- **The College operates on the basis that Members have the right to study or sleep at any time of the day or night without disruption from undue noise, annoyance or distraction. This ensures the College functions as an academic residential community.**
- Disturbing noise from whatever source should not be heard outside a member's room.
- To ensure all Members have the right to sleep and study it is requested that Members pay particular attention **to ensuring their activities do disturb others after the hours of 9pm.**
- All stereos, amplifiers and other sound equipment must be accompanied by a set of headphones, as this is the only acceptable method of listening to loud music.
- Members of College are required to accede to any reasonable request by another College Member, member of the Residential Staff, College Night Staff or Staff Member to desist from producing any noise that can be heard beyond the confines of the Member's room.

Damage

- If damage occurs to any College property, the person responsible will report the damage and the circumstances of the damage within 24 hours of the damage occurring. If the damage occurs after hours or on the weekend, the Associate Dean of Students or Duty RA are to be notified.
- Damage to rooms is the responsibility of the room owner and they will be charged accordingly.
- If damage is found and no person admits responsibility, the Deputy Master and RAs will investigate. If the person responsible is identified, he will be charged the full amount of the cost of repair/replacement may face additional disciplinary action including suspension from the College.
- If no person is found to take responsibility, the cost of repair/replacement will be charged to all the Members of the Flat in which the damage occurred regardless of whether Members were present in the Flat or not.

Vandalism

- Wilful acts of vandalism will be subject to College discipline and, where serious damage or damage to safety equipment is concerned, will be reported to the Police for their investigation / prosecution.
- Damage or loss that arises from functions organised by the King's College Student Club will be recouped from KCSC funds.

Littering

Rubbish is not to be left outside student rooms or thrown from any student study/bedroom. Offenders are liable to disciplinary action. Where individual responsibility for littering cannot be determined, fines may be levied against the occupiers of all rooms from which the rubbish may have come, including all the Members of nearby flats or floor levels.

Damage to Fire Equipment

Interference with fire prevention, fire detection or firefighting equipment is a criminal offence under the Queensland Fire and Rescue Service Act. Breaches of this Act can lead to a criminal conviction with heavy fines and up to six months imprisonment. Interference with any of this equipment may result in suspension or expulsion from College.

Security

All Members of the College and their guests are expected to comply with any reasonable request or requirement of any staff member on duty at the College.

Social Media

Social media is a popular way for individuals to maintain contact with friends and family and to share information. While there are a number of benefits to social media use, high standards of respect and tolerance are expected to be maintained by Members at all times. It is important to understand the impacts actions that social media may have on future study and career options. Additionally, Kingsmen and Kingwomen have a duty to act with integrity and ensure the reputation of the College is protected.

When a Kingsman or Kingwoman distributes information via social media, it automatically involves the College. For example, social media usage associates the College when a Member of King's:

- posts a Facebook status update, where the individual is identified as a Member of King's in their Facebook information
- posts an Instagram photo of themselves and other members while on holiday outside of Brisbane
- tweets a comment about a fellow Member of King's on Twitter.

These activities may be entirely acceptable. However, they demonstrate why Members must consider the College when using social media. King's College has a vast network of Old Collegians, donors and other community Members who expect, indeed demand that current students will safeguard the reputation of the College at all times.

Guidelines

King's College has a number of guidelines that all Members are expected to follow. The College requests that Members will refrain from:

- stating or indirectly implying that a Member is authorised to speak as a representative of King's College or give the impression that a Member's views express those of the College;
- communicating any confidential information relating to King's College;
- commenting or posting material that might cause damage to King's College's reputation or bring it into disrepute;
- using any King's College logos or visual identity elements that imply a Member is an authorised representative of the College;
- using social media to comment on/discuss anyone in a manner that is (or may be construed as) offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist or sexist; or
- posting material that is (or may be construed as) offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, or is otherwise unlawful.

Vehicle Parking

- Strict Parking rules apply in the grounds of King's College. Limited spaces are available and will be provided to second and third year students as a priority. All KCSC Executive Members will be allocated a car park underneath the Williams Building and all third year students will be allocated a car park on the Upper Williams car park zone.
- The College holds no responsibility for any damage that occurs to vehicles parked on the College campus.
- Remaining car parks in the Upper Williams zone will be allocated to second year students with the over-flow of second year cars being required to park in the lower zone.
- All first year vehicles, will be required to park in the lower Williams car park zone if sufficient parking is available.
- Applications for student car parking are to be submitted through the Client Services Officer at Reception.
- TMS conduct regular car parking patrols. Any unauthorised vehicles will be fined.

Discipline

Discipline Policy

- The discipline of the College is vested in the Master. The Deputy Master, Residential Assistants and Associate Deans of Students support the Master in the maintenance of discipline.

- A committee of Members may be established by the Master, with the Deputy Master as Convenor, to assist in resolving disputes within the College, to maintain good order and advantageous conditions for study, and to encourage responsible behaviour.
- For breaches of these regulations, for conduct considered objectionable, or for behaviour likely to bring the College into disrepute, the Master may take such action as is deemed necessary for the maintenance of the order of the College, including the imposition of fines in accordance with the severity of such breaches. In the case of serious breaches, Members may be placed on notice, re-located within the College, suspended, or ordered to leave College. **Members who are ordered to leave College are not entitled to any refund of their fees.**

Stages of Discipline

It is an expectation that the behaviour of Members will not require any mechanisms of regulation other than self-regulation. However, should such mechanisms be necessary, the following process will apply:

Level 1 - Members themselves can/should request other Members to cease or modify their behaviour. This may include requesting a noisy person to be quiet or someone who is behaving in an offensive manner to stop. It is likely this will be the most frequently used method of checking unacceptable behaviour.

Level 2 - If Level 1 is not successful or appropriate then an Associate Dean of Students or Residential Assistant should be sought to assist to overcome the problem.

Level 3 - Members will be referred to the Deputy Master when the aforementioned strategies have proven ineffective. However, the involvement of the Deputy Master in such matters should occur only rarely.

Level 4 - The Master will generally be involved with the resolution of more difficult and/or serious issues. Often these occur through the continuance or escalation of previous actions/behaviours or attitudes or as a result of external complaints. The Master may find it necessary on occasions to exercise disciplinary powers unilaterally in such instances where there is an obvious breach of University, local government, State or Federal laws.

DISCIPLINE MODEL – ALCOHOL POLICY

Level 1 – Minor incident involving alcohol

1st warning and interview with Deputy Master

2nd warning and possible suspension with a follow up interview with the Master

Termination of Enrolment

Level 2 – The safety of other residents are placed at risk

Warning and possible suspension with a follow up interview

Termination of Enrolment

Level 3 – Major incident involving alcohol and/or drugs

Termination of Enrolment

Penalties

Disciplinary action may take many forms including:

- restriction on usage of College facilities,
- imposition of conditions on the Member's continued Membership of the College
- relocation within the College,
- allocation of Community Service duties,
- instigation of a Disciplinary Committee Hearing or
- cessation of Membership from the College through:
- suspension for a period of time,
- refusal of a request for readmission in the subsequent semester or year, or
- termination of Membership (expulsion)

It should be stressed, however, that if Members live responsibly and out of concern and respect for each other, it should not be necessary for the Master to exercise any disciplinary action.

