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# Cromwell College

## STUDENT HANDBOOK 2024

Cromwell College  
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|   |  |                                 |                             |
|---|--|---------------------------------|-----------------------------|
|  | <b>Rev.</b><br>01/ 2023                  | <b>Issue Date</b><br>18/01/2023 | <b>Reference</b><br>HBM-S03 |
|   | <b>Cromwell College Student Handbook</b> |                                 |                             |

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## 1. Principal's Welcome

Welcome to Cromwell College, one of the ten residential colleges at the University of Queensland's St Lucia Campus. With a capacity for 248 students aged 17 to 21, Cromwell offers a home away from home. Despite the high demand for places, the college intentionally remains one of the smaller co-educational residential colleges to maintain a values-based community environment that balances adult freedom with academic and pastoral support.

Cromwell College provides a safe and nurturing environment for university study. Students often describe the strong sense of community, close-knit relationships, and family-like atmosphere as the best features of the college.

From the moment you first enter Cromwell, this sense of community and warmth of spirit is evident. These special features have become the core of Cromwell College for 7 decades. This year, Cromwell College celebrates our platinum anniversary – 70 years of operations as a residential college within the University of Queensland.

To ensure round-the-clock support, Cromwell College has five resident staff members, including the Principal and Deputy Principal, who live on-site. Additionally, resident support staff and resident assistants are available to provide pastoral care, friendship, and advice to students. The college also has a dedicated counselor and an external security team for added safety.

The college offers a vibrant and active Students' Association, organising various social activities, initiatives, and events throughout the year. Students can also take part in inter-collegial (ICC) sporting, cultural, and social activities. Complementary membership to UQ Sport/Gym facilities is provided to all Cromwell College students.

Cromwell College takes pride in its well-maintained facilities, with refurbished rooms and bathrooms that are regularly cleaned and maintained. The college's own chefs prepare a wide variety of high-quality meals, earning a reputation for excellent food.

As the seventh Principal of Cromwell College, I bring a background in schools and a genuine understanding of the pressures students face during their transition from school to university. It is a privilege for me and my wife to serve the Cromwell community, and we look forward to being a part of your Cromwell journey.

**Simon Armstrong**  
**PRINCIPAL / CHIEF EXECUTIVE**

# 1. Acknowledgement of Traditional Owners

Cromwell College acknowledges the traditional owners of the land on which the college is situated; the Turrbal/Jagera people.

As a sign of respect the following is acknowledged at the commencement of major functions at the college:

Cromwell College acknowledges the Traditional Owners of the land where the college now stands and pays respect to their Elders – past, present and emerging and acknowledges the important role Aboriginal and Torres Strait Islander people continue to play within the Cromwell College and UQ community.

# 2. The Founding of Cromwell College

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, 2011 and most recently in 2021/2022. It became coeducational in 1973.

# 3. The Community

## 3.1 The Staff

The College greatly values its staff team. The names and positions of College staff are listed below:

### Senior Management

|   |                       |
|---|-----------------------|
| Principal                                   | Mr Simon Armstrong    |
| Deputy Principal – Academics and Operations | Mr Michael Crome      |
| Deputy Principal – Student Life             | Ms Sophie McKee       |
| Business Manager                            | Mr Jason March        |
| Marketing and Advancement Manager           | Mrs Mathilde Dujardin |

### Middle Management Team

|                     |                  |
|---------------------|------------------|
| Executive Chef      | Mr Jonathan Kuss |
| Maintenance Manager | Mr Neil Yarrow   |

### Administration Team

|                            |                      |
|----------------------------|----------------------|
| Registrar                  | Ms Robyn Slater      |
| Assistant Business Manager | Mrs Heather Ebertson |
| Administration Officer     | Mr Dominic Retschlag |

