


# Cromwell College

**Handbook**

2016

Cromwell College  
Walcott Street, St Lucia  
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	<b>Cromwell College Hand Books Manual</b>		

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# 1. Principal's Welcome

Welcome to Cromwell College, a fully catered co-educational residential College within the University of Queensland. Cromwell is a home away from home for 249 students, generally ranging in age from 17 to 22. Despite demand for places at Cromwell exceeding supply each year, the College is deliberately capped as one of the smaller residential colleges within the University. This is to ensure that the unique blend of adult freedom and necessary academic and pastoral support structures blend in a small, values based, community environment, providing a safe and nurturing base from which to embark upon or continue university study. Ask a Cromwell student the best feature of their College and they are likely to say to you things like, "a close knit community where everyone knows and looks out for everyone".

My wife Jenny and I reside within the Cromwell precinct, and the Deputy Principal, Mr Michael Crome, his wife Jenny and family live upstairs in Steele Craik Lodge. In addition three Student Mentors live on site; Mr Dominic Retschlag and Mr Glen Thorpe live in Lockley House while Miss Ella Carstensen lives in the McPherson Apartment. Completing our leadership team are 17 Resident Assistants (RA's). One RA lives in each corridor of Cromwell, providing valuable pastoral care, friendship and advice to the students as older brothers and sisters. The entire staff and student leadership team is available at any time (day or night) to assist students.

A comprehensive academic tutorial program operates throughout the College. There is a vibrant and active Cromwell Students' Association. Formal dinners are held fortnightly, where all students and staff wear academic dress. There is a Chapel for peaceful retreat and a variety of student run Christian groups. A comprehensive inter-collegial sporting and cultural program operates. Cromwell College students have complementary membership of UQ Sport / Gym facilities. All rooms at Cromwell College have been recently refurbished. There is regular housekeeping and a maintenance program. There is an impressive variety, quality and quantity of meals prepared by our own chefs. In short, the facilities support and opportunities at Cromwell College are first class and represent excellent value for money when compared to other options both on campus and beyond.

In addition to the fully catered facilities, Cromwell College also offers apartment style, self-catered options for 48 students in Campus Lodge. In University vacation periods, Cromwell College plays host too many conferences, schools and other groups visiting Brisbane.

Cromwell has a proud and distinguished history spanning over sixty years. Since its establishment in 1950, generations of Cromwellians have gone from the College to represent their fields at national and international level. The Dining Room and Common Room walls are adorned with honour boards and portraits telling the story of Cromwell's rich past. New chapters continue to be written.

Our mission statement is "*To provide a vibrant community for students in a caring Christian environment that enables them to grow in knowledge and character and willingness to serve.*"

The Values Statement that flows from our Mission Statement is to Accept Diversity, Create Community, Strive for Excellence, Pursue Spiritual, Intellectual, Cultural and Social Maturity, Serve Society and Care for the Environment.

As can be seen from these statements, Cromwell encourages the development of a close and supportive community that is much more than just a place to stay. It is a wonderful way to begin life at university, with the result that most residents of the College do well both academically and socially. Many look back on their time in College as a real high point in their lives.

I am very proud to be the sixth Principal of Cromwell College. My background in schools enables me to genuinely empathise with the student and family pressures of Year 12 regarding university entry. Being Cromwell Principal puts me in a unique position where I can now assist students in their transition from school to university and beyond. It is a privilege to be able to serve the Cromwell community.

I invite you to carefully read this College Handbook. It contains important information relevant to your time at Cromwell. Prior to accepting a place at the College each year, students must sign that they agree to abide by the terms and conditions contained in this Handbook, including the Alcohol and Drugs Policy. Breaches will in some cases lead to exclusion from the College.

Leaving home for the first time is both exciting and daunting for students as well as for parents. At Cromwell we understand that, and work to make Cromwell College a nurturing home away from home adult community.

Finally, the real key to success now that you are at university, is not your OP or other achievements at school, but more the ability to balance and moderate your life away from home, so that you have a healthy breadth of involvement across many college and university activities, whilst simultaneously maintaining the rigour required for your academic work.

I look forward to sharing a wonderful journey with you as you emerge further as an adult, proudly wearing the Cromwell black and white.

A handwritten signature in black ink, appearing to read 'Ross A Switzer', written in a cursive style.

**Ross A Switzer**  
**PRINCIPAL / CHIEF EXECUTIVE**



## 2. History of the College

### 2.1. The Founding of Cromwell College

<http://www.cromwell.uq.edu.au/history.html>

Cromwell College was founded by the Congregational Churches of Australia in 1950 and was affiliated with The University of Queensland in the same year. It was the first residential college on the St Lucia campus taking its first students on 5<sup>th</sup> June 1954. Major extensions were completed in 1962, 1968, and 2011. It became coeducational in 1973.

Behind this short history lies a University College tradition that, in English-speaking countries, goes back to Oxford and Cambridge in the 11<sup>th</sup> and 12<sup>th</sup> centuries. This tradition saw a College as a community of scholars committed to the search for truth in their various disciplines and concerned with the intellectual, personal and professional development essential for persons giving service to society.

Cromwell College was founded to provide suitable residence, study and tutorial facilities and religious guidance for its members. Although it is church affiliated, Cromwell imposes no religious test, and membership is open to all applicants otherwise eligible, regardless of religion. The formulation of policy is the responsibility of the Board of Governors. The Principal/Chief Executive is responsible to the Board for the implementation of its policies.

### 2.2. The Name “Cromwell”

[www.cromwell.uq.edu.au/history/the-name-cromwell](http://www.cromwell.uq.edu.au/history/the-name-cromwell)

A tentative list of names was drawn up from historical figures with both Congregational and academic associations. As many of the names had already been used by other institutions, the list was soon shortened. Oliver Cromwell was finally chosen as the one who best met the criteria.

On the academic side, he had studied at Sidney Sussex College at the University of Cambridge and his reforming of the ancient universities, and his role in the founding of the University of Durham, were well attested. He met the church affiliation criterion, because he was a Congregational churchman for whom faith meant a personal religious commitment involving social responsibility in shire and nation. The evidence suggests that he accepted leadership reluctantly, and only under a sense of divine compulsion.

In extraordinary complex military and political conditions, Cromwell came to possess great personal power, which he sought to use for the good of all people, including persecuted people abroad. He made serious mistakes, some of which remain as blemishes on his career, but under his leadership, people gained much that is taken for granted today.

The name ‘Cromwell’ is a reminder that a person of quite modest origins, motivated by Faith and commitment to service, can achieve a great deal during the course of their life.

### 2.3. Cromwell Coat of Arms and Motto

[www.cromwell.uq.edu.au/history/cromwell-coat-of-arms-and-motto](http://www.cromwell.uq.edu.au/history/cromwell-coat-of-arms-and-motto)

When the College was able to adopt its arms, it secured permission from the surviving head of the Cromwell family to bear Oliver Cromwell’s personal arms, lion argent rampant on a field sable.

The motto is not an integral part of an achievement of arms and the College substituted for Oliver’s motto (*Pax Quaeritur Bello*) one of its own choice (*Ubi Spiritus Ibi Libertas*). This motto comes from the Latin version of the Second Letter of St Paul to the Corinthians, Ch. 3 Verse 17. “Now the Lord is Spirit: and where the spirit of the Lord is, there is freedom.”

## 2.4. Principals

[www.cromwell.uq.edu.au/history/principals-of-cromwell-college](http://www.cromwell.uq.edu.au/history/principals-of-cromwell-college)

The College has seen just 6 Principals in 60 years. Three of these (Lockley, Krohn and Begbie) together have served for 53 of those 60 years.

Rev Dr G Lindsay Lockley, MA, BD, PhD	1950 - 1969
Rev A Steele-Craik, LLB, BD	1970 - 1972
Dr J F C Roulston, BEd, MLitt, MEdAdmin, PhD	1973 - 1975
Rev Dr H Clive Krohn, BA, MA, EdD	1975 - 1995
Rev Dr H M Begbie, BA, BD, ThL, MLitt, DMin	1995 - 2010
Mr R A Switzer, M.Ed, B.Ed.St, Dip.T.MACEL,MAICD	2010 - Present

## 3. The Community

### 3.1. The Board

The College is governed by an honorary Board of Governors of which the Principal is an ex-officio member. Seven governors are elected by the Synod of the Uniting Church, seven by the Board, two by graduates of the College, two by the Cromwell College Students Association and one governor is appointed by the Senate of The University of Queensland. Two Life Governors maintain a continuing interest in the College. The names of the Governors are available on the website by following the link <http://www.cromwell.uq.edu.au/meet-our-people.html>

### 3.2. The Principal

The Principal is responsible to the Board of Governors for the overall running of the College and its relationships with the University and other institutions.

### 3.3. The Deputy Principal

The Deputy Principal is responsible to the Principal for the pastoral care and wellbeing of the students, and providing support to students through the Resident Assistant team. With the senior tutor, he provides a tutorial support program for all students according to need. The Deputy Principal is responsible for interviewing first year students, and providing follow-up for issues that emerge through that process. The Deputy Principal monitors assessment results and assists students who have not performed as well as might be expected. The Deputy Principal assists the Principal in consultation with the Students Association over the conduct of social, sporting and cultural activities, and is responsible for student discipline.

### 3.4. The Student Mentors

The Student Mentors are mature age, post graduate UQ students who live on site and provide valuable academic and pastoral support and guidance to students.

### 3.5. The Staff

<http://www.cromwell.uq.edu.au/meet-our-people.html>

The College greatly values its staff team. The names and positions of College staff are listed on the College Website.

### **3.6. Resident Assistants**

Seventeen Resident Assistants (RAs) are appointed and remunerated to assist the Principal, Deputy Principal, Student Mentors and the Students. They are normally third year students or higher who have applied for these roles. There is one RA in each corridor and they are typically the first person a student should turn to for advice or assistance. If you have any concerns or suggestions, these should be made known to your RA. As the RA's have regular meetings with the Principal, Deputy Principal and Student Advisors, any general matters that arise from such concerns can be discussed and resolved.

<http://www.cromwell.uq.edu.au/meet-our-people.html>

### **3.7. The Student Association**

All students of the College pay a membership fee and become financial members of the Students Association. Through elected convenors and a system of committees, the Association arranges a variety of social, cultural and sporting functions within the College and in conjunction with other colleges and the Deputy Principal.

Services to members include provision of a large screen projection TV, a DVD player, a billiard table, vending machines and College shop, which sells soft drinks and snacks. The Association co-operates closely with the Principal, Deputy Principal, Student Advisors and the students in helping to create and maintain a harmonious, self-disciplined community.