Member Rights and Responsibilities

Members of King's College have the right to:

- Study without interference or interruption.
- Individual and group educational and developmental opportunities.
- Freedom from unreasonable noise.
- Unlimited and unrestricted access to their living accommodation.
- A clean and secure environment.
- Host visitors within the established guidelines.
- A competitive fee structure.
- The respect and safety of personal property.
- Freedom from intimidation or harassment.
- Enjoy individual freedoms without regard to race, sexual identity, nationality, physical condition, age or religion.
- Express themselves creatively within established guidelines.
- Have written copies of rules and regulations.
- Consistent enforcement of rules and regulations.
- Equitable treatment when behaviour is in question.
- Participate in student and other governing bodies and committees in accordance with the due process for such participation.
- Have access to staff that provide assistance, guidance and support as needed.

Members have the responsibility to:

- Regulate their own conduct in accordance with their Enrolment Declaration of good conduct.
- Protect their College environment and living conditions.
- Monitor and accept responsibility for behaviour of visitors.
- Meet fee payment commitments.
- Respect the rights of others.
- Adhere to rules and regulations.
- Report violations of rules and regulations to appropriate staff.
- Comply with reasonable requests made by staff.
- Participate actively in the self-governance of the College.
- Contribute positively to the development and well-being of the College.
- Attend and participate in College programmes, activities, functions and formal dinners.

6. Fees and Charges

Enrolment and Application Fees

- An application fee and an enrolment fee must be paid on acceptance for residence in the College. A Membership Fee, which includes the Enrolment Fee, must be paid by a date as directed by the Master to secure the position.
- If the member's re-application is accepted, Membership Fees must be paid by a date as directed by the Master to secure the position.

Residency Fees

- The annual fee for residency shall be determined by the Council, which reserves the right to alter the scale of charges at any time.
- Fees payable to the College by Members, methods of payment and the due dates for payment will be set out each year in the Fees Schedule, which is supplied to every applicant and is available from Reception.
- All fees and charges payable to the College must be paid in advance, as prescribed in the Fees Schedule. Failure to meet this requirement will place a member's continued Membership of the College in jeopardy.
- Accounts are issued per semester and are due for payment on the date stated on the account. A late fee penalty will be applied to unpaid accounts.
- A Member who, at the beginning of any semester, still owes fees for a preceding semester may be excluded from residence.
- Any credit facility that is arranged with the College should be treated as a privilege and not a right. Any outstanding debt owing to the College will result in debt recovery proceedings.
- **Members of College who withdraw earlier than the contracted period or who are expelled or suspended from the College because of their inappropriate attitudes and/or behaviour are not entitled to any refund of their fees.**
- Members who wish to remain at the College during official vacation breaks are generally welcome to do so. Additional residency fees are payable during these times.
- Authorised late payments may attract a late fee. Those who are experiencing genuine financial difficulties should discuss their problems with the Master or his delegate so that appropriate arrangements may be considered.

Refund of Overpaid Fees and Charges

Overpaid fees or other charges will be refunded by way of a direct deposit to the Member's nominated bank account unless otherwise authorised or notified to the Master. This is usually completed on the Member's contract form.

Refunds will only be organised once all necessary departure procedures are completed and any damages/losses paid for and any debts repaid. **Refunds are never paid in cash.**

Financial Support

Board of Fellows

Mr J Miles (Chairman)

Associate Professor John Aaskov

Dr Vaughan Kippers

Dr Maureen Aitken

Rev Canon Emeritus Bruce Maughan OAM

Emeritus Professor Trevor Heath OAM
Professor David Theile AO
Mr Steve Costello
Dr Mike Vaughan
Mr Greg Eddy (Master)
Ms Jennifer McVeigh
Professor Lindsay Brown

Scholarships and Bursaries

The King's College Board of Fellows awards a number of Bursaries each year. Bursaries are awarded for academic excellence, contribution to College life and to Members who need financial assistance.

A range of scholarships are also available for new and returning students to King's College. The latest information regarding these scholarships is available within the enrolment section of the King's College website – www.kings.uq.edu.au.

7. College Services

Academic Support

The tradition of King's College over many years is one of being a leading College in academic performance. The College expects that you will take seriously your role as a university student. The Master, Deputy Master, Director of Academic & Career Services, and Academic Residential Assistants (ARAs) can assist with academic-related concerns or issues that you may face, such as:

- adjustment to academic study at university
- choosing courses and a program
- making decisions about changing programs and amending enrolment status (i.e. leave of absence, deferring studies or dropping out from academic course)
- dealing with tutors and lecturers
- preparing for examinations and other forms of assessment
- applying to defer an examination or an extension on an assignment due to sickness, family issue or other extenuating circumstances
- appealing against academic and administrative decisions

ARAs are senior student leaders at the College who are also academic high achievers. ARAs have a solid understanding of university systems and policies and help the Director of Academic & Career Services to provide academic support to all residents at King's, particularly to first-year students as they transition into university study.

Academic Performance

Students at King's are required to maintain a minimum semester Grade Point Average (GPA) of 4.0. Failure to meet a semester GPA of 4.0 will see students placed on 'Academic Probation'. Students who fail to meet minimum GPA requirements for two (2) consecutive semesters will be required to meet with the Director of Academic & Career Services to discuss their academic situation and 'Show Cause' as to why they should be readmitted to King's for the following semester.

All students at King's are required to be enrolled at university full-time each semester (i.e., 4 subjects per semester). Students may reduce their load under special circumstances and in consultation/approval from the Master or Director of Academic & Career Services.

Fresher Interviews

All new residents ("Freshers") are called to interview by the Master, Deputy Master and Director of Academic and Career Services in their first semester. The purpose of these interviews is to give the Member the opportunity to reflect on their choice of program, attitude to the program now that it is

underway, choice of courses and how they are coping with the courses, any academic support needs, and their adaptation to University and College.

As this is an integral part of the College's support for students, these interviews are compulsory for all Freshers.

Tutorial Program & additional services

The Director of Academic & Career Services is responsible for overseeing and managing all academic programs at the College. One of the major academic programs available to all King's students is the tutorial program which focuses on supplementing the academic support that is provided at your university. The College can provide tutorials for every subject a student is enrolled in. Tutorials generally take place once a week in The Old Collegians' Learning Centre, commencing in Week 3 of the academic semester. Additional tutorials are offered during the mid-semester and final exam block.