### **Catering Team**

|                    |                    |
|--------------------|--------------------|
| Chef               | Mr Keith McNeil    |
| Chef               | Mr Nicholas Hodge  |
| Chef               | Mr Rafael Rojas    |
| Catering Attendant | Ms Paulina Coultas |
| Catering Attendant | Ms Chloe Baldock   |
| Catering Attendant | Ms Mary Gao        |
| Catering Attendant | Mr Henry Dang      |

### **Resident Staff Support Team**

|               |                      |
|---------------|----------------------|
| Staff Back Up | Mr Dominic Retschlag |
| Staff Back Up | Ms Lindy Roos        |

### **Maintenance and Grounds Team**

Mr Davin Harris  
Mr David Forgan

## **3.2 Resident Assistants**

Resident Assistants (RAs) are appointed and remunerated to assist the Principal, Deputy Principal's, Staff Back Up and the students. They are normally third year students who have applied for these roles. 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's and Staff Back Up, any general matters that arise from such concerns can be discussed and resolved. The 2024 RA's are:

|                          |                 |
|--------------------------|-----------------|
| Morné Barhuizen          | Bottom North    |
| Ryleigh Heathcote Hacker | Top North       |
| William Deeley           | Bottom Thatcher |
| Ella Marshall            | Top Thatcher    |
| Harrison Robin           | Bottom Dowling  |
| Kelland McNall           | Mid Dowling     |
| Momo Uozumi              | Top Dowling     |
| Andrew Byrnes            | Bottom Han      |
| Maarten Dekeyser         | Bottom Cock     |



|                  |                |
|------------------|----------------|
| Laura Cross      | Mid Han        |
| Rachel Verdon    | Mid Cock       |
| Isla Corbett     | Top Han        |
| Amelia Kelly     | Top Cock       |
| Johnny Kai       | Bottom Begbie  |
| Lachlan England  | Bottom Begbie  |
| Keira Higgins    | Mid Begbie     |
| Kathleen Doherty | Top Begbie     |
| Amelia Buck      | Top Begbie     |
| Meera Doolabh    | Lockley/House  |
| Jack Morrow      | Lockley /House |

### 3.3 Security

The College employs security to monitor the college from 10:00 pm through to 6:00am. They regularly patrol the grounds and bottom level of corridors and will work closely with the RA on Duty should there be a need to manage students. Security have been asked to manage matters such as unacceptable noise levels, the security of buildings, suspicious and inappropriate behaviour on site etc. and all students must comply with requests made by them.

### 3.4 The Students' 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 in conjunction with other colleges and the Deputy Principal – Student Life.

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

The Students' Association Executive for 2024 are:

|                |                          |
|----------------|--------------------------|
| President      | Andrew Gregg             |
| Vice President | Harry Robin              |
| Treasurer      | Kelland McNall           |
| Secretary      | Isabella Rogers          |
| Female Sport   | Ryleigh Heathcote Hacker |

|               |                   |
|---------------|-------------------|
| Male Sport    | Cooper Westerhuis |
| Cultural      | Keira Higgins     |
| Social        | Joshua Brown      |
| Social        | Paxton Hayes      |
| Lion          | Samantha Craig    |
| ICC Rep.      | Maarten Dekeyser  |
| BOG Rep.      | Mia van Heerden   |
| E & D Officer | Shayne Parsons    |
| Senior Tutor  | Hamish McDougall  |

## 4 Cromwell Events

### 4.1 Formal Dinners

#### 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 Dinners

Academic Dinners are held each semester and celebrate the academic success of students. Academic prizes and certificates are presented to students on each of these occasions.

#### 4.1.3 Sport / Cultural Dinner

The Sport / Cultural Dinner is held annually and celebrates achievements by students in sporting and cultural activities and competitions. It is organised and run by the Sport and Cultural Convenors.

#### 4.1.4 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. All Valedictorians sign the Valedictory Roll and the Cromwell Medal is also presented at the Valedictory dinner, together with other special awards as determined by the Principal and President of the Students' Association.