## **4. Cromwell Events**

### **4.1. Calendar of Events**

#### **4.1.1. Commencement Dinner**

At the beginning of each year, a formal Commencement Dinner is held. The Commencement Dinner is one of the major dinners of the year. It is on this occasion that we welcome the new students to the College.

#### **4.1.2. Academic Dinner**

The Academic Dinner is held annually and celebrates the Academic successes of the students. The Academic Dinner is one of the major dinners of the year. Academic prizes and certificates are given on this occasion.

#### **4.1.3. Cultural Dinner**

The Cultural Dinner is held annually and celebrates achievements by students in cultural activities and competitions.

#### **4.1.4. Sports Dinner**

The Sports Dinner is held annually and celebrates achievements by students in sporting activities and competitions.

#### **4.1.5. Valedictory Dinner**

The last formal dinner for the year is the Valedictory Dinner. It is on this occasion that we farewell and honour students who have lived in College for at least three years and who are graduating or leaving, these students sign the Valedictory Roll. The Cromwell Medal, if awarded, is also presented at the Valedictory dinner.

#### **4.1.6. Formal Dinners**

It is a great privilege to be a student at a University College and to inherit a tradition that has its beginnings in the ancient universities of Europe. Formal dinners have grown out of this tradition and are an important means of celebrating our community life. Held once a fortnight on Tuesday nights between 6pm and 7.30pm, these occasions are considered important and are compulsory for all students. Students with timetabled lectures or tutorials at that time must see the Deputy Principal well in advance regarding their inability to attend the Formal Dinner that night. Those who need to obtain a late meal on formal dinner evenings are required to send through an apology and follow the late meals process.

Because of the importance of the Formal Dinner to the life of the community, students are asked to wear dress appropriate for the occasion. Smart business attire, including ties for men, to complement academic dress is required. Academic gowns must be worn. It is the responsibility of new students to acquire an academic gown prior to the first formal dinner of the year. Academic gowns can be purchased from the University of Queensland (<https://uq.reedgraduations.com.au/>)

Students should be seated by 5.50pm and should stand on entry of the official party. They should remain standing until the Principal says Grace. Students are expected to stand and then remain until after the Principal and his guests have left the high table and Dining Room.

#### **4.1.7. Corridor Dinners**

Corridor dinners occur for each corridor in the College throughout the year. On these nights, each student, with their corridor and RA, is invited to the Principal's residence for a special evening hosted by Mrs Jenny Switzer.

### **4.2. Inter Collegial Competitions (ICC)**

Each year Cromwell competes alongside nine other residential colleges at UQ in various Inter Collegial Competition (ICC) events. These events are made up of Cultural and Sporting events. Given its size as the smallest coeducational college on campus, Cromwell consistently punches above its weight alongside the other Colleges. This is due to an incredibly high desire from within Cromwell students to participate, a fierce College pride and spirit, and consistently high numbers in supporters at all events. Competition between colleges is fun but should be kept at a healthy level. The Cromwell philosophy is for the goal of winning to never override the goals of participation and enjoyment. The precise offerings in the ICC competitions can change from year to year. Currently the following is offered:

#### **4.2.1. ICC Cultural**

The Cultural events run by the ICC include:

Art Show	Bandfest	Chess	Choralfest
College Idol	Dancefest	Debating	Public Speaking

#### **4.2.2. ICC Sports**

The Sporting events run by the ICC include:

AFL	Athletics	Badminton	Basketball
Cricket	Cross Country	Hockey	Netball
Rowing	Rugby	Soccer	Swimming
Table Tennis	Tennis	Touch Football	Volleyball
Waterpolo			

There are also selected sports involving the St Lucia campus with UQ Gatton campus. Sport plays an important part in student life and as well as the ICC sport competition there are many other

opportunities on campus for recreational sport competitions. This provides a good opportunity for keeping fit, finding a break from study, and enjoying each other's company.

#### **4.2.3. Cromwell Sporting Events**

No sporting activities are permitted to be run, under the name of Cromwell College, unless they are formally organised and run by UQ Sport.

## **5. Bursaries and Prizes**

### **5.1. College Prizes**

#### **5.1.1. The College Medal**

Selection is based on all-round achievement in several areas of activity,

- Academic – excellence in their chosen field of study
- Sporting – participation in a variety of sports in at least inter College level
- Cultural – participation in a variety of cultural activities
- Spiritual – willingness to support the spiritual values and beliefs of the College
- Collegiate Life – the value of their participation in the life of the College Community

Recipients will have given of their best, shown steady progress over the period of their program, displayed a developing common sense and a liking to be fully stretched in all their activities and have reflected the College values in their behaviour. The award is presented annually at the Valedictory Dinner by the previous winner.

#### **5.1.2. Frederick North Memorial Prize**

Presented to a student who best exhibits spiritual leadership within the College (\$300). This award is presented annually at the Valedictory dinner.

#### **5.1.3. The N C Duong Memorial Prize**

Offered to a member of Cromwell College whose academic performance is satisfactory and who has made a notable contribution to the community's life, particularly in the promotion of international understanding. "Mike" Duong was a member of Cromwell from 1960-1964 and contributions to a fund by his fellow students made this award possible (\$300). This award is presented annually at the Valedictory dinner.

### **5.2. Academic Prizes**

Academic prizes are awarded annually at the Academic Dinner. Cromwell College is a residence primarily for students of UQ but from time to time some students from other Universities are admitted. Prizes are designed for UQ students so they fit the faculty structure for UQ, but the Principal reserves the right to award prizes (or special prizes) to residents who attend other universities, where it is appropriate to do so.

#### **5.2.1. The Cromwell College Foundation Scholarship**

Two scholarships, each \$1000 are awarded annually for exceptional performance in any field.

#### **5.2.2. Academic Prizes**

The following prizes are based on the academic performance of students, usually over the previous three semesters for which they must have been a resident in College.

- **The Governors Prize.** Awarded to the student in the Faculty of Health and Behavioural Sciences who achieves the highest GPA over three consecutive semesters (\$300).

- **The Old Collegians Prize.** Awarded to the student in the Faculty of Engineering, Architecture and Information Technology who achieves the highest GPA over 3 consecutive semesters (\$300).
- **The V E Hancock Memorial Prize.** Awarded to the student in the Faculty of Business, Economics and Law who achieves the highest GPA over 3 consecutive semesters. This prize was given in memory of Mr V E Hancock CMG, a foundation Governor of the College who made many generous gifts to the College (\$300).
- **The Rod McElhinney Prize.** Awarded to the student in the Faculty of Science who achieves the highest GPA over 3 consecutive semesters. The prize is donated by the McElhinney family in memory of Mr McElhinney, a former member of Cromwell (\$300).
- **The Rev Daniel Gunson Memorial Prize.** Awarded to the student in the Faculty of Natural Resources, Agriculture and Veterinary Science who achieves the highest GPA over 3 consecutive semesters (\$300)
- **Edwin Hobart Lockley Prize.** Presented to the student in the Faculty of Humanities and Social Sciences who achieves the highest GPA over 3 consecutive semesters (\$300)
- **The Cromwell College Prize.** Offered to a member of Cromwell College in the Faculty of Medicine and Biomedical Sciences who achieves the highest GPA over 3 consecutive semesters (\$300)
- **The Yvonne Rogers Memorial Prize.** Offered to the second year student who, in his or her first year at University and as a resident of the College, achieves the greatest improvement in Entry Rank on the basis of the results obtained in that student's first year studies, across a full load of courses worth #16 (16 units at UQ; 96 credit points at QUT; 80 credit points at the Conservatorium). Yvonne Rogers was a Fellow of the College and she served more than twenty five years on its Board and many of its committees. Her capacity to care and her willingness to work and share in a spirit of Christian love were the hallmark of Yvonne's contributions to Cromwell (\$300).

### 5.3. Cultural Prizes

#### 5.3.1. The Stephen Carlton Prize.

The recipient of the prize will be determined by the Principal who shall in the first instance consult with the Cultural Convenor. The prize shall be awarded to the student who has made the most significant contribution to the cultural life of the College, and the recipient will typically have encouraged other residents to become actively involved in this aspect of College life. The prize (\$300) is donated by Mr Stephen Carlton, a long-time resident of the College who was strongly associated with Cromwell's cultural activities during the 1980s. This award is presented annually at the College Cultural dinner.

### 5.4. Bursaries/Scholarships

#### 5.4.1. Helen Begbie Memorial Bursary

The Helen Begbie Memorial Bursary was established by the Cromwell College Foundation in March 2003 as a means to assist students from economically disadvantaged backgrounds not already enrolled, to come to Cromwell College.

The Bursary was established in memory of Mrs Helen Begbie, wife of Rev Dr. Hugh M Begbie (Principal 1995-2010). Mrs Begbie passed away from cancer on 11 December 2002.

The Board of Governors would appreciate financial support for the Fund which finances this Bursary from those families who knew of the positive impact which Helen had on the College community. Gifts

from others who did not know Helen but who appreciate the significance of the Bursary would also be greatly appreciated.

#### **5.4.2. The Rev G Lindsay Lockley Fund**

Interest from this fund is available each year to assist students with temporary financial problems. It is hoped that those helped will be able to make at least an equivalent contribution once they are earning. This will ensure we may continue to help future generations of students who are in a similar financial situation.

#### **5.4.3. UQ YAP Scholarship**

Cromwell College currently offers up to three scholarships valued at \$9000 over three years per student for students from low socio economic backgrounds, recommended through the UQ Young Achievers Program.

## **6. Academic and Financial Support**

### **6.1. Academic Expectations**

You are preparing yourselves for your future careers, so it is important for you to plan your study program and commit yourselves to doing the best you can. The College expects that you will take this responsibility seriously. The Principal and Deputy Principal and the Student Mentors are well acquainted with the operations of the University and are readily available to discuss any topic that interests or concerns you.

### **6.2. IT Advisors**

If students require assistance with IT related issues (printing, hardware or software issues, file saving and retrieving etc.) the following students have indicated that are keen to assist. These students share a particular interest in computing and between them would be able to provide some assistance with Mac's or Windows based issues.