The transition from high school to university can be difficult for some students. To assist Collegians with this transition, the College offers a range of workshops and seminars as part of the Flourishing at University series. These sessions, primarily for first-year students, include time management and note-taking skills, understanding university systems and policies, academic writing skills, working in groups, and preparing for examinations. It is highly recommended that all first year students at King's attend these sessions to assist them with the transition to university study.

In addition to the above programs, King's has a Writing Consultant who assists students with improving academic writing skills, proof-reading, and editing of assignments. The College also offers sessions tailored for writing a curriculum vitae/resume, addressing selection criteria, and preparing for an interview.

King's Certificate in Leadership

Second year students are invited to participate in the King's College Certificate in Leadership. This consists of online seminars examining leadership theory at the beginning of semester one and in person seminars examining personal leadership beliefs and values at the beginning of semester two. Practical opportunities for service may also be presented throughout the year for interested second year students. Completion of this course strengthens student applications for RA positions in their third year. Further information is available from the Deputy Master.

Special Circumstances

If you are impacted by an event likely to affect your studies, such as illness, accident or death of a relative, you should speak with the Master, Deputy Master, or Director of Academic and Career Services as soon as possible so they can assist by putting you in touch with appropriate University staff, or help you to apply for a deferred exam or extension of assignment deadline, as necessary. Note that the University imposes strict time limits on applying for special considerations based on unavoidable personal circumstances.

Learning Centre

The Old Collegians' Learning Centre is a designated study space for all students at King's. This space is available 24 hours a day, 7 days a week, and includes desktop computers and a printer. The majority of King's tutorials take place in the Learning Centre and members of College are permitted to host their visitors in the Learning Centre for study purposes as long as the hosting member remains present. Members of College who are using the Learning Centre for private or group study should do so in a manner that respects the rights of other users.

Academic Honour Board

An Academic Honour Board of University distinctions gained by Members is displayed in the College Dining Hall.

The Honour Board dates back to 1915 and honours all those Members who have excelled academically in their University studies. If you qualify, your name will be entered on the Honour Board unless you specify in writing that you do not wish to have this publicly recorded.

Members who have gained the following distinctions have their name recorded on the Academic Honour Board.

- University Medal
- Honours Class One
- Rhodes Scholarship
- Post Graduate Scholarship (including Commonwealth Postgraduate Awards)
- Walter & Eliza Hall Fellowship
- 1851 Exhibition Medal

Wellbeing

At King's, we strive to provide our students with knowledge and tools, to help them feel good and function well, so they can go out into the world and make a positive difference.

- The Master, Deputy Master and all residential staff have a primary responsibility to ensure that the well-being of students is supported and enhanced by their College experience.
- The first point of contact for Members of College for all personal, academic and College issues is their Residential Assistant. The Dean of Student Wellbeing is also available for support.
- The Deputy Master has a responsibility for the welfare and well-being of student residents and is available for support and counseling of Members of College.

Accommodation

Checking In

- All Members are required to go through 'Check In' procedures when entering College or returning after vacation breaks.
- Members will not be issued with room fobs unless the appropriate Residency Fees have been paid. Please refer to the College's Fee Schedule for the amounts and dates for payment.
- Members returning from mid-term and mid-year breaks should re-enter the College between 9.00am and 5.00pm on the Saturday before the re-commencement of lectures. Any variance to these times should be arranged with the Deputy Master via the Office and, where necessary, the appropriate fee paid.
- When checking in, Members will be formally booked into their allocated room and required to sign the Room Inventory/Condition Form in the presence of a College Staff member.
- Only one room fob is issued. The replacement cost for a lost fob is \$100.

Room Inspection

- All Members of College are required to inspect and verify the condition of their room, furnishings and fixtures upon arrival. This inspection protects both the Member and College against the costs of damage and/or loss to a room during a Member's stay.
- On departure the Member's room will be inspected (preferably with the Member in attendance) and any damage/loss etc. except for "fair wear and tear" will be noted and charged directly to the Member of College.
- Any Members unable or unwilling to participate in or attend the inspection of their room will forfeit the right to appeal any charges applied to damage or loss discovered to their room during their period of occupancy.

Accommodation during Vacations

College accommodation is often required for conferences and residential schools during the vacation periods. Members wishing to stay during these vacation periods must apply on the form provided by the date advertised otherwise their room will be made available for a conference guest.

Vacation charges are advertised towards the end of each academic year and are payable in advance.

Absence from College

If you intend to be absent from the College for an extended period of time you should notify the Residential Assistant of your Flat so that you can be contacted in case of an emergency. **You should also ensure that your whereabouts and the estimated time of your return are known.**

Checking Out

- When a Member is leaving the College, a College Staff member inspects each Member's room. Rooms should be left in a clean and tidy condition, including the removal of all rubbish. Any damage or loss of fittings from the Member's room will be charged back to the Member.
- Please note that the College has always had at its disposal the move to send everyone home 24 hours after their last exam, I prefer to re-introduce that for those who deserve it – so next year for various misdemeanours (to be determined) a student will have that added as a consequence. They must depart at the end of semester 1 or 2, 24 hours after their last exam.
- Room Keys must be returned to the College Office before leaving the College. Failure to return a room key on departure will result in additional residency charges and/or costs of replacement key/lock.
- Members returning to the College for the next academic semester are able to store personal belongings at the College over the vacation period but they do so at their own risk and should make prior arrangements with the Administration staff prior to the room inspection.
- Members must vacate their room and leave College immediately after their final exam. Members who wish to stay beyond these times must have approval from either the Master or Deputy Master. Members who stay on without permission will be charged for their stay and then removed from the College grounds.

Academic Gowns

- As part of the College's ethos as an Academic Residential Community, academic gowns are worn at special and official College functions and Dinners. The gown is to be cared for whilst on loan to the Member and cost of attending to any stains, soiled areas, rip/tears, loss or damage will be recovered by the College by way of a charge to the Member's account. Members of College who are graduates are invited and encouraged to wear their appropriate hood or stole.
- Academic gowns should be returned to the College office upon departure from the College. Any damage or soiling of the gown whilst it has been in the Member's possession will need to be rectified by the Member or the College. Otherwise, the College will impose a charge for this service.
- Gowns returned in a damaged or soiled will be cleaned/repared or replaced at the Member's expense

Your study/bedroom

- The College staff have the right to enter any room or area of the College at any time for cleaning and at such other times as is deemed necessary for the inspection of College property or to uphold College regulations. Any unauthorized property or prohibited items may be removed without notice or reported to the relevant authorities.
- You are invited to make your room more personal with hangings, rugs etc., however no nails, drawing pins or screws should be driven into the walls, ceilings or woodwork. Damages caused by the attachment of posters or the like will be repaired and paid for by the Member.