#### 4.1.5 Other

Formal Dinners are considered important and are compulsory for all students. Students with timetabled lectures or tutorials at that time must see the Deputy Principal – Academics and Operations 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.

#### 4.1.6 College Calendar Link

A calendar listing all events can be found at :

<https://calendar.google.com/calendar/u/0?cid=dXNscDBkcG9ldGpqcXYwbGQ0dnJxbmNxm9AZ3JvdXAuY2FsZW5kYXluZ29vZ2xlLmNvbQ>

## 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. Although one of the smallest co-educational college on campus, Cromwell consistently performs well 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. 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. Events for 2024 include:

### 4.2.1 ICC Cultural\*

|              |           |          |              |         |
|--------------|-----------|----------|--------------|---------|
| Art Show     | Bandfest  | Chess    | Choralfest   |         |
| College Idol | Dancefest | Debating | One Act Play | Oratory |

### 4.2.2 ICC Sports \*

#### Men

|              |             |           |                |
|--------------|-------------|-----------|----------------|
| AFL          | Athletics   | Badminton | Basketball     |
| Cricket      | Hockey      | Swimming  | Volleyball     |
| Rowing       | Rugby Union | Football  | Touch Football |
| Table Tennis |             |           |                |

#### Women

|          |          |            |              |
|----------|----------|------------|--------------|
| AFL12s   | Rowing   | Athletics  | Football     |
| Netball  | Hockey   | Touch      | Basketball   |
| Rugby 7s | Swimming | Volleyball | Table Tennis |
| Tennis   |          |            |              |

\* Subject to change

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.

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

The following awards are presented annually at the Valedictory Dinner.

#### 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 by the previous winner.

#### 5.1.2 Frederick North Memorial Prize

Presented to a student who best exhibits spiritual leadership within the College

#### 5.1.3 The Principal's Award

Presented to a third-year student who has displayed exemplary leadership qualities and supported the vision, mission and values of the college.

#### 5.1.4 The Cromwell College Character Award

Presented to a third-year student who has supported other students from a pastoral perspective and acknowledges the diversity of all students.

### 5.2 Academic Prizes

The following academic awards are presented at the Semester Two Academic Dinner.

#### 5.2.1 The Cromwell College Foundation Scholarship

Two scholarships, are awarded annually for “exceptional performance in any field” over 5 consecutive semesters of study.

#### 5.2.2 Academic Awards

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.

- **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.
- **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.
- **The Gunson Prize.** Awarded to the first year student achieving the highest GPA in Semester One.
- **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.
- **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.
- **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. 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.

### 5.2.3 Academic Certificates

Academic certificates are also awarded annually at both the semester one and semester two Academic Dinners and are divided into the following categories:

**Cum Laude Award-** These awards are for students who achieved a Semester One GPA of between 6.00 and 6.49 in Semester One or Semester Two of the previous year.

**Magna Cum Laude** - For those students receiving a Semester One GPA, or Semester Two GPA from the previous year, of between 6.50 – 6.99.

**Summa Cum Laude** – For those students receiving a Semester One or Semester Two of the previous year GPA of 7.00 while undertaking a full course load.

## 5.3 Bursaries/Scholarships

### 5.3.1 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).

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.

### **5.3.2 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.

### **5.3.3 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.

Please refer to the college website for a complete list of Bursaries /Scholarships for incoming and returning students.

## **6 Academic Support**

### **6.1 Academic Mentors**

Each year 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 (BEL)  
Engineering, Architecture and Information Technology (EAIT)  
Health and Behavioural Sciences (HBS)  
Humanities and Social Sciences (HASS)  
Science / Medicine and Biomedical Sciences (Science)

They will work closely with the Deputy Principal- Academics and Operations, and Senior Tutor, to provide an innovative, organised, 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, those having difficulties with their studies or anyone wanting general support or advice.