Oliver Armstrong  
Mark Fisher  
Oliver Frye  
Nathan Squire  
Hayden Wen

### **6.3. Academic Mentors**

Each year six academic mentors are appointed to assist in overseeing the academic progress of students who are undertaking studies in the following Faculty areas:

Business, Economics and Law  
Engineering, Architecture and Information Technology  
Health and Behavioural Sciences  
Humanities and Social Sciences  
Medicine and Biomedical Sciences  
Science  
Students studying at QUT/ Griffith / ANU

They will work closely with the Deputy Principal and Senior Tutor to provide an innovative, organized, well run and supported program that enables students to develop their personal and academic knowledge and skills so that they can achieve of their best.

Their prime focus will be to assist Freshers to settle into the rigours of academic life at the College; however, they will also be liaising with any student who needs their assistance.

## **6.4. Tutorials and Tutors**

The College provides academic support in the form of tutorials in the first, second and third year courses. The College has links with faculties and other Colleges at UQ and will find tutors or tutorials if numbers are insufficient to run a tutorial at Cromwell. Most tutors are students and may usually be consulted informally outside the scheduled tutorials. There is an expectation at Cromwell College that first year students will attend tutorials. There is a significant correlation between failing to pass a course and failing to attend tutorials in that course.

Academic Mentors and RA's are to advise the Deputy Principal in the case of any student who is having a serious academic difficulty in order that, where possible, additional assistance may be arranged. Students who do not regularly attend tutorials cannot expect tutors to make themselves available to assist them near examination time.

## **6.5. Examinations Papers**

Copies of many examination papers are available on the web: <http://www.library.uq.edu.au/exams/> . Do note that multiple-choice questions from previous years are typically not available.

## **6.6. Special Examinations/Assessment**

Anyone who is affected by any event likely to alter their examination results (e.g. serious illness, accident, death of a relative) should talk to the Deputy Principal who can help by putting students in touch with appropriate Associate Deans, Directors of Studies, Heads of Schools, Lecturers or Counsellors and can make calls or write letters on their behalf. Since this area can be highly complex, however, it is unwise to assume that any action you take will be correct in all the circumstances, so you should first speak in confidence with the Deputy Principal.

## **6.7. Supplementary Assessment**

In certain circumstances, students who have failed to pass a course may be able to undertake Supplementary Assessment. The relevant rules are highly specific, and anyone who fails is strongly encouraged to contact the Deputy Principal immediately after results have been released.

## **6.8. Misconduct within the University**

The University encourages all students to be honest in their academic lives. It also takes a very dim view of all forms of misconduct, including cheating. If you have any doubt whatsoever about your obligations, please speak with the Deputy Principal.

## **6.9. Youth Allowance**

This may be available to many students. The UQ Union has a very helpful Centrelink Advice and Advocacy Officer who can be contacted at the Student Help On Campus (SHOC) Centre via phone (07) 3346 3400, email [shoc@uqu.com.au](mailto:shoc@uqu.com.au) or website at [www.uqu.com.au](http://www.uqu.com.au)

Commonwealth Learning Scholarships and Accommodation Scholarships are available. For these, and for UQ's significant range of Equity and Merit Scholarships, refer to <http://www.uq.edu.au/study/scholarships/>



## 7. College Facilities

### 7.1. College Design and Layout

There are residential wings within the College. The female students are generally located on the second or third floors, and the male students on the ground floors. All students are provided with a single study-bedroom and shared bathrooms, and there are some deluxe ensuited rooms. Building access is available to all residents via their keys, however, external doors are locked electronically at 11pm each night but can be exited at all times in case of emergency.

- **North Building** was opened in 1954 and is named after the Rev F North, Principal of Queensland Congregational Theological College 1917-1927. Males occupy the ground floor and females the top floor.
- **Thatcher Wing** was opened in 1954 and is named after Rev Dr G W Thatcher, a former Warden of Camden Theological College, Sydney. Males occupy the ground floor and females the top floor.
- **Dowling Wing** was opened in 1962 and is named after Rev F V Dowling, Congregational Minister in Western Australia, New South Wales, Tasmania and Queensland, 1898-1930 and President of the Congregational Union of Australia and New Zealand, 1927-1929. Males occupy the bottom floor, with females on the middle and top floors.
- **Hancock Building** was completed in 1968 and is named after Mr V E Hancock CMG, the original benefactor of the College and late husband of the College's first Life Governor, Mrs M M Hancock OBE. The Hancock building is "L" shaped and each floor is divided into two wings affectionately named Han and Cock. Males live on the ground floors, with females on the middle and top floors.
- **Steele-Craik Lodge** named after the second Principal of the College, the Rev A Steele-Craik, was designed as the Deputy Principal's Residence, but for many years when that position did not exist, it functioned as a wing of the College. The top floor is now the residence of the Deputy Principal and his family. Male or female students can occupy the ground floor in the air-conditioned, deluxe ensuited rooms.
- **The G. Lindsay Lockley Wing** previously the Domestic Wing and then Carmody Wing, was completely rebuilt internally in 1984 and renamed after the first Principal of the College, the Rev Dr G L Lockley. Male or female students can occupy the second and third floors in the air-conditioned, deluxe ensuited rooms, whilst the ground floor is standard rooms.
- **Begbie Building** was opened in 2011 and is named after Rev Dr H M Begbie, Principal of the College between 1995 and 2010. This building contains three floors, each with four, four bedroom areas, and a two bedroom area. Each area shares its own bathroom. The configuration allows the same gender to be in each four or two bedroom area, but with the flexibility for a floor to be mixed gender.

### 7.2. Disabled Access

Wheel chair access is provided to the following areas:

- Main entrance
- Dining Room
- Junior Common Room (JCR)
- Toilets near the JCR
- Elevators in the Begbie building provide access to all levels
- Laundry near Begbie

Some of this access is indirect but effective. There is currently no access to the upper levels of older buildings or the administration building and fire doors may pose difficulties depending on the level of disability. Presently there is a process in place to allocate rooms to disabled persons, such that safe access is provided.

### **7.3. The Chapel**

The Chapel is available for private prayer, reflection and for music. At regular times interested students voluntarily gather for an informal service of worship or a Christian study group/discussion. This is open to other Colleges and all visitors are welcome.

#### **7.3.1. Local Churches**

For those who wish to attend a local church, some are:

- Anglican, Central Avenue, St Lucia, 38708887
- Baptist, 36 Morrow Street, Taringa, 3870 1406
- Roman Catholic, 87 Central Avenue, St Lucia, 3371 5860
- Uniting Church, 7 Hawken Drive, St Lucia (corner of Swann Road) 3870 2621
- Other religious groups have contacts on Campus. See <http://www.uq.edu.au/chaplaincy>

### **7.4. Late Meals Area**

There is a late meals area designated for the allocation of meals to students who are unable to attend during regular meal times. The late meals room has a microwave, fridge, oven and stove. Students that have requested a late meal can find their meal named and in the late meals fridge.

### **7.5. Baggage Room/ Storing Belongings**

The College provides the use of the baggage room for storage of students' property, if they wish to assume the full risk of such self-storage. A number of storage containers are available from the College for students to use for this purpose. Access to the storage room is limited during the week and all items located in the storage room must be clearly labelled.

Students' rooms will be used by visitors during the mid-year break and at the end of semester for conferences. The College will require students to empty their rooms at these times. Students may also store belongings in any lockable cupboard in their room, or under their bed during the mid-year break. Again they must assume all risk for belongings left in the room.

### **7.6. College Tools and Equipment**

Students are prohibited from using power tools and equipment, normally used by the Maintenance staff and kept in a lockable area, such as mowers, wiper-snippers, drills and saws. A number of vacuum cleaners stored in cupboards in buildings may be used to clean up mess in corridors or common rooms. These can be accessed by contacting the Duty RA.

### **7.7. The Lion's Den**

The Lion's Den is a recreational room used by the students and provided for by the Cromwell College Students Association. It has several facilities including:

- A large screen projection television with Foxtel for groups watching sporting and cultural events
- Table tennis table
- Lounges
- DVD player for playing movies and musi

## 7.8. Rooms

Students are allocated accommodation in carpeted, single bed-sitting rooms. Each room is equipped with a ceiling fan, small fridge, bed, desk, chair, desk lamp, waste paper basket, wardrobe, bookcase, mattress, mattress protector, 2 sheets, 1 pillow, security shutter/screens, phone and fibre-optic IT connection.

Students should check that all these items are in the room and in good condition when they arrive, as they will be held responsible for loss or damage when they leave. The College reserves the right to conduct maintenance and room checks at any reasonable time. Linen is provided by the College and is laundered weekly. College linen is not to be removed from the room.

Students must keep their rooms clean and tidy and care for their furniture. Students are responsible for their room and contents. Damages to a student's room will be the responsibility of the student assigned to that room. Any costs associated with damage will be charged to their account, unless another person accepts responsibility and pays for the damage. Maintenance problems should be reported to the Resident Assistant on Duty if repair is urgent, or written in the Maintenance Book available in the office foyer for non-urgent matters.

Students take all responsibility for securing posters to paintwork in their room. The college supplies a pin board and recommends that these are used for the hanging of posters rather than attaching posters to painted walls. The student remains responsible for any paint damage that occurs and any repainting required. For reasons of safety, naked flames and other burning devices are not to be in students rooms.

To comply with health and safety rules and keep your rooms in good condition, the following must be adhered to,

- Dirty clothing cannot be on the floor.
- Wet washing cannot be left hanging in your room.
- Keep the bottom of the bed clear to allow housekeeping staff to make your bed each week.
- Cromwell owned bedding is to remain in your room and cannot be taken outside.
- Soiled bed linen and protectors are the responsibility of the student and must be cleaned and refitted.
- Remove toiletries from shower/toilet area to allow cleaning.
- Clothes racks are not permitted at college.

Returning students are invited to give the Deputy Principal their preferences for rooms by the due date. It is Cromwell policy to integrate beginning and returning students. Whilst every attempt is made to balance room requests with College requirements, please note that for operational or pastoral reasons, room changes may be enforced upon any student at any time throughout the year. This may as a last resort, involve a student moving to a higher priced room. In this instance the moving student will be required to cover the higher cost of the room.

### 7.8.1. Safety and Security

Unfortunately, all Colleges have periodic problems with thieves entering. Lock your doors and shutters when you are absent, and request any outsider found in the College to identify themselves. Do not try to force a stranger out. Report them immediately to a Resident Assistant, Student Executive member, or staff member. Failing this, if necessary, call UQ Security (07 3365 3333).

## 7.9. Services Available

### 7.9.1. Telephone System

- **PIN Security.** Each extension is protected by a PIN. Your PIN is your own personal identification number and must not be given to any other person.