- Members are not permitted to paint their rooms or to use chalk on walls/ceilings. Also, glow in the dark stickers are not to be affixed to the ceilings of rooms. If bluetac is used for posters, etc., it must be fully removed on your departure from College. If housekeeping staff are required to perform this task, a cleaning service fee will be charged to your account.
- Members are not to contact external tradespeople (e.g. carpet cleaners). The College Office is to be informed of any maintenance, cleaning requirements and the administration staff will contact the relevant external tradesperson.
- Refrigerated air-conditioners are not permitted to be installed or used unless permission is gained from the Master and appropriate installation, removal and operating costs and charges are paid.
- Cooking is not permitted in your room. This includes toast, noodles etc. Please use the kitchenettes for these purposes.
- College furniture and equipment must not be removed from your room or from any of the common areas of the College. Common room and public space furniture (for eg. from the Dining Hall, JCR or other common use areas) must not be removed or relocated into study/bedrooms or adjacent areas such as balconies.
- Small oil fin heaters are available for bedrooms as required by members. Please see reception to request a heater.
- No pets are allowed in your room.
- **There will be monthly Flat reviews undertaken by the Bursar, House Manager and Director of Marketing and Communications along with the relevant Flat RA. These reviews will be looking at rooms and common spaces in each Flat and assessing damage, issues which have arisen and removing any furniture that is obstructing thoroughfares or is in breach of the Fire code. The Review dates are on the College calendar. The reviews will be referred to the Deputy Master for action where necessary.**
- **Lounges are not to be placed on any balconies of the College.**

Electrical Equipment and Appliances

- Members of College are required to have all their personal electrical equipment and appliances tested and tagged by an authorised/licensed electrician before using such items on College. If a member is found to have an electrical appliance in their room that has not been tagged by an authorised/licensed electrician they will be fined \$50.00 per item. This ensures the safety of Members and the efficient and safe operation of College services.

Cleaning and Maintenance of Study / Bed rooms

- Your study/bedroom will be cleaned once a week by the Housekeeping staff. It is a requirement of the College that your room is cleaned weekly. Please do not request the housekeeping staff to do otherwise. It is your responsibility to keep your room tidy and prepare for the Housekeeper's weekly clean. The Housekeepers will not do this for you. If your room is not in a tidy state to clean, it will not be done. If your room is consistently untidy you may be asked to justify why you should be allowed to remain as a Member of the College.
- **Any maintenance work required to be undertaken to your room or the building/grounds generally should be brought to the attention of the staff as soon as possible. Maintenance request forms are available from the College Office or can be submitted online.**

Room Changes

The College will endeavour to allocate rooms to Members on the basis of seniority, need, academic performance and preference where possible. Members should be aware that requests for particular rooms will be accommodated where possible but guarantees cannot be made. Requests for room changes should be seen as a privilege and not a right - and that academic discipline, year levels and other parameters often determine the outcomes of any such requests. Requests for room changes should be made to the Office on the relevant form. The guiding formula used to allocate rooms in the Williams Building is as follows. This is a guide only exceptions may be made at any time at the discretion of the Master:

- GPA/Contribution to College/Existing room
- Post-graduates
- SLT
- Seniority
- Other appointed positions

Overnight Visitors

- Members of College who wish to have a visitor stay overnight free of charge are required to limit these stays to no more than one night per week.
- For fire safety reasons Members should inform Reception if they wish to have an overnight visitor.
- For fire safety and quality of life reasons, Members are only permitted to host a maximum of one (1) visitor in their study/bedroom at any one time.
- Should a Member of College need/wish to host a visitor for longer than one night per week (non-accumulative), a "Request for Visitor" form should be completed and submitted to reception at least three business days prior to the arrival of the guest.
- The opportunity of being able to host a visitor to our community under the above-mentioned parameters is a privilege, not a right. Conditions governing overnight visitors must be strictly adhered to. This privilege does not include any Dining Hall or meal privileges.
- Members are responsible for the behaviour and actions of their visitors, including any damages or breakages incurred by them.
- Visitors are welcome to join Members for a normal every day meal, however the meal must be paid for in advance with payment being made to either the Kitchen Staff or Office Staff. Members will be held responsible for this payment and for the behaviour of their visitor(s) whilst in the Dining Hall.

Admissions and Residency in College

Application

Each prospective member must complete an entry application form before admission to the College is granted. The appropriate fees and attachments should accompany the application form. Normally an offer of Membership at the College is for the entire academic year, however applications for shorter and other periods may be considered.

Withdrawal from College

- An offer of Membership is made on the basis that Members sign a contract to stay at the College for the period of an **academic year**.
- Unless forced to leave College because of illness, greatly altered family circumstances, or other circumstances subject to the Master's discretion, a Member remains obligated for all prescribed fees for the remainder of the academic year for which an offer has been accepted.

- In special and/or confidential circumstances, where a request to leave College has been made on grounds other than those above, the Master may refer the matter, with recommendations, to Council Executive.
- If a Membership contract is terminated before completing the prescribed period either by the Member or the College then:

A cancellation fee will apply for the unused/balance period of time remaining on the original contract.

- **The Master may terminate the Membership of a Member of College should he believe it is in the best interests of the individual and/or the College community.**

Re-admission to the College

Those Members wishing to return to the College the following year should complete an Application Form for Re-admission when this is advertised late in the academic year. Re-admission to the College is competitive and is based on merit. It is neither guaranteed nor automatic for returning Members to gain re-entry to College for the following year.

Catering

The Dining Hall

- Only current Members of College have the right to access the Dining Hall and the food and beverage services provided by the College.
- Staff, including casual employees, may have the right to access the Dining Hall and the food and beverage services provided by the College as arranged with management.
- Non-Members are only permitted in the Dining Hall if they have paid for their meal and are being hosted by a Member of College.
- Non-Members of College are not permitted to sit with, wait for or in any way accompany a Member of College in the Dining Hall except as a paying guest. These visitors should wait for the Member of College in the foyer or other public areas of the College.
- Members must scan their barcode at entrance to servery prior to entering and receiving a meal
- Plates, cutlery, mugs & glassware are to remain in dining room
- All meals are to be consumed in dining room
- Alcohol is not to be consumed in the Dining Hall unless provided as part of an official College function.
- Second servings are available 45 minutes after service commences to ensure all students are served. Please use the same plate for seconds to avoid an additional scan.
- Please return dirty plates to dish drop
- Please leave tables tidy for next student

Dining Hall Visitors' Protocol

- Visitors to King's College are treated with respect. Harassment of visitors will not be tolerated.
- Families of student Members of the College may dine in the Hall at any time on the payment of the normal meal fee.
 - **Breakfast:** Breakfast is for College Members only. "College Members" include resident students and staff Members.

- **Lunch:** Residents may bring non-family guests to lunch at the casual meal rate. Please see reception for details.
- **Dinner:** Dinner is the College community meal with Members and official guests.
- Permission should be sought from the Deputy Master for visitors to attend any of the College's special dinners/functions.