### **6.2 Tutorials and Tutors**

The College can provides academic support in the form of tutorials in first, second and third year courses providing a need is identified and an appropriate tutor can be employed. Students are expected to be attending lectures, tutorials, workshops and practical classes and utilising any other support the university provides for a particular course. Tutorials are not a substitute for working hard, being organised and prioritising commitments.

Students experiencing difficulties can request a tutor by notifying the Senior Tutor, Deputy Principal or their respective Academic Mentor and then completing a "Tutorial Request" form. Tutor vacancies are normally filled by either appointing students within the college who have previously achieved a 6 or 7 in the course, and exhibit an appropriate level of commitment and teaching ability, or by employing external tutors/ alumni. The College also has links with other Colleges at UQ and can connect students with tutorials running in other colleges if numbers are

insufficient to run a tutorial at Cromwell, or an appropriate tutor can't be found. Meeting informally with other students at college doing the same course is also a valuable resource and can often resolve a problem quickly.

### 6.3 Academic Discussion Groups

Academic discussions are held regularly throughout each semester. The idea of the discussions is for a group of students (from a particular area of study) to meet together with an invited guest who is from the same area of study but has been in the industry/ area of work for a number of years. The opportunity to outline their background, how they got into their industry, the pitfalls of their job, the positives, best things to do to promote yourself etc. has been found to be very beneficial to the students and usually provides a number of questions. Invited guests are often Old Cromwellians who have an instant affinity with the students and provide a valuable insight into the importance of having a balanced college life.

Non Faculty related discussions are also timetabled throughout the year and highlight areas of interest to all students such as Summer and Winter Research Programs, Scholarships on offer, Ventures( entrepreneurial skills), the Employability Award, Golden Key Society etc.

### 6.4 Academic Journal

An internal publication, the 'The Ticker' which is the College's Academic Journal and is published periodically. It was established to archive the many diverse and outstanding pieces of work that Cromwell students produce each semester in an internal publication. The academic work submitted can include essays, reports, manuscripts, photographs or pictures of artwork.

Pieces of work submitted by students can be submitted to the Deputy Principal- Academics and Operations at any time but need to have been assessed by their university as being of a High Distinction standard to be included in the journal.

### 6.5 Deferred Assessment

University recognises that on occasion a medical condition or other exceptional circumstances may impair your ability to attend an examination at the scheduled date and time. Depending on the circumstances, you may be eligible for a deferred examination, and be permitted to sit your **mid-semester or end of semester examinations** at a later scheduled time.

**Note:** Deferred examinations at UQ apply only to assessment which takes the form of an examination, whether it be written or oral, quiz or test, theory-based or practical, or online. It doesn't apply to extensions to due dates for submission of other assessment, such as individual or group assignments, literary reviews or tutorial assignments, wherein an 'Application for Extension' should be submitted. Please refer to the course profile/s for details on applying for extensions to assessment.

Deferred examinations at QUT are generally held in late June for Semester One and in early January for Semester Two.

**Mid-semester examinations** are those which are held during the teaching weeks of semester, either in-class or on Saturdays, and may be written examinations, orals, labs etc.

**End of semester examinations** are those held during the University's end of semester examination periods -

- in June for Semester 1
- in November for Semester 2, and
- in February for Summer Semester.

Further information can be obtained by following the respective links below:

Reasons for applying for a deferred examination can include such things as a medical condition, funeral, compassionate grounds jury duty and elite sport commitments. There are very **specific requirements, timelines and guidelines** that students should familiarise themselves with through the following links:

UQ <https://my.uq.edu.au/information-and-services/manage-my-program/exams-and-assessment/deferring-exam>

QUT <http://external-apps.qut.edu.au/student-services/concession/>

GRIFFITH <https://www.griffith.edu.au/students/assessment-exams-grades/deferred-assessment>

## 6.6 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 particularly if you are in your first year at university or final semester before graduating.

## 6.7 Issuing of Academic Warnings

It is a condition of a student's enrolment at Cromwell College that an overall GPA of 4.0, or above is achieved each semester. If a student doesn't meet this expectation an Academic Warning will be issued to the student and they will need to ensure that they achieve a GPA of 4.0 or better in the semester following their Academic Warning to be considered for re-admission into the College.