- **Making Calls.** Local, interstate and international calls can be made using a phone card and received from any phone. Internal calls are free. Phone cards may be purchased from the Cromwell College Reception.
- **Tie Line Calls.** University and inter-College calls can be made by using the No Charge Tie Line. (See separate booklet entitled *Guide to Using Your Telephone*).
- **Voice Mail.** The phones are equipped with Voice Mail that means your callers can leave messages. Please develop a habit of checking for and listening to your messages regularly, and acting promptly on any requests that you may receive in this way. The college would advise you do this daily.

#### **7.9.2. Office Services**

During office hours, the College can assist with change for dryers, payment for printing quota, fax facilities, phone cards and postage of mail.

#### **7.9.3. Mail**

The mail is placed in pigeonholes near the Junior Common Room. Parcels are kept in the office and students are notified to collect them. The College will re-address mail for members who have left College for one month, but not thereafter.

#### **7.9.4. Photocopier**

A photocopier/printer is located in the computer room and is available 24 hours per day.

#### **7.9.5. Car Parking**

Limited free parking is available at the rear of the Hancock building and in Walcott Street. The small visitors parking area through the boom gate and adjacent to the Office is not available to students.

Due to increasing demand, car parks are allocated to some returning students and very rarely to new students. All students are required to apply for a car park at Cromwell College. Car Parks will be allocated by the Deputy Principal. Car park access for students in second and higher years is not guaranteed. Vehicles must be parked observing all line markings and signs, and must never be driven or parked on lawns.

All cars must display a parking permit allocated by the Deputy Principal. Students who allow other students or guests' cars to access the Cromwell car park or prohibited areas without permits may lose or have their own parking permit suspended. Unauthorised vehicles in the carpark may be towed at the owner's expense.

There are a number of alternatives for car parking around the college and at UQ. Information can be found at [www.pf.uq.edu.au/parking/](http://www.pf.uq.edu.au/parking/)

#### **7.9.6. Bike Racks**

Bicycle racks are provided in the bike shed at the rear of Hancock building which is secured by a fob that students receive on registering their bike at the office. This is the only area for storing bicycles. They must not be stored in the corridors or student rooms. Bike registration needs to occur annually.

#### **7.9.7. Computer Room**

Personal computers with a multi-function printer/copier are located in the computer room and are available to members of the College. Food and drinks are prohibited in this area.

### **7.9.8. Linen**

The College provides and launders bed linen supplied which is made up of 2 bed sheets and 1 pillow case. Students are expected to provide their own doonas, blankets, and bath towels. These items are the responsibility of the student to launder. The College can supply extra blankets if required. Students are asked to consult the Deputy Principal for these requests. College blankets, bedspreads and linen must not be removed from the room. Loss or damage caused by doing so will require either full replacement by the resident, or in the case of bedding that has become dirty, the cost of dry cleaning or washing.

### **7.9.9. Laundry**

A coin operated laundry provides the facilities for members to do their personal laundry. Clothes lines are available around the college for natural drying. Clothes racks should not be brought to college as they are not permitted due to fire and health and safety requirements. Change for dryers may be obtained at the office.

### **7.9.10. Plinth**

A plinth is available for physiotherapy students.

### **7.9.11. Music Facilities**

The College provides pianos for music students and other interested persons. These are located in The Chapel, the Sir Ernest Savage Junior Common Room (JCR) and Senior Common Room. There is also a baby grand in The Dining Room. Students wishing to use either the Dining Room piano or the Chapel piano should see the Admin office for the key.

### **7.9.12. UQ Sports Access**

The College has negotiated an agreement with UQ Sport under which students have a "Lifestyle Passport" included in their Cromwell College fees. The "Lifestyle Passport" has been designed specifically for Cromwell College students. Specific details can be obtained from the College but in summary, the agreement provides for Cromwell students to have access to the UQ Fitness Centre and to the UQ Aquatic Centre free of charge.

### **7.9.13. Tennis/Basketball**

The College tennis court is available to all students. The key is available from the Office or from the RA on duty after hours. The court can be used at night. Two minutes before the lights go out, a bell will ring.

### **7.9.14. Billiards**

There is a full-size billiard table available in the Sir Ernest Savage Junior Common Room (JCR).

## **8. The Ins and Outs of College**

### **8.1. Booking In**

First year residents should book into College on the date advised in the Orientation ("O") Week Package which will be sent to students upon their confirmation of an offer. The staff and Resident Assistants will be available to welcome you and show you to your rooms. Other College residents should return the weekend prior to the commencement of lectures. Returning students are not permitted to arrive during College O-Week unless they are officially in the week's activities, are a Resident Assistant, or have permission from the Deputy Principal to do so.

Orientation Week is a deliberately challenging week (physically and mentally) where new students are introduced to the University and the College program.

At Cromwell College, the senior students themselves mandate that Orientation Week be totally alcohol free until Closed Bunker on the Friday night, (when those over 18 may choose to have a drink following the College Alcohol Policy), so that genuine rather than artificial bonds can be formed amongst new students and between them and the student leaders.

The Orientation Week program will push you to your comfort zone and perhaps a little past it in good spirit, to challenge and to break down the barriers, but, the philosophy remains “participation by choice” at all times. Detailed information about O Week will be forwarded to new students in due course.

## **8.2. What to Bring**

You have to provide

- your own bath towels
- doona and or blankets that comply with health and safety regulations

You are advised to bring

- your own pillow (if preferred)
- a personal computer/laptop

You may also bring

- heater maximum of 1000 watts. Bar heaters are not allowed under to College insurance policy. Oil heaters are best.
- radio/CD/DVD player. Please do not bring large systems that generate penetrating bass noise. Keep the volume down and note the 11pm noise curfew. Better still, bring a set of headphones.

Do not bring

- Clothes racks/laundry hoists as these are not permitted in corridors and rooms. Laundry facilities are provided elsewhere in the College.
- Blow heaters and fans as they are not permitted.
- Cooking appliances such as toasters or kettles. These are supplied in approved areas.

## **8.3. Absence from College**

If you intend to be away from College overnight or longer, you must let your Resident Assistant know in advance.

## **8.4. Coming Back Late at Night**

You are free to come and go as you please, provided you do not disturb the neighbours or other students and you ensure the door to your building is closed, if the College has already been secured. Building exit doors are programmed to close at 11pm and to be accessible only to residents by their keys between then and 6.30am

## **8.5. Fobs (Room Key)**

At the commencement of each term, students will be asked to sign for their digital fob. Should you lose your fob, a replacement will be issued on payment of \$25 per fob. All other keys issued for short term use (e.g. Tennis court, baggage room etc.) must be signed out and must be returned to the office immediately after use. Failure to return such keys on time will incur a \$25 replacement fee. Lost Resident Assistant keys will be charged at \$100.

## **8.6. Noise**

The College, as primarily an academic institution, does not tolerate loud noise between 11pm and 6.30am on any night. Despite the various social activities that enrich and draw together the Cromwell community, maturity and responsibility are required, along with respect for fellow students and staff.

The “no noise after 11pm” rule is a clear cut one, respected by the students. Significant penalties apply for breaches.

The College has developed a good relationship with its neighbours over many years. Given that there are just under 3000 College students in ten Colleges on campus, it is important that Cromwell students are considerate when moving about the St Lucia area, particularly late at night. The most direct route from Cromwell to the St Lucia Village Shops and Cafes is from Walcott Street via Boomerang Street. Boomerang Street houses many elderly people and some families with babies. Noise must be low in this area and no litter left along this route.

## **8.7. Withdrawal from College**

When applicants accept an offer of a place in College, they sign a contract. This contract is either for one semester (exchange residents only) or, for the majority of residents, for two semesters. The offer of a place in College is made on the basis that the agreed contractual arrangement is fulfilled on the part of the resident. Leaving College before the due date is a breach of contract. Because no bond is charged, the fees (except for semester only exchange residents) are weighted so that a higher portion of the total annual fee is paid in first semester than the second semester. While permission is given to full year residents to pay fees by semester, a resident remains legally obligated for all prescribed fees for the remainder of the year for which an offer has been accepted. If the Principal does not pursue payment of second semester fees, the following will normally apply.

- If a resident contracted for the full academic year leaves at the end of first semester without prior agreement, there will be no refund of the fees credited towards semester two.
- If the resident leaves before the end of semester one and their room cannot be filled, there will be no refund of fees for semester one or those credited to semester two.
- If the resident leaves during semester one or two and the College is able to replace them, the departing resident will be responsible for all fees up to the date the new resident enters College plus an Administration Fee of \$300.
- If the resident leaves during semester two, but before the end of that semester, there will be no refund of fees.

## **8.8. Termination – see Conditions of Membership**

## **8.9. Re-admission**

Membership is on an annual basis and readmission to residence is a decision made by the Principal on the basis of each student’s academic performance and behaviour. In general terms, a student will be readmitted provided they make all reasonable efforts to succeed academically and behave in ways consistent with the ‘Conditions of Membership’.

In particular, students who experience academic failure and receive counselling by the Deputy Principal, but who demonstrably fail to take appropriate action after such counselling and thus fail a second time, are unlikely to be offered re-admission.

## **8.10. Leaving for Semester Break**

No fees are paid for the July vacation period, conferences and external bookings can be made during this time. As rooms may be used by visitors during semester break, students will be required to empty and clean their room for conference use. Lockable or under-bed storage may be used during

this time, with residents assuming responsibility for any damage to or loss of their stored property. The Baggage Room is also available for storage, and in this case again, the College assumes no responsibility for possessions left in College.

### **8.10.1. Semester Break Procedure**

Before departure, all students are responsible for:

- Settlement of outstanding accounts
- Removing all rubbish, sealing it in bags and removing the bags to the bins at ground level or taking them directly to the skip if staff request residents to do so.
- Leaving the room in the condition in which it was found at the beginning of the year on entry to the College, each resident is required to complete and to return to the College in a timely manner a Room Condition Report. This document will be used to assess any change to their room's condition and any consequential costs.
- Leaving bed linen neatly on the bed
- Closing and locking window shutters.
- Turning off lights and fans.
- Ensuring fridge is empty, clean and left running. Do not attempt to defrost. Defrosting will be done by staff.
- Hand in keys to staff.
- Checking out as per College Policy.