Meal times

Meal times may be subject to change throughout the year. During Academic Semesters these are generally:

	Mon-Fri	Sat	Sun
Breakfast			
Continental	6:00-7:00am	7:00-7:30am	Brunch
Hot	7:00-9:00am	7:30-9am	From 7:30am
Cafe	9:30-11:30am		
Closed	9:00-12 noon		
Lunch	12:00-2:00pm	12:00-2:00pm	Brunch to 2pm
Closed	2:00-5:30pm	2:00-5:00pm	2:00-5:00pm
Dinner	5:30-7:00pm	5:30-6:30pm	5:30-6:30pm
Closed	7:00-8:00pm	6:30pm	6:30pm
Supper Bar	8:00-10:00pm	N/A	N/A
Closed	10:00pm		

Alternative meal times

Late meals can be made available to those who register their needs with the kitchen by completing the appropriate form prior to 4pm on the day the meal is required. Such meals will only be provided for Members who must attend lectures, are involved in official University/College activities or have paid work commitments during the regular meal times. If one of these meals is ordered and not collected a Members rights to access this service may be suspended. Please scan your barcode before completing the late meal label.

Special dietary requirements

Special diets, including vegetarian, are provided upon request. Those who require a special diet should discuss their needs with the Catering Manager. However, it should be noted that there might be a limit to the extent to which special diets can be accommodated in the normal operation of the College's catering service.

Packed Lunches

Provisions to make cut lunches are available for those who are unable to return to the College for lunch, due to lectures or field trips. Cut lunches are not generally available on weekends. Please scan your barcode prior to packing a lunch.

Removal of Food / Culinary Equipment

All meals must be consumed in the Dining Hall, Watson / McCulloch Terrace or the Junior Common Room Terrace. **No meals, cutlery, crockery or glasses are to be removed from the Dining Hall. Students will be charged through the KCSC for any missing cutlery/crockery.**

Dress Regulations

Dress Regulations apply to the Dining Hall:

- Footwear must be worn at all times.
- Hats must be removed before entering the Dining Hall.
- Soiled, dirty or sweaty clothing may not be worn into the Dining Hall.

Kitchen Facilities

- Members wishing to prepare a meal or bake are welcome to utilise the kitchen facilities found in the Williams building.
- When using the kitchen facilities members are required to clean up the kitchen area after use.

Other Expectations

- It is expected that all College meals are consumed in the Dining Hall.
- Generally, requests by Members for food and other provisions to be taken away for weekend / holiday excursions are unable to be granted by the College. The Residency fees paid by Members includes the number of meals per week as provided by their plan in the College's Dining Hall and at the set times.
- Members are required to return their used cutlery/crockery/glassware to the scullery after their meals and to clean the tables resulting from their meal.
- Smoking and/or the consumption of alcohol is not allowed in the Dining Hall
- For health and safety reasons, Members must not enter the main kitchen production area.
- Concerns about the quality and variety of food and service should be directed to the Catering Manager, Head Chef or catering staff as soon as possible relative to the incident / issue occurring.

8. Safety, Security and Insurance

Safety

- Members must not have any unsafe or illegal equipment/belongings in their room.
- No firearms (guns), weapons (including but not limited to slingshots, knives, swords, spear guns etc), ammunition, explosives/explosive devices or flammable liquids are to be brought onto College grounds, into buildings or stored in student rooms.
- Candles and incense must not be used/lit within the College buildings.
- Interfering with fire detection and/or firefighting equipment except for its proper designed use is a criminal offence. Offenders will be reported to the Police. Conviction can lead to fines up to \$35,000 or imprisonment for 6 months. Any such incidents involving tampering with or discharging firefighting equipment are serious matters and can lead to disciplinary action and/or suspension or expulsion from the College.

Security

- Each Collegian shall be responsible for the security of his room and the appropriate use of keys provided by the College
- Fobs issued to Members are not to be lent or copied and remain the property of the College. They are to be returned to the Office by Members before they depart for any vacation. Fobs lost or damaged must be reported to the Office immediately. The cost to replace a fob is \$100.00.
- Valuables should be kept in a discreet place in your room and your room should be locked whenever you are not in it.
- Members are expected to use the College facilities with due care and attention, and to attend to the security of those facilities after use.

- Any security concerns or problems should be reported immediately to the Deputy Master. After business hours incidents are to be reported to the on duty Associate Dean of Students or to a Residential Assistant.
- All Members of College should be vigilant in identifying potential security concerns by reporting suspicious activities or individuals to the College Office during business hours or the Duty Team after business hours/weekends.
- Bicycles are an attractive item and must be secured in the College bike storage room underneath the Wensley Building. Bicycles are not to be left in corridors due to the obstacle they create in the event of an evacuation and also the risk of theft.
- Storage space during vacation breaks is available but limited. Applications to store items and a personal inventory are available from reception.

Insurance

- Members are encouraged to take out appropriate insurance policies such as All-Risks Personal Effects Insurance. Some household insurance policies cover declared items kept off-site, for example, in student study/bedrooms at College.
- The College will not be responsible for any damage or loss, however caused, to any private property located on the College premises or within Members' rooms.
- The College does not accept responsibility for any damage to or loss of property (including motor cars, motorcycles and bicycles) brought into the College or within its precincts.

9. Communications

Mail

- To ensure that you receive your mail, it should be addressed as follows:
Your Name
King's College
Upland Road
St Lucia
QLD 4067
- Mail arrives each weekday and is available for pick-up from reception.
- During vacation breaks, all mail will be held at the College Reception unless alternative arrangements are made.

Computers

College Computers

College Computers are available at all hours for **College Members only**. The computers are located in the Old Collegians Learning Centre. To gain entry to the computers you must use a password, which will be provided to you. Facilities available include a number of workstations with word-processing and web browsing software, as well as a laser printer and colour scanner.

Network Access

Every study/bedroom is connected to the University network through our local network. A Member's computer will need appropriate fittings to access the internet. Connection to the College/University network is facilitated through application made after arrival at College. QUT students will also be able to access this network. The College is also wirelessly connected to the UQ network.

Note that you are responsible for any improper network use including plagiarism that occurs through your computer and network connection. Heavy penalties can occur through misuse, including expulsion from University.

10. Community

King's College Students' Club

The King's College Students' Club (KCSC) is an organisation devoted to representing the needs of individual Members and the College student community. KCSC endeavours to serve each and every Member, and to assist Members in gaining any requirements they see as enhancing College life.

The various Colleges within The University of Queensland organise regular activities in both sporting and cultural pursuits. The KCSC acts with the Inter-College Council (ICC) in organising these events. Each year, the KCSC appoints convenors for each sporting and cultural activity, all of which open doors to interaction with the other colleges on campus.

The King's College Students' Club is a highly active organisation aimed at serving the needs and requirements of its Members – the women and men of King's College. However, an organisation can only be effective if its Members play an active role in suggesting various areas of college life that they wish to improve, and then assist in this process. Every member of College has the right to voice their opinion, especially if the outcome may see benefits passed on to their fellow Members.

The President of the KCSC in 2023 is **Mr Sam Kanizay**.