Students on an Academic Warning will be required to regularly attend tutorials provided in courses they are studying and to meet regularly with their Academic Mentor and or the Deputy Principal- Academics and Operations.

**It is imperative that any circumstance impacting on a student's ability to achieve an overall GPA of 4.0 is communicated to either the Principal or Deputy Principal's and University when they arise during the semester. Students providing such information, after results have been published, are likely to have their re-admission to the College declined.**

## 6.8 Obligation to notify the College

It is important that the Deputy Principal's are made aware of any medical or personal conditions that might impact on a student's ability to settle into College and achieve academically by disclosing details on the medical form at the beginning of the year, or contacting the College when a circumstance arises. In all cases details provided will be dealt with in a sensitive and professional manner.



The information provided enables the College to adequately support students pastorally as well as with their academic pursuits. There is a range of university and college support available to students with personal and academic struggles.

## 6.9 Numbers of Courses Studied

While at College students are expected to be enrolled in a full quota of courses each semester i.e. full time study. This would normally be four courses per semester unless, as is the case in some programs, some courses are weighted. Students contemplating doing less than four courses in a semester **must** notify the Deputy Principal- Academics and Operations in writing to seek approval for doing a reduced course load prior to enrolling or withdrawing from courses.

## 7 College Facilities

### 7.1 The Chapel

The Chapel is available for private prayer, reflection, music practice, rehearsals and for larger group meetings.

#### 7.1.1 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>

### 7.2 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 coffee machine, toaster, microwave, air fryer and fridge. Students that have requested a late meal can find their meal named and in the late meals fridge.

### 7.3 Baggage Room/ Storing Belongings

The College provides the use of the baggage room for storage of students' property, if they 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 during the semester is limited during the week. All items located in the storage room must be clearly labelled.

Personal items should not be stored in any other location around the College without permission from the Deputy Principal – Student Life.

## 7.4 College Equipment

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 your RA.

## 7.5 Borrowing of College Equipment

College equipment can't be removed from the grounds of the college without arrangements having been made through the office. Should students want to borrow or move furniture on site from areas such as the Tutorial Rooms, Chapel, JCR, Den and Dining Room then approval should be sought first from the Deputy Principal- Academics and Operations. Of prime importance will be the appropriate care of the furniture and its return within an appropriate timeframe.

## 7.6 Kitchenettes / Common Rooms / Corridors

Kitchenettes and Common Rooms must be left in a satisfactory state by 8:00 am each morning. In particular common rooms should be tidied and any rubbish placed in bins provided. Kitchenettes should be cleared of meal containers and food and surfaces wiped down.

Students are encouraged to have their meals in the dining room or on the deck rather than the common room or in their rooms. Crockery and cutlery from the dining room is not to be taken back to a student's room. Take away containers are available from kitchen staff for meals that need to be consumed outside the designated eating areas. A feature of Cromwell is its community spirit which isn't being promoted if people eat by themselves or in isolated groups.

Corridors should be kept in an acceptable condition. The storage of bikes, suitcases, cricket bags, golf clubs, boxes etc. in corridors, or under stairwells is prohibited because it is a workplace health and safety hazard. Such items will need to be stored in the Bunker or luggage room. Punching bags and chin up bars are not to be used in rooms or corridors.

Untidy kitchenettes and common rooms, apart from being unhygienic and un-sightly, impact the ability of a variety of people at the College to perform their jobs including kitchen, maintenance, administrative and cleaning staff.

There will be NO recycling in the common rooms or corridor areas in 2023. Corridors can use the Red Frogs bins or organise to store recycling in the Bunker.

## 7.7 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, security shutter/screens and fibre-optic IT connection (room ports are activated via request through the following link <https://www.citg.uq.edu.au/port-activation/> ).