## **8.11. Booking Out at the end of the year**

### **8.11.1. End of Year Procedure**

Before departure, all students are responsible for:

- Settlement of all outstanding accounts.
- Removing all their personal belongings from their rooms. On request returning students may store their belongings in the Baggage Room.
- Removing all posters from walls and ceilings.
- Removing all drawing pins from their notice boards.
- Removing all rubbish, sealing it in bags and removing the bags to the bins at ground level or taking them directly to the skip if staff request residents to do so.
- Cleaning the room and leaving it in the condition in which it was found at the beginning of the year.
- Leaving the bed and bed linen in a tidy state.
- Ensuring fridge is empty, clean and left running. Do not attempt to defrost. Defrosting will be done by staff.
- Closing and locking windows and shutters.
- Turning off lights and fans.
- Hand in keys to staff.
- Checking out as per College Policy.

## **8.12. Vacation Forms**

You will receive a Vacation Form prior to each vacation period. This form must be returned to the Deputy Principal by the due date to assist with conference arrangements and check out booking. Alteration to the vacation form information must be submitted in writing.

## **8.13. Visitors**

If you wish to have a guest visit your room, you must first introduce them to the Resident Assistant on Duty. Residents may not have friends stay over in their College rooms due to fire regulations and the existing bedding facilities. If you wish to stay with a visitor over-night, it is best that this be arranged at their home. Please advise you Resident Assistant if you will be away from the college.



## **8.14. Dining**

### **8.14.1. Meals**

The College provides three meals daily. Supper is also provided at 9pm each night in the late meals area. During SWOT VAC and exam periods, special treats are provided.

### **8.14.2. Meal Times**

#### **Breakfast**

- Continental 7am – 9.30am
- Cooked Meal 7.30am – 9.30am
- Dining room closes 10am

#### **Lunch**

- Meals served 12pm – 1.30pm
- Dining room closes 2pm

#### **Dinner**

- Meals served 5.30pm – 6.30pm
- Dining room closes 7pm

There are occasionally variations to these times, approved in advance by the College, due to special College events, and all students are advised.

### **8.14.3. Vacations Meals**

During vacation periods, meal types and times will be determined by the requirements of any conference program or other activity within the College. Residents will be advised in advance of any alterations to standard arrangements.

### **8.14.4. Seconds**

Seconds are available, but students arriving for their first serving have priority over those requesting seconds. The Executive Chef, Resident Assistant on Duty and Duty Staff will monitor this at each meal and advise accordingly.

### **8.14.5. Used Items**

As a matter of respect students should clean up after themselves. Therefore dirty plates, crockery and cutlery, along with any condiments used must be returned to the correct place and not left on the tables.

### **8.14.6. Crockery and Cutlery**

The College provides crockery and cutlery for use in the Dining Room only. Students should eat in the Dining Room or the outside tables on the deck. Due to health and safety requirements, food items, dining hall crockery, cutlery, mugs and glasses cannot be taken away from the Dining Room and into buildings and rooms. These items must remain in the Dining Room at all times.

### **8.14.7. Footwear and Headgear**

For workplace health and safety reasons, footwear must be worn at all times in the Dining Room and Kitchen/Servery areas. It is College convention that all caps/hats are removed on entry to the Dining Room.

#### **8.14.8. Cut Lunches**

A cut lunch may be prepared by a student who is unable to return to College for lunch on any weekday due to timetabled academic lectures/tutorials. These are to be prepared from 7am to 9am. There is no extra charge for this facility, but there are some limitations on quantity regarding packet drinks.

#### **8.14.9. Early Breakfast**

Early breakfast may be obtained for students with timetabled lectures and tutorials that make the normal breakfast time impracticable. Hot breakfasts are not available before 7am. Please see the Deputy Principal at least one day beforehand to make arrangements.

#### **8.14.10. Early or Late Meals**

Early or late meals may be obtained by any students whose lecture/tutorial timetable keeps them from attending at the scheduled time. Students will be required to enter their name in the Late Meal Book supplied by The Executive Chef each day on which an early or late meal is required. These meals are placed in the fridge in the late meals area. Late lunches should be ordered by end of breakfast, 9.30am and late dinners by end of lunch, 1.30pm, with the exception of late dinners on Formal Dinner evenings. (See "Formal Dinners").

#### **8.14.11. Kitchen Access**

Kitchen access past the servery area is not permitted with the exception of those students employed as kitchen staff.

#### **8.14.12. Guests**

Guests of students are welcome to attend meals, but they must buy a meal ticket from the College Office during business hours, and hand it to the Catering Attendants before the meal is taken. The cost is \$10 per meal.

#### **8.14.13. Special Diets**

Vegetarian and gluten-free meals are provided. If there are other special requirements, the College is happy to assist, however proof of dietary requirements, such as a doctor's certificate, may be requested.

#### **8.14.14. Supper and Drinks**

The drinks area in the Dining Room is open during meals times every day. Water, cordial, hot chocolate, teas and coffee are available. The late meals area, which includes hot and cold drinks, is available for students after hours, and will be stocked with a reasonable quantity of milk and bread and spreads for students' use for supper at 9pm. The late meals area is to be kept clean.

#### **8.14.15. Kitchenettes**

Kitchenettes in each residential corridor can be used for students to make their own tea or coffee. Jugs are provided. The kitchenettes are to be kept clean and tidy, and the Residents Assistant will design and monitor a roster to ensure that this occurs.

## **9. College Fees and Other Income**

The only source of College income is resident fees. These must cover the annual operating expenses of the College and make prudent contributions to strategic initiatives. Standard fees cover 35 weeks. The fees are set annually by the Board of Governors and the College is entitled to charge the full year in advance. This is generally arranged as payment by semester, in advance, for

students' resident in Australia or with a proven payment record. As no bond is charged, the College will protect its interests by charging a higher portion of the annual fee in semester one than in semester two. There are 17 non-semester weeks each year when students are not living in the College. As costs still have to be met, conference income is important and is actively sought.

Youth allowance residents are normally permitted to pay fortnightly in advance. Their fee schedule will also be weighted towards semester one. Paying this way is a privilege reserved for those in financial need. It adds a cost burden to the College community and should not be abused. Youth Allowance recipients must seek the approval of the Business Manager, in advance of the first due date, and pay as per the scheduled dates.

Consideration will also be given to applicants from non-Youth Allowance residents who are experiencing severe financial difficulty. Special arrangements must be requested in writing in advance of due dates and addressed to the Principal. The request must include all reasons and relevant financial details. Such details will be confidential except that the Principal may seek advice from the Treasurer of the Board of Governors and from the College Business Manager.

## **9.1. Foundation Fee**

A fee is paid to the foundation by first year students in first semester of their first year. This will provide income for the Foundation as it seeks to service scholarships and developments in the College, and subsidise the receiving of the College magazine COCA News after they leave College. The fee is currently \$300.

Other income is generated from investments and donations by ex-Collegians, parents and others to the tax-deductible Cromwell College Foundation. This was launched in 1988 and is crucial for the future development of the College.

## **9.2. Late Fees**

Cromwell College reserves the right to charge interest of 10% on outstanding balances, or may at the discretion of the Principal, exclude students from college until the account is current.

## **9.3. Charges for Loss or Damage**

No bond is charged. Any loss or damage, beyond fair wear and tear, will be paid for in the following manner:

- Loss or damage in relation to an individual's room will be paid for by the student of that room. Students are responsible for the behaviour of visitors to their rooms.
- Loss or damage outside the room will be paid for by:
  - The individual responsible if he or she can be identified.
  - The group responsible if they can be identified
  - The Cromwell College Students' Association if no individual or group can be identified, or if a departing resident defaults on their obligation in relation to loss of or damage to property.

## **9.4. Fines and Charges**

The following fines and charges may be imposed by the College:

1. The fire alarm system is automatic. Fire alarms are sent through to Queensland Fire and Rescue Service which is obligated to respond. The call-out charge is in the vicinity of \$1220 plus GST. This cost and any associated fees must therefore be borne by student/s that causes the cost to be incurred.
2. Use of the fire hose (except in case of a fire or with the authorisation of the Deputy Principal) will incur the cost to rectify the issue, along with a fine of \$100.

3. Use of fire extinguishers (other than in case of a fire) will incur the cost of refilling plus the cost of repairing any other damage caused. Given the seriousness of this act (which renders the safety equipment non-functional) suspension and/or a fine are also likely. (Unauthorised use of firefighting or protection equipment is an offence against the Queensland Fire and Rescue Service Act and can lead to heavy fines, currently 50 penalty units, i.e. \$5,000 or jail terms of up to 6 months under section 147 of the Act.)
4. Various charges may be imposed at the end of each semester for rooms damaged or for failure to comply with end-of-semester procedures.
5. The Principal reserves the right to impose fines for other misdemeanours. This would normally, though not exclusively, occur only after a warning had been given.

## 10. Conditions of Membership

### 10.1. Introduction

Cromwell College was founded by the Congregational Churches of Australia and is now linked with the Uniting Church of Australia. It was the desire of the founders of Cromwell College that spiritual life be fostered in the context of a College life based on “complete freedom, governed only by the mature acceptance of certain social and moral responsibilities”. Throughout its existence, the College has endeavoured to follow this principle.

The College accepts that, as adults, members have the freedom to hold beliefs and values that they believe to be true, and that these may differ from the beliefs and values of others in the community. The College believes that this freedom is real but limited by “social and moral responsibilities”.

There are two basic principles:

- That all College members have a right to be respected and appreciated, and that consequently harassment or intimidation is unacceptable.
- That all College members are responsible adults and must be prepared to accept the consequences of their actions (and indeed their beliefs).

### 10.2. Conditions

1. College membership is a privilege available to only a limited number of University students and those who wish to hold it must therefore give evidence of academic ability and maturity of character.
2. With the exception of semester exchange students, the offer of a place is a contract for a full academic year in residence. While the College grants residents the privilege of paying fees in two instalments with due dates being prior to the commencement of each semester, the resident is obligated for a full year’s fees. Any breach of this contract will have financial consequences. (See “College Fees” for further details.) As an incentive to maintain the contract the fees will be weighted towards semester one. Students will not be able to obtain keys and move in unless full payment has been made or a formal payment plan is signed.

When applicants accept an offer of a place in College, they sign a contract. This contract is either for one semester (exchange residents only) or, as for the majority of residents, for two. The offer of a place in College is made on the basis that the agreed contractual arrangement is fulfilled on the part of the resident. Leaving College before the due date is a breach of contract. As indicated above, a cost for breaching the contract is built into the fee structure with a higher proportion of the total annual fee being paid in first semester than in the second semester.

It is important to note that the contract is between the College and the resident. All communication regarding fees etc. will be sent to the resident, please add an accounts contact on the Schedule of Fee form if you wish your parents to received fee information as well.