King's College Senior Common Room

The King's College Senior Common Room (KCSCR) is an organisation devoted to representing and supporting the needs of individual Members within the King's College community. Members of the KCSCR include the Master and spouse, the Deputy Master and spouse, the Director of Academic and Career Services, Resident Collegians who are Graduates and Residential Assistants (RAs) who have already completed one year as an RA. Other full members may be nominated by existing two full members of the SCR and approved by the SCR Executive.

The Senior Common Rooms are located on the top floor of the administration wing and include the Robinson and Castlehow rooms.

The Chairperson of the Senior Common Room in 2023 is **Mr Lucas Ladyman**.

King's Old Collegians' Association

Membership to The King's Old Collegians' Association is compulsory. The funds received by the KOCA assist them to maintain a strong association for the benefit of existing Members as well as Old Members. The role of the KOCA within the College is important as it:

- Finances projects for the improvement of the College
- Assists in providing a way for Old Members to remain active within the College – this is of great benefit to the College and the present Members.
- Assists financially in the publication of the Wyvern magazine and activities of the KOCA and the College.
- Assists in promoting the College.

The President of the Kings Old Collegians Association is **Mr Blake Miller (King's 2002– 2006)**.

Formal Dinners

College and Formal Dinners occur regularly throughout the year. These Dinners provide an opportunity for the College to affirm its community life and also provide the opportunity for visitors and guest speakers to join the College Members for a meal.

It is expected that all Freshers will attend these Dinners. Later-year students who are unable to attend one of the above Dinners must present a letter of apology to Reception, by the Friday before the Dinner, addressed to the Master, explaining their inability to attend.

Protocol for Formal Dinners

During the academic year the College organises numerous special dinners for Members. Invited guests and senior staff of the University often attend College Dinners to meet Members of College and share in our social and formal life. All Members of College are encouraged to socialise with our guests during these occasions.

During Formal dinners, Members should behave with courtesy and respect for each other, for the College and for any guests of the College who may be in attendance.

The dress standard for these dinners is business attire. For men, this looks like a dress shirt, suit pants or chinos, a plain belt, dressy loafers, RM boots of business shoes. For women, this looks like, collared shirts, pencil skirts or tailored pants, dresses are fine too as long as they aren't too short. Hemlines should be knee length. Heels should be a sensible height, closed toe pumps are usually the best choice. Flats are also appropriate. No mid-riffs or spaghetti strap tops. All Members of college are required to wear their academic gown and hood (where applicable) to these functions. Gowns should be worn throughout the dinner/function unless otherwise notified.

Members should always be punctual for all such dinners as the service of food and beverage and the commencement of announcements often begins shortly thereafter. There are often important notices, containing relevant information, and formal speeches at these dinners, therefore Members of College are reminded that quietness and attentiveness during such times is expected and appreciated.

Members who arrive late or need to leave early should move to the front of High Table and be acknowledged by the Master before proceeding.

Members and/or guests should NOT absent themselves from the dinners during the formal proceedings (from the commencement of dinner to the completion of dessert) unless absolutely necessary. Departure from the dinner/function for social banter, smoking or other such reasons is NOT acceptable.

Formal Lunches

Students who are in their 3rd year and above are invited to dine with the Master and Deputy Master on specific Thursdays when available, on a rotational basis.

Spiritual Development

Chapel

The College imposes no religious tests on Members, but encourages you to explore the Christian way and to develop a faith that is your personal truth for life. There are special Chapel Services (eg: Enrolment and Valedictory) where attendance is strongly encouraged. The Chapel programme is announced periodically during the Semester.

Sport and Recreation

Gymnasium (Weights Room and Cardio Room)

A well-equipped weight lifting and exercise facility is provided in College for the use of current College Members only during the published hours. **Non-Members of College are not allowed to use these facilities.**

Use of the Gymnasium equipment is at your own risk. Before using Gym equipment, seek instruction on the proper and safe usage of Gym equipment. Use a 'spotter' when using bar weights.

All users of the Gym are required to wear appropriate footwear and must bring a towel.

Junior Common Room (JCR)

The Junior Common Room is located in the middle level of the Administration Block. It contains a large screen television, table tennis table, lounge chairs, café/bar, and a billiard table. The Junior Common Room is available to current Members of College and their accompanied and hosted visitors. It is

important to note that non Members of College are not permitted in the Common Room without being accompanied by a Member of College.

When operating as a licenced bar all residents are to comply with the advertised licence conditions.

Rowing Shed and Pontoon

During the ICC rowing season, the rowing shed and the pontoon are in heavy demand and use. Due to the expense of the equipment stored within, the rowing shed must be locked at all times. To enquire about the use of rowing facilities, contact the Rowing Convenor and/or the Director of Marketing and Communications.

Diving or swimming from the pontoon is prohibited.

Swimming Pool

The Swimming Pool is open between 6:00 am and 10:00 pm. This is out of consideration for other College Members, and for our neighbours. If you are caught swimming in the pool outside of these hours you will be required to do community service. Please ensure that the gate is kept closed and latched for safety reasons. Correct swimming attire must be worn.

**Neither alcohol nor any glass container may be brought into the swimming pool area.
Intoxicated persons may not enter the swimming pool enclosure.**

The Swimming Pool is unsupervised. All persons using the Pool do so at their own risk. Do not swim alone.

Behaviour in or about the Swimming Pool that is unruly or likely to present a danger to self or others is prohibited.

11. Facilities

Laundries

- There are three laundrettes, with washing machines and dryers. They are located below the dining hall near K Flat, on the bottom floor of J Flat and in the Williams building. Drying lines are also situated near the laundries. Use of these facilities is free of charge, however you have to provide your own laundry powder.
- The College laundry facilities are for the exclusive use of all current Members of College and paying in-College guests only. Non-Residents using the facilities should be reported to Residential Assistants immediately.
- Washing should not be hung on balconies or from the windows of your room.
- Students who are in their 3rd year and above at University are eligible to have their clothes washed once per week. A laundry bag will be made available to these students. This bag may be filled to capacity. The items in the bag will be washed and dried (using a mechanical dryer). The College takes no responsibility for any loss or damage to any of the items in the bags.

Car Parking

King's College has limited car parking available to students. First year students are allocated parking in the Lower Williams car park while second and third year students are allocated parking in the Upper Williams car park.

Students must apply for a car park permit and if available, will be provided with a designated car park for their vehicle. Please contact College reception to find out the annual cost for a car park. Vehicles parked in the King's College car park must **at all times** display a valid and current parking permit sticker obtainable from Reception.

Students must only park in their designated car park as there are limited spaces available and every space will be allocated to a King's College student. Visitors are not permitted to park in the Williams car park precinct and must only use the front College car park zone (through Gate 1).

Please note that the College holds no responsibility for any damage incurred to any vehicle parked on the College campus.

Students are reminded that they are responsible for the behaviour of their guests at all times. Accordingly, students will be held responsible if their guest / visitor inappropriately deprives another Member of their car park by parking in the Williams precinct. Students or student guests that incorrectly park in another person's car park are liable to substantial fines and are likely to be denied access to the student car parking zone.

The upper speed limit within the College grounds is 5km per hour. All traffic regulations must be adhered to including speed restrictions, seat belts and helmets. Vehicles may not be left derelict on College grounds for any reason. All vehicles must be currently registered and in good working order.

If information comes to hand that a member of College is convicted of a drink – driving offence or if reliable sources attest to the fact that a member drives or attempts to drive on College property when drunk that member may have their parking privileges revoked.

Bike storage

Bikes are to be stored in the secured area provided under the Wensley Wing. Bikes are not to be stored in bedrooms or common areas. At no time should a bike, not being ridden, cause an obstruction to a pathway or door or constitute a hazard to any pedestrian at any time.

- No bike is to be parked in hallways/staircases, foyers or any other “public” thoroughfare area at any time.
- Bikes **must not be ridden inside** at any time.

12. Discrimination, Hazing, Bullying and Harassment

At King's College (the College), we value diversity and equal opportunity. We aim to ensure that the College and our work are free from discrimination, unlawful adverse action, harassment (including sexual harassment) and bullying. King's College Council has zero tolerance for discrimination and harassment of any kind.

The College acknowledges its responsibility to ensure that its staff and students are made aware of what constitutes unacceptable behaviour within the College and that all staff and students are aware of their responsibility for ensuring the maintenance of proper standards of conduct within the College.

The College will do everything in its power to ensure that people are able to study and live in an environment where there is no harassment or discrimination. It also recognises the responsibility of senior staff (managers) to take a pro-active role in dealing with any manifestations of discrimination or harassment in accordance with this policy.

SCOPE

This Policy applies to all students, employees, whether full-time, part-time, casual or temporary, as well as to contractors and consultants. In this Policy, all people to whom the Policy applies are referred to as “you”.

You must comply with this Policy when using our equipment or facilities, including our computer and telephone systems.

POLICY

The College considers discrimination, harassment (including sexual harassment), bullying, adverse action for prohibited reasons, and victimisation of any type to be unacceptable and aims to eliminate this conduct from the workplace.

Anyone who discriminates, victimises, takes adverse action, bullies and/or harasses another person may be subject to disciplinary action, up to and including dismissal.

To raise a problem or concern or make a complaint under this Policy, you can contact your Residential Assistant or Supervisor.

RESPONSIBILITIES

At all times, you are required to:

- comply with this Policy;
- treat people with respect and courtesy;
- respect each other's privacy;
- avoid any offensive comments or behaviour;
- comply with applicable laws; and
- raise any concerns or questions about the understanding of, or non-compliance with, this Policy.

EQUAL OPPORTUNITY

The College is committed to providing equal opportunity in all aspects of its activities.

The College aims to ensure that all staffing and personnel decisions are made solely on the basis of merit, taking into account relevant skills, qualifications, experience and ability, and without bias or prejudice. This includes all decisions relating to the provision of training, transfer, promotion, terms of employment or engagement, or dismissal.

DISCRIMINATION

You must not discriminate, either directly or indirectly against another person or a group of people, or engage in adverse action on unlawful discriminatory grounds.

The College will not tolerate its employees engaging in discrimination or adverse action based on any of the following grounds:

Sex	Impairment
Parental status	Trade union activity (or inactivity)
Age	Pregnancy
Race or social origin	Breast feeding
Political belief or activity	Gender identity
Profession or trade	Religious belief or activity
Relationship status	Lawful sexual activity
Family responsibilities	Physical features

Association with or relation to a person identified on the basis of an attribute associated with any of the above grounds

Direct discrimination occurs where a person is treated "less favourably" than another person in the same or similar circumstances, on grounds that include one or more of the above grounds.

Indirect discrimination occurs when an unreasonable requirement, condition or practice is imposed and persons with an attribute associated with one of the above grounds cannot comply with the condition or practice, whereas a greater proportion of persons without the attribute can comply.

Discrimination or adverse action for prohibited reasons does not have to be calculated, intentional or even conscious.

There are some exceptions to the anti-discrimination and adverse action laws which apply in limited situations. If an exception applies, something which might otherwise constitute unlawful discrimination may not be unlawful (for example, action taken which is necessary to protect the health and safety of a person).

Discrimination under the WHS Laws

The College will not engage in discriminatory or coercive conduct on the basis of a prohibited reason under WHS laws. Similarly, the College prohibits any discriminatory or coercive conduct against others on the basis of a prohibited reason under WHS laws.

HARASSMENT

You must not engage in harassing behaviour.

Harassment is any uninvited, unwelcomed or unreciprocated behaviour that offends, humiliates or embarrasses another person where a reasonable person would expect this to be the effect of the behaviour. The effect of the behaviour need not be intended.

Harassment may be physical, verbal or visual in nature and may occur in a single incident or repeatedly over time. It can include words or statements that are transmitted by post, fax, phone, video, email, computer servers, screen savers or any other form of electronic communication.

What is sexual harassment?

Examples of sexual harassment include the following:

- physical contact (for example, touching, patting or brushing against a person) or unnecessary physical intimacy;
- demands for sexual favours;
- offensive or demeaning comments, jokes or innuendo;
- unwanted sexual propositions or advances;
- offensive gestures, staring or displaying offensive material;
- unwelcome or uncalled for remarks or insinuations about a person's sexual activities, private life or physical appearance; or
- displaying or transmitting a sexually offensive email message or screensaver or any other form of electronic communication.

Sexual harassment occurs where the conduct is unwanted, unwelcome or is uninvited. Unwanted sexual advances, and invitations on dates, can constitute harassment even if you do not intend to cause offence, hurt or humiliation by the advance or invitation.

Friendships (sexual or otherwise) or mutual attraction between consenting adults are a private concern and may not constitute harassment. However, the College expects that your personal friendships will not impact on your responsibilities to do your work, or on the performance or productivity of your co-workers.

Hazing

Hazing is a form of Harassment common to "initiation" rites and has been associated with University Residential Colleges. Hazing is defined as any mental or physical requirement placed on any person or group of persons which could cause discomfort, pain, fright, disgrace, injury or which is personally degrading or which violates any Commonwealth, State or Local Government statute or any university policy. Hazing in any form is unacceptable, and any Kingsman who is found to be involved is liable to severe penalties, up to and including termination of residency. If University authorities become aware of hazing, they may also invoke such penalties as loss of credit, suspension or expulsion from the university.

Bullying

All forms of workplace bullying are prohibited. If you engage in bullying you may be subject to disciplinary action. Workplace bullying is a risk to health and safety. Engaging in bullying could also constitute a breach of your obligations under work health and safety legislation

Workplace bullying is:

- inappropriate behaviour, which will usually consist of repeated conduct;
- capable of being direct or indirect, verbal or physical;
- conducted by one or more persons against another person or persons;
- conducted at the place of work and/or in the course of employment or engagement; and
- conduct which could be reasonably regarded as undermining an individual's right to dignity at work.