3. When College residents vacate their rooms and leave College before the end of semester, but without breaching their contract, the College may charge a temporary occupant for use of those rooms without issuing any refund of the unused portion of fees paid by the departing resident.
4. The Principal has the right to terminate membership of the College, or impose lesser penalties, for unacceptable behaviour. In the case of termination or suspension, fees are not refundable. In the case of termination, a member has the right to lodge an appeal to the Board. This appeal must be in writing and addressed to the Secretary of the Board within 14 days of the date of the letter advising of the termination. The resident may be supported by another member of the College at any appearance before the Board.
5. Unacceptable behaviour, which impinges on the freedom and rights of others, includes but is not limited to:
  - illegal or unlawful acts;
  - physical violence or coercion which demeans the dignity of another;
  - harassment, including sexual harassment, as defined by law or by reference to the two principles outlined above;
  - damage to College property or the property of others;
  - disturbing the privacy and peace of others with undue noise;
  - being under the influence of illegal drugs;
  - drunkenness;
  - self-harm or threatened self-harm.
6. Should such unacceptable behaviour occur, it should be noted that;
  - the Police will be called to deal with any criminal activity;
  - the Police will be called to deal with illegal activity, such as underage drinking;
  - the imposition of a penalty by a court of law or by the University does not preclude the imposition of an additional penalty by the College;
  - damage to College property must be paid for in full by the person or persons responsible. The Cromwell College Students' Association will be invoiced for damage or loss of College property that cannot be attributed to an individual or group;
  - drunkenness will not be accepted as an excuse or as a mitigating circumstance.
7. Conditions/guidelines in this 'Handbook' must be followed.
8. Permission is granted for the Principal and the Deputy Principal to have access to assessment results, and for your results and progress to be made available to the Student Advisors and Resident Assistants. This information will be treated as private and confidential by all of the above parties.
9. Membership of the College is on an annual basis and re-admission to membership is dependent on:
  - Finalisation of accounts before going out of residence each semester.
  - Application on the appropriate form by the due date.
  - Payment of all fees before entering College unless prior arrangement is made with the Business Manager and approved by the Principal.
  - Signing of the Guarantee, and the declaration in the Handbook including the Alcohol and Drugs Policy.
  - Satisfactory behaviour throughout the year.
  - Maintaining a full time academic load.
  - Satisfactory academic progress evidenced by an immediate previous semester Grade Point Average of 4.0 or higher.
  - Advising the Deputy Principal in writing immediately if there is a change to your University enrolment status or program.
  - A student receiving a semester GPA of greater than 4.0 over two consecutive semesters.
  - Students receiving a GPA of less than 4.0 will receive a warning letter from the College, a copy of this will be sent to Parents.

10. Cromwell College is a smoke free environment. Smoking is therefore not permitted anywhere within the Cromwell College precinct.

### **10.3. Communication with Parent/Guardian**

Regardless of the age of a student (under 18 or 18+), the College reserves the right to communicate with parents. This may include forwarding to a student's parent/guardian copies of any correspondence that it deems appropriate. This may include but is not limited to details of significant disciplinary matters, academic warnings and any other matters involving the student. In cases of physical and / or mental health issues, the Principal may at his discretion put pastoral care above privacy concerns and inform parents of serious situations regardless of the age of the student. By enrolling at the College, the student 18+ accepts that his/her parent/guardian may receive such information from the College, and the student gives unreserved permission for the College to communicate in this way with their parent/guardian.

### **10.4. Bullying and Harassment**

Bullying, harassment and other forms of violence are unacceptable. Staff and students must act in a mutually respectful manner at all times. They must behave towards all other persons in a manner which is most likely to enhance their self-esteem and wellbeing and encourage them to participate fully in the College and in the wider community.

#### **10.4.1. Bullying**

Appropriate behaviour:

- Encourages inclusion and participation in the College and the wider community.
- Commends individuals for their own achievements and contributions to the community.
- Recognises, encourages and appropriately promotes diversity as enriching to the community.
- Takes appropriate and if necessary pre-emptive steps to protect community members from behaviour that they may find offensive, intimidating, threatening, literally and figuratively disturbing, or an otherwise inappropriate practice.
- At all times demonstrates to others the respect that one would hope to enjoy from others.

Bullying is behaviour, other than behaviour that is sexual harassment, that:

- Is directed at an individual or group of individuals by students or by staff, through both inappropriate attention and inattention and
- Results in less favourable or actively disparaging treatment by another or others, and
- Is unwelcomed and unsolicited, and that
- A reasonable person could consider being offensive, intimidating, threatening or an inappropriate practice for the individual or individuals

Bullying can include:

- Leaving offensive messages or images on social networking sites.
- Displaying offensive pictures or posters.
- Shouting inappropriately or otherwise disturbing people's quiet.
- Harassment of a person.
- Threatening actions.
- Slandering, humiliating, ridiculing, taunting, teasing or making another person the butt of jokes or pranks.
- Isolating and excluding persons from activities or information.
- Physical violence or the threat of personal violence.

Every member of the College has the obligation to help every other member enjoy a safe, private, secure and comfortable living environment. It is therefore expected that members will display considerate and respectful behaviour to others at all times. Behaviour by members of College that compromises their own security or safety or that of 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 and it is the obligation of every member to ensure that such behaviour is properly dealt with severely and may jeopardise the continued College membership of the host. Please see the College's Policy on **Anti-Discrimination and Harassment Policy** and **Student Complaints** for more details.

#### 10.4.2. Sexual Harassment

Sexual Harassment is unlawful and it may constitute grounds for removal from College. It happens if a person:

- a) Subjects another person to an unsolicited act of physical intimacy; or
- b) Makes an unsolicited demand or request (whether directly or by implication) for sexual favours from the other person; or
- c) Makes a remark with sexual connotations relating to the other person; or
- d) Engages in any other unwelcome conduct of a sexual nature in relation to the other person and the person engaging in the conduct described in paragraphs (a), (b), (c) or (d) does so;
- e) With the intention of offending, humiliating or intimidating the other person; or
- f) In circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct.

Examples of (a):

- Physical contact such as patting, pinching or touching in a sexual way
- Unnecessary familiarity such as deliberately brushing against a person

Examples of (b):

- Sexual propositions

Examples of (c):

- Unwelcome and uncalled-for remarks or insinuations about a person's sex or private life
- Suggestive comments about a person's appearance or body

Examples of (d):

- Offensive phone calls
- Indecent exposure

Other examples include:

- A publication such as offensive emails or graphics
- Offensive screensavers or posters
- Inappropriate use of Face book, Twitter, Instagram or any similar social media.

The circumstances that are relevant in determining whether a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct include;

- a) The sex of the other person; and
- b) The age of the other person; and
- c) The race of the other person; and
- d) Any impairment that the other person has; and
- e) The relationship between the other person and the person engaging in the conduct; and
- f) Any other circumstance of the other person.

Sexual harassment can occur in a single incident or a persistent pattern of unwelcome behaviour. Sexual harassment is not confined to any gender or sexuality.

Sexual harassment does not generally arise in consensual relationships. Consensual relationships or relationships of mutual attraction between people are based on genuine choice and consent. However, in situations of unequal power and authority, there is often a danger that apparent "consent" might be based on intimidation or fear. If it can be shown that fear or intimidation is present in an otherwise consensual relationship, then sexual harassment may become an issue.

If you are concerned about issues related to harassment and bullying, you are encouraged to contact one of the conciliators who have been appointed by the Colleges. Their contact details are available, in the strictest confidence, from the Principal or from the Deputy Principal. Please see the College's Policy on **Sexual Harassment** and **Student Complaints** for more details.

## **11. General Information**

### **11.1. Access to Student Rooms by Staff**

Your study bedroom is your own private area. However, for administrative, maintenance, safety and legal reasons, Cromwell College reserves the right for staff and student leaders to enter any room at any reasonable time it is felt necessary to do so. The locks on all doors can be read and provide a record of who has accessed which rooms and when.

### **11.2. Appliances**

Please note that the fire warning system does not permit cooking appliances to be used in the rooms. They can be used in kitchenettes only.

Students are reminded that bar radiators are not allowed under the College's Insurance Policy.

It is the student's responsibility to ensure that all electrical appliances brought into the College are safe and comply with electrical regulations. 'Appliances' includes any item that can be connected to a power supply (including extension leads, power boards and dual adaptors).

### **11.3. Appropriate Behaviour**

While the behaviour of Collegians at Inter-collegiate events is governed by the Regulations of the Inter-Collegiate Council (ICC), Cromwell College expects that all its residents will demonstrate appropriately high standards of behaviour whether they are onsite or outside the College.

In many cases, the University may take action in addition to or in place of any action taken by the College. Being a College resident in no way shields you from the consequences of wrong doing. (See <http://www.adcq.qld.gov.au/pubs/adcqguide.html>)

### **11.4. Conferences**

Conferences are very important for the College (see *College Fees*) and students must be prepared to vacate their room at the end of semester one to make way for them.

### **11.5. Door Locks**

Each wing has a least one external door fitted with an electronic lock. The external doors to the wings lock automatically at 11pm and access to other buildings is secured each evening by the Resident Assistant on Duty at 11pm.

The door keys are plastic fobs which are coded for individual room's and can also be coded for car park access. Steele Craik Lodge student rooms require metal keys for access. The security system of the college requires students to shut doors to personal space. Failure to do so will compromise the security of their belongings.

### **11.6. Electoral Districts**



- Commonwealth Division of Ryan
- State Division of Indooroopilly
- Local Ward of Toowong

## 11.7. Insurance

The College takes no responsibility for loss or damage to residents' goods. You are advised to take out adequate insurance. Please note that your insurance may be null and void if you leave your room unlocked.

## 11.8. Information Technology

### 11.8.1. Colleges Information Technology Group (CITG)

Students are required to comply with State and Federal laws and University regulations, policies and statutes in regard to the use of computers, including software and any other matters that come under the broader understanding of the term "information technology". Cromwell College is a founding member of the Colleges' Information Technology Group In (CITG), an entity owned by a number of UQ colleges that provides information technology services to the member colleges and their residents. Residents are bound by the requirements outlined below in the Network Access/Sharing Policy, as amended from time to time by CITG. N.B. By signing the Enrolment/Readmission form you are also agreeing to the terms and conditions of this policy.

### 11.8.2. Network Access/ Network Sharing

The following policy sets out the requirements for the proper and responsible use of the CITG/College computing and network resources, effective protection of individual users, equitable access, and proper management of these resources. These guidelines are intended to supplement, not replace existing laws, regulations, agreements, policies, and contracts, which currently apply to these services.

Although the peer-to-peer file sharing is not prohibited, it can be used for the illegal downloading and distribution of audio, video, software and other files. Downloading or distributing material without permission of the copyright holder is a violation of federal and state law, even if it is not for profit. The penalties can be significant, including imprisonment and fines. Our refusal to censor access in no way condones violations of copyright or intellectual property laws.

With regard to peer-to-peer file sharing users should adhere to the "Three P's" principal, of not sharing/downloading items that fall into the categories of:

- Plagiarism – copying of another person's work is a clear violation of University property.
- Pornography – due to its size, the network is a broadcast medium, and as such the sharing of pornography is illegal.
- Piracy – sharing and copying of copyright material is illegal under federal legislation.

Copies of the current version of this and other IT related policies will remain available via the Resnet web site.

### Policy

#### 1) Acceptable Use

- i) Users of ResNet are bound by the University of Queensland *Acceptable Use of UQ ICT Resources Policy*. This policy can currently be found at; <http://ppl.app.uq.edu.au/content/6.20.01-acceptable-use-uq-ict-resources>
- ii) ResNet users are additionally bound by the following rules and regulations intended to preserve the integrity and accessibility of all computing resources:

- Residential Computing network services and wiring may not be modified or extended beyond the area of their intended use. This applies to all network wiring, hardware and in-room data points.
- College data points may not be used to provide network access to anyone other than the resident assigned to the data point. Residents will be held responsible for all traffic generated by their assigned connection.
- Servers of any kind are prohibited without written authorisation from CITG. Individuals may use only the IP address assigned to them by CITG. Unauthorised use of a “fixed” IP address is prohibited.
- The residential network is a shared resource. Network uses or application, which inhibit or interfere with the use of the network by others, are not permitted. Examples include but are not limited to file-sharing applications such as network games servers, and any excessive consumption of bandwidth.
- The residential network may only be used for legal purposes and to access only those systems, software and data for which the user is authorised. Sharing access to copyrighted material (including MP3 files from copyrighted music media and digitised video from copyrighted motion pictures, etc.) on the network is prohibited.
- Respecting the rights of other users, including their rights as set forth in other University policies for students, faculty, and staff, is required at all times on the network. These rights include but are not limited to privacy, freedom from harassment, and freedom of expression.
- Users are required to know and obey the specific policies established for the systems and networks they access.
- The residential network is provided for uses consistent with the academic mission of the institution. The network may not be used for commercial purposes nor for unsolicited advertising. Users may not provide open access to files/folders on their computers which contain anything that is protected by copyright (this includes MP3 files from copyrighted music media and digitised video from copyrighted motion pictures, etc.), or which would be in violation of the University’s and/or community standards.
- Forgery or other misrepresentation of one’s identity via electronic or any other form of communication is prohibited. Prosecution under State and Federal laws may also apply. This includes the use of an IP address not specifically assigned to the individual using it and the use of a forged or false identity.
- Any activity that can be deemed hostile such as port scans, email-bombs, ping-bombs, etc. are prohibited.

## 2) Non-Compliance

- i) Use of ResNet constitutes FULL agreement and understanding of this Acceptable Use Policy and any future modifications there to. Violations of this policy may result in termination of connection, disciplinary sanctions, as well as legal sanctions. CITG Administrators have authority to control or refuse access to the network to anyone who violates these policies or who threatens the rights of other users. Administrators have the authority to suspend network access without notice for a user/computer that is believed to have been the source of an alleged violation pending investigation of the violation and satisfactory resolution of the complaint.
- ii) All complaints/infringements will be reported to the relevant college head who will institute their own disciplinary actions. An alleged breach shall be dealt with as follows:
  - Initially, the resident shall be informed of the alleged breach, given an opportunity to respond to the allegation, and if it is not satisfactorily explained, a mandatory two week suspension from all CITG/College based computer facilities will be imposed.
  - If when computing privileges are reinstated, the breach is not desisted from or remedied, the College may either permanently withdraw the resident’s access to the computing facilities, or require the resident to show cause as to why they should be allowed continued residence.
  - If the infringing conduct consists of a major breach on the Universities Policies, then the College is also obliged to inform the relevant University authority

### 3) Underage Access

- i) Legislation by the Federal Government restricts internet services for people under 18 years of age. As colleges contain residents under the age of 18, this legislation is relevant to the use of the Colleges network, and more specifically to the use of the pay-as-you-go internet access. This legislation prohibits CITG from giving full internet access to people under the age of 18 without written permission by a parent or guardian. Details of this legislation are available on the Australian Communications and Media Authority website.
- ii) By signing the Enrolment/Re-admission form parents/guardians give permission for the student to have full access to the College Network and to the internet via the College computer network. They agree that the College will not be held responsible for any content seen by the student.

**Please see the following link;**

<http://www.citg.uq.edu.au/images/AUPolicy.pdf>

## **11.9. Photo Permission**

On accepting a place in College residents accept that any photographs taken of College activities and its students may be used for print and/or electronic publication.

## **11.10. Publications**

Anything bearing the Cromwell crest, logo or name, must be approved by the Deputy Principal and then the Principal before being ordered/printed/distributed.

## **11.11. Parties**

No parties can occur within the College area.

## **11.12. Plants**

No plants are permitted in student rooms.

## **11.13. Pets**

No pets are permitted in the Cromwell College area. This includes fish.

## **11.14. Posters and Stickers**

Students like to decorate their rooms with posters. These should not be offensive to other students, to college staff or to conference guests who may enter or use the room. Posters are restricted to the students own study/bedroom area. They are not to be placed in common areas of the college. The use of posters is at the residents own risk. All students are responsible for making good any damage to paintwork caused by posters in their rooms. Damage includes that incurred by using any adhesive product including bluetac and sticky tape. In other words, in putting posters on the paintwork, the resident takes full responsibility for damage incurred. Stickers do great damage to paint work and the resident will be fully responsible for any damage caused by stickers.

This would be organised by the College and charged at a cost to the student for any materials and labour.

## **11.15. Repairs**

Please record items requiring maintenance in the book located in the front office foyer. For urgent matters after hours, contact the Resident Assistant on Duty.

## **11.16. Security/Safety**

The University campus and St Lucia area are not totally safe at night, especially for women. Women should therefore not walk alone. Ask someone to accompany you or use the free University Security Bus which stops at the entrance to College. Note that there are a number of security emergency points around the campus, and UniSafe Escorts are also available to help. If there should be an intruder, ring Police and/or Security. Inform the Duty Resident Assistant, Staff back up and/or the Principal immediately.

For safety reasons, students are forbidden access to the roof of any building, and significant penalties apply if they do.

## **11.17. Transport**

Train, ferry and bus information is available from the Trans link website [www.Translink.com.au](http://www.Translink.com.au). Taxis (Yellow Cabs) may be called from your room by dialling 500, this is a free call. There is also a phone outside the main Admin office that can be dialled to call a Yellow Cab. For your own safety, when boarding a taxi, call a friend and inform them of the taxi number, and your expected time of arrival back at College.

## **11.18. Vacation Residence**

Vacation residence is normally available, subject to staffing and conference needs. When this accommodation is available, a Collegian may stay at the weekly or daily student rate and must pay within one week of receipt of invoice. It may be necessary for student to move to another room.

## **12. Managing Problems**

Cromwell College is set up as a community of scholars and is constituted to provide a context of support and pastoral care. The Principal, Deputy Principal and Student Mentors have had significant experience in counselling and pastoral care of emerging adults. They are willing to assist at any time of the day or night.

The College also provides a strong friendship base and many small problems are solved simply by talking to your friends. Sometimes problems may seem too big, or to last a long time or to be too personal. Often we think that we are the only ones with problems. It is very important that you seek timely help.

Common problems that may cause stress or anxiety include:

- Relationships
- Sexuality
- Depression
- Drinking
- Grief and loss
- Drug abuse
- Eating disorders
- Academic difficulties
- Loneliness/homesickness

## 12.1. Assistance

### 12.1.1. People who can help

The following is a list of people who may be able to assist with any issues that you are experiencing.

- Your Resident Assistant
- The Principal
- The Deputy Principal
- The Resident Student Advisors
- The Senior Tutor
- A University Chaplain
- Health Services at the University
- Student Services at the University
- A Student Administration Officer in your School or Faculty
- Current Cromwell staff member

### 12.1.2. Student Services

<http://www.uq.edu.au/student-services>

The mission of Student Services is to enable you to make the most of your educational opportunities, to produce academic work that reflects your true potential and to attain your learning, career and life goals. Staff from Student Services assist enrolled students of The University of Queensland with a wide range of needs and inquiries related to personal, careers, welfare and learning issues. In particular, they run an excellent series of drop-in workshops called “Lift Your Academic Performance”. (Residents who are enrolled at another institution can expect to find comparable services available there. Please speak with the Deputy Principal if you are experiencing difficulties in finding the best person to help you.)

Location and Operating Hours can be found by following the above link to the student services website.

### 12.1.3. Counselling

<http://www.uq.edu.au/student-services/Counselling>

This is a free service for all currently enrolled students of The University of Queensland. Counselling is available to assist those who may be facing crisis situations, adjustment difficulties or problems in living that are impacting upon their ability to cope with their studies at University.

The Student Services Counselling program provides:

- Somewhere to talk about problems ranging from everyday problems to those that are seriously affecting your ability to function;
- A safe place to let off steam;
- An opportunity to generate solutions to your problems;
- Somebody who will listen to you;

Counselling is not about:

- Performing miracles;
- Performing quick fixes;
- Telling you what to do;
- Making moral judgements; or
- Putting you in a scary or formal situation.

If you are not sure whether you may need counselling, consider whether you have been experiencing:

- Thoughts of pulling out of University;
- A sense that something is wrong;
- Physical signs of emotional stress;
- Sleep problems;
- Concentration problems;
- Feelings that are new or that worry you; or
- Thoughts about harming yourself.

Talking with someone who is not so close to the problem situation may help you to:

- See it more clearly
- Understand your feelings about it; and
- Discover solutions.

A counsellor will help by listening without judgement, by offering new perspectives, and by working with you on strategies that are right for you.

If you need further help from an outside agency, they can help you find the right assistance.

#### **12.1.4. What Can You Talk About?**

ANYTHING!