Bullying does not include:

- reasonable behaviour that does not break any law;
- differences of opinion;
- reasonable and legitimate performance and behaviour counselling and disciplinary action;
- setting reasonable work goals and standards;
- reasonable supervision and performance of other genuine work-based responsibilities; and
- legitimate restructuring or re-organising of a business or work.

COMPLAINT PROCEDURE

If you believe you are the victim of a discriminatory act or any form of harassment, you should contact your Residential Assistant or Supervisor who will ensure that you meet with the Deputy Master or Master as soon as possible or you may go directly to the Deputy Master or Master. These people all have an obligation to treat all complaints seriously and to deal with them expeditiously while giving regard to due process and natural justice to all parties involved.

If you believe you are the victim of harassment or if you are aware of behaviour contrary to this Policy (sexual or otherwise) you should take action. The Heads of Colleges have appointed conciliators (where conciliation is appropriate) in cases of alleged unlawful discrimination including sexual harassment. They are experienced persons, trained in counselling, conciliation and relevant legislation and procedures.

Victims of discrimination and harassment and those who are the subject of a complaint should be assured that they will be protected, that confidentiality will be respected and that the College is committed to a fair hearing for all concerned.

Approved by College Council – December 2015

13. Accidents and Emergencies

Medical/First Aid Assistance

Members of College should be aware that after-hours assistance and/or arranging emergency transport to medical facilities would normally be provided in circumstances of serious accidents or acute medical conditions only - e.g. severe asthma attacks, physical assaults, broken bones, uncontrolled bleeding and the like – phone the Duty Associate Dean of Students / RA if assistance is required.

However, the College will not normally provide transport for Members who have minor ailments or need to attend medical appointments. In these circumstances, Members of College should organise transport/rides with friends or utilise public transport (buses, taxis etc.)

Ambulance cover is provided free of charge to all Members should an accident occur at the College or on an official College event. This cover excludes accidents arising from the use of privately owned/driven Members' vehicles.

If a Member of College is injured, even if the accident has not occurred at the College, the Office staff or Senior College Members should be notified immediately, especially if hospitalisation is required. In the case of any emergencies, Senior College Members/Staff should be contacted as soon as possible.

Health Insurance

Members should check their Health Care Insurance cover, in case of an emergency. Students should apply for their own Medicare card and/or Health care card, as they may be required for use at Doctors' surgeries and pharmacies. Please note that the College's Accident Insurance Policy is not a student Health Insurance Policy and will only provide financial support under strict circumstances.

First Aid Kits & Epipens

First Aid kits are located with each Residential Assistant and at the College Reception. Epipens are kept in a safe storage bag in the College reception office. Please contact the Associate Dean of Students, Duty RA or your RA for access.

Reporting Accidents or Injuries

Any illness or accident requiring medical attention must be reported to the Deputy Master as soon as possible during business hours or to the Associate Dean of Students / Duty RA after business hours. Even if you consider it a trivial matter, let the appropriate people know so that full care can be ensured and any problems with equipment/facilities can be rectified.

Fire Procedures

Interference with or misuse of fire detection, fighting or protective equipment is a criminal offence and as such is a serious action that may lead to expulsion from the College.

Fire detection equipment and sounders are installed in all residential rooms, corridors and common areas. These devices are provided for the safety and protection of all Members.

Misuse of or damage to these items endangers yourself and others, and will attract fines and penalties up to expulsion from the College as well as making the offender liable for serious fines or jail terms.

A pre-alarm will sound when the detection equipment senses a change in the air conditions of the room. This can be caused by incense, smoke, steam, aerosol spray and other fumes. If the pre-alarm is activated, you have the opportunity to ventilate your room by opening the windows and fanning the detector until the alarm stops.

Ensuite rooms have an **alarm acknowledgement button** located in the bathroom should steam from the bathroom set off the pre-alarm in the room. By pushing the red button, the resident has 2 minutes to clear the steam from the room.

When the FULL ALARM sounds and EVACUATION TONES are heard, Members are required to evacuate the building immediately, regardless of the hour and calmly make their way to the nearest assembly point. The Chief Fire Warden will check your name off at the assembly point and know you are safe from danger.

Each Residential Assistant is a designated Fire Warden for each Flat. Fire Wardens are authorised to supervise the evacuation of rooms and to enter and check the occupancy of each room if required. All Members are required to remain at the assembly points until the Fire Brigade says it is safe to return to the buildings

Members should familiarise themselves with the evacuation procedures, which are provided in their rooms, and the location of fire exits and assembly points throughout the College.

Fire safety is assisted by tidy rooms that are free from litter, flammable materials and sources of ignition (eg multiple leads, fan heaters left on etc). **Members located in ensuite rooms must be aware that steam from the bathroom will set off the smoke alarm in their room.** This can be avoided by keeping the bathroom door closed whilst using the bathroom.

Fire doors must not be impeded and passageways and emergency exits should be kept free of obstructions at all times.

Anyone causing the Fire Brigade to arrive for a false alarm will be charged the cost of the call out - approximately \$1000.00.

King's College Council has ruled that every instance of abuse of fire extinguishers, detection devices or operating equipment will result in a charge associated with the repair or replacement of the equipment or device.

Liability for interference with or damage to fire extinguishers is charged to the perpetrator or, if the perpetrator is not known, to the area from which the fire extinguisher was taken or equipment damaged.

14. Important Contact Numbers

College Office (during business hours)

Internal phone number.....49600
External phone number.....(07) 3871 9600
Email..... kings.college@uq.edu.au
Fax.....(07) 3871 9666

Master

Office.....49707

Deputy Master

Office.....49783

Kitchen

Internal phone number.....49888

Property and Facilities (business hours)

Internal phone number.....49608
Email.....maintenance@kings.uq.edu.au

Duty Staff (after hours)

Internal phone number.....710
External phone number..... 0423 203 719

University of Queensland

Enrolments.....	Internal: 52600
Examinations.....	Internal: 52488
Emergencies (University of Queensland).....	Internal: 53333
University Security.....	Internal: 51234

Local Medical Assistance

Taringa 7 day Medical Practice (15 Morrow St, Taringa).....	3870 7239
Indooroopilly medical centre (66 Station Road, Indooroopilly)...	3878 3733
St Lucia Family Practice (245 Hawken Drive, St Lucia).....	33718662 or 38702023
University of Queensland Health Service.....	Internal: 56210

Transport Information

TransInfo (buses, trains and ferries).....	131230
Taxis: Black and White.....	131008
Yellow Cabs (free phone in foyer).....	131924

15. Emergency

In any life-threatening emergency, immediately dial 0-000. Note the extra zero required to gain an outside line. If outside college, dial 000. This is a free call.