Here are some of the things people talk about when they visit a counsellor:

Adjustment Issues	Family Issues	Procrastination
Alcohol	Friendships	Relationships
Anxiety	Gay and Lesbian Issues	Self-esteem
Assault	Grief and loss	Sex and sexuality
Confidence	Harassment	Sexual abuse
Cultural Issues	Identity	Stress
Depression	Loneliness	Study problems
Drugs	Personal Stuff	Suicidal thoughts
Exam anxiety	Physical abuse	

#### **12.1.5. Secure a Job**

<http://www.uq.edu.au/student-services/careers>

This is a gateway for all students to develop their career management skills. A wide range of assistance is available for students to obtain their career and employment goals. The team can assist you with:

- The job search process and getting that job through employment preparation workshops.
- Fact sheets and resources for career planning, job search, application process and interview.
- Employer seminars and events.
- Careers counselling to help you make informed decisions about career direction and related program and course choices.
- Understanding your interests, values and abilities and how these relate to career choice.
- Exploring possible graduate employment options.
- A dedicated online jobs board: UQ CareerHub <https://www.careerhub.uq.edu.au> which gives access to a comprehensive range of articles and fact sheets on career planning and job search related and employment preparation topics.
- Career Planning Information – choose to take charge of your own career.
- Information on Employment Preparation Workshops and Employer Presentations.
- Graduate employment programs and positions.
- Vacation employment and internship opportunities.
- Pre-graduate employment and work experience.

The UQ Careers Fair is an annual event that brings together university students and major employers from across the country. For students, the UQ Careers Fair provides an opportunity for them to interact with industry, business and government sector employers who wish to promote their undergraduate/graduate programs.

#### **12.1.6. Learning**

<http://www.uq.edu.au/student-services/learning>

This service helps students in developing appropriate and effective approaches to:

- Learning
- Reading, researching and note-taking
- Academic writing
- Exam preparation
- Learning in small groups
- Time and activity management
- Seeking and receiving feedback
- Establishing and maintaining positive working relationships with supervisors

The staff conduct:

- Individual consultations
- Online support for distance students
- Group work
- Workshops open to all students
- Workshops conducted in individual schools of the University, either as a part of courses for credit or additional sessions
- Academic preparation courses for specific groups of students (e.g. domestic, international, undergraduate, postgraduate, distance, UQ Link, scholarship).
- Developing websites for specific groups of students (undergraduate, international, distance, PhD).

Student Services also provides specialised assistance for students with disabilities, for international students and for those who need advice on budget and finances.

The Learning Advisers at Student Services will also help you when you:

- Apply for special examinations/assessment
- Prepare appeals
- Need to discuss matters if you find yourself in conflict with academic teachers and/or supervisors

#### **12.1.7. UQ Union**

<http://www.uqu.edu.au>

The UQ Union has an extensive range of student support and services:

- Welfare
- Employment
- Legal
- Gender and Sexuality
- Education and Postgraduate

## **12.2. Health**

### **12.2.1. Health Service**

<http://www.uq.edu.au/healthservice>

The University Health Service provides free up-to-date information on keeping healthy, including advice about vaccinations. Brochures are available on a wide range of topics. The Health Service website includes links to other sources of health information. Health care and advice, assistance with work and study problems, and referrals to specialists are provided, and consultations are bulk billed.

### **12.2.2. First Aid**

For first aid, contact the Resident Assistant on Duty. All Resident Assistants have first aid training. For emergency situations, ring University Security on 3365 3333 and then contact the Resident Assistant on Duty who will notify staff. It is expected that students will keep their own supply of basic items such as Band-Aids and mild pain-relief medication.

### **12.2.3. Sickness or Injury**

Where a member's illness or injury necessitates calling University Security or hospitalisation, the Resident Assistant on Duty must be notified immediately. The Resident Assistant must then inform the Deputy Principal.

- The University Health Service is located in the Gordon Greenwood Building. It is open from 8am to 5pm Monday to Friday during semester (last appointment 4.30pm). Phone 3365 6210.
- The Taringa 7 Day Medical Practice may be contacted on 3870 7239.
- The Indooroopilly Day & Night Medical Centre may be contacted on 3878 3733.
- The Wesley Private Hospital has an emergency centre. The clinic has EFTPOS facilities and accepts most credit cards. Phone 32327333.

Always take with you your Medicare card or evidence of OHSC (Overseas Student Health Cover).

### **12.2.4. Health Information Cards**

The College collects health information from each student each year. This information is confidential but must be filled out. It includes details of next of kin, medical problems of which the College needs to be aware of and medications etc. The information is important in case of emergency.

### **12.2.5. Health Care Cards**

If you qualify under an income test or receive Youth Allowance, you may be eligible for a Health Care Card issued by the Commonwealth Government. This card helps with doctor's bills, gives you free treatment at dental hospitals and subsidised prescriptions. For more information, call Centrelink on 136150.

## **12.3. Emergency**

- Emergency Police/Fire/Ambulance: 0-000
- University Security Emergency Number: 3365 3333
- University Security General enquiries Number 3365 1234



- Resident Assistant on Duty mobile: 0419 028 605
- Principle mobile: 0422 226 867
- Deputy Principal mobile: 0412 593 326
- Indooroopilly Police: 3878 5077

### **12.3.1. Fire Evacuation**

#### GENERAL INSTRUCTIONS IN CASE OF A FIRE

##### If you hear the fire alarm:

1. Evacuate the building while alerting others by calling “fire”. If safe to do so, close windows and doors before leaving.
2. Gather at the assembly points.
3. Follow instructions of the fire crew.

##### Assembly Points:

1. Grass area between The Chapel and Walcott Street
2. Hancock car park.

##### Appointed Roles:

1. The Resident Assistant (RA) is responsible for their corridor. Their task is to ensure safe and orderly evacuation.
2. The Duty RA will be responsible for coordinating the whole College until emergency services or staff arrives.

The Principal, Deputy Principal, Student Advisors and Maintenance Manager all reside on site. The staff member on duty will assume responsibility supported by the duty RA.

##### Role of the RA's

1. The Duty RA is responsible for meeting the Fire Brigade at the main fire panel (main office) and directing them to the source of the fire. This will almost certainly be done in conjunction with staff from both Cromwell College and UQ Security who will attend as soon as the alarm sounds.
2. As far as their own safety permits, it is the responsibility of the RA to check that all rooms in their corridor are evacuated.
3. Once the rooms are clear, the RA's are to report to the assembly areas and wait further instructions from the Fire Brigade.
4. One RA from the affected building, if safe to do so, will stay at the Fire Panel of that building to help direct Emergency services.
5. University Security personnel will attend the site prior to arrival of the Fire Brigade. As they are well trained in fire procedures, residents and visitors must obey their directions.

### **12.3.2. Lockdown**

#### **LOCK-DOWN PROCEDURE**

1. A continuous “announcement” in the form of an on / off, on / off bell sound will be heard through the emergency speaker system to indicate that a Lock-Down is in place.
2. Everyone is to sit on the floor of their rooms, or the room that they are in, closing and locking the external doors, windows, shutters, and closing any curtains or blinds in the room. Turn the lights off in the room. Do not look out of the windows or doors. If you are located in the heavily glassed Dining Room, everyone is to move into the kitchen area and shut the wooden doors.

3. No one is to leave the room for any reason whatsoever.
4. Anyone outside when the “announcement” is made is to move to the nearest room and follow point 2 above.
5. Everyone is to remain in their rooms until the all-clear signal (cessation of on / off, on / off bell sound) is given by the Principal.

### **SPECIFIC INSTRUCTIONS FOR LOCK-DOWN PROCEDURE**

The first person to receive notice of, or observe the emergency is to activate the “announcement” (1 above), then the following:

This person is to immediately call 000 and then UQ Security Emergency 3365 3333.

This person then immediately calls the Principal (0422 226 867). If the Principal does not answer, the following order of contact is to be immediately followed until actual contact with a member of the Senior Management Team is made:

Deputy Principal 0449 274 340  
Business Manager 0438 383 901  
Cromwell College Reception 3377 1300

The Principal (or other Senior Management Team member first contacted, or another staff member if no Senior Management staff are contactable) is to then call the Chairperson of the Board of Governors (Dr Joe Goodall – 0422 122 285) or if he does not answer, the Deputy Chairperson (Dr Janet Porter 0438 116 963).

If the first person to receive notice of the emergency receives this by telephone, they should not hang up, and should record any display that may appear to help later identify the caller.

Write down what you recall regarding the threat. For example the date, time of call (if called), what words were spoken, type of voice, what you saw if the threat was advised in person or observed by you.

### **Emergency Lock-Down “Announcement”**

This “announcement” can be made by breaking the glass in the GREEN panel box located immediately next to each fire panel in each building. Once the glass in the GREEN panel box is broken, the on / off, on / off bell sound will automatically begin.

### **Visitors / Contractors to the College**

The Business Manager is to contact all signed in visitors and contractors to the College on campus (by telephone) and advise them of the Lock Down emergency and the details (2 above) which the visitor / contractor is to follow. To restrict new visitors / contractors arriving to the College, the four boom gates are not to be opened during the emergency.

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## **Students and Staff off Campus**

The Deputy Principal is to forward a bulk text message to all Cromwell students, staff, and staff families “Cromwell Lock-Down” so that those people off campus receive notification of the emergency. People off campus are not to return to the College until the Deputy Principal, once the ALL CLEAR has occurred, sends another bulk text message “Cromwell Lock-Down Over.” If access to bulk texting is not practicable given the nature of the emergency or other factors, the Lock Down “announcement” is audible outside but close to the College, which people attempting to return to the College would hear and must take heed of.

## **All Clear**

The Principal will decide when the “all clear announcement” will be made and will communicate this to the Maintenance Manager who will turn off the bell sound. The “all clear announcement” is the cessation of the on / off, on / off bell sound.

## **MEDIA**

The Principal will be the sole spokesperson for the College in relation to any incident and is the only employee with authority to do so. Staff and students have no authority to speak on behalf of Cromwell to the media and must never do so in an emergency situation. Requests from the media for official comment must be referred to the Principal.

## **13. APPENDIX**

### **13.1. Alcohol and Drugs**

### **13.2. Child Protection Policy**

### **13.3. Work Health, Safety and Environment Policy**

### **13.4. Prevention of Sexual Harassment Policy**

### **13.5. Anti-Discrimination and Harassment Policy**

All policies can be found at <http://www.cromwell.uq.edu.au/policies.html>

## 14. DECLARATION

I \_\_\_\_\_

have read and understood all Cromwell College policy documents, as updated from time to time, and agree to be bound by the conditions within them. I understand that there are serious penalties, possibly cancellation of my membership of the College for breaches.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_