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 if used must not obstruct hallways or stairwell access for WPHS reasons

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.

#### **7.7.1 Desk Chairs in Rooms**

The condition of the desk chair in a student's room is the responsibility of the student allocated to the room. Chairs are checked during the break at the end and middle of the year to ensure, they are in an acceptable condition and are labelled with respective room numbers. Students can be expected to be charged for the replacement of chairs if they are damaged due to what is deemed as inappropriate use.

#### **7.7.2 Additional Furniture**

Students are not permitted to introduce additional furniture into their room or corridor without permission..

#### **7.7.3 Fairy Lights**

Any corridor wanting fairy lights to be hung in their corridor must ensure this is done through their RA liaising with Maintenance Staff. This is to ensure WPHS and Fire Regulation expectations are met. No fairy lights or LED's are to be placed in rooms.

#### **7.7.4 Placing Items on Walls**

Items, such as posters and photos can be placed on walls in rooms as long as Blu Tac is used. No other item means of securing items is permitted.

#### **7.7.5 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, Staff Back Up, Staff on Duty or the Security Guard.

Failing this, if necessary, call UQ Security (07 3365 3333).

For security and privacy reasons students are not permitted to enter another student's room when they are absent unless there is an emergency. Any damage or disruption to a student's room by another student will jeopardise a student's position at the College.

## **7.8 Services Available**

### **7.8.1 Telephone System**

Phones are located in each corridor which can be used to contact the Duty RA or UQ Security

### **7.8.2 Mail / Parcels**

Students post is delivered to the main reception of Cromwell College. Letters may be placed in the student mail boxes or in the secure post dispenser unit outside the Dining Hall. Packages will be placed in the secure post dispenser. These can be collected at any time during the week or on the weekend.

Once an item is placed in the dispenser students will be notified automatically with an e-mail and message to their phone.

### **7.8.3 Photocopier**

A photocopier/printer is located on the ground floor of the Tutorial Rooms and is available 24 hours per day.

### **7.8.4 Car Parking**

Limited parking is available in the student car park, accessed from Hood Street, and in Walcott Street. The small visitors parking area through the boom gate and adjacent to the Office is not available to students.

Vehicles may be parked on the bitumen at the rear of the Hancock building as well as the lower sealed area immediately adjacent to this.

- A fee of \$660 per year is charged for parking at Cromwell. Students wishing to apply for a car park need to complete the current year's car space application form, via a survey monkey link, when it is issued.
- On acknowledging receipt of your application you will have up to five business days to make payment. If payment isn't received within the five days then the application will be placed at the end of the current list of applications.
- Once payment is confirmed you will receive a letter noting your application has been accepted as well as receiving a "car park conditions" document.
- A GOGET car is available for hire and is parked at the end of the Administration carpark. Details regarding how to book the car and cost can be obtained at administration.
- RA's who wish to apply for a carpark may see the Business Manager to have their payment incorporated into their package for next year
- There are no half yearly arrangements

- Parking will be permitted during the period a student is contracted to be a resident at the college.
- The car park is managed by the Administration Assistant throughout the year.
- 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 Administration Assistant. 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 revoked.

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

### 7.8.5 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. **Students are also required to secure their bikes to the bike rack in the shed for added security.** The bike shed is the only area for storing bicycles. Bikes of students who have left the College will be donated to a charity early in the New Year if not collected. Bike registration needs to renewed annually.

### 7.8.6 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, pillow, blankets, and bath towels. These items are the responsibility of the student to launder. College 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.

### 7.8.7 Laundry

Laundry facilities, including industrial washing machines and dryers, are available free of charge for students to do their own personal laundry. Clothes lines are available under Begbie for natural drying. Clothes racks should not be brought to college as they are not permitted due to fire and health and safety requirements.

### 7.8.8 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 a baby grand in the Dining Hall. Students wishing to use either the Dining Room piano or the Chapel piano should see the Admin office for the key.

### 7.8.9 UQ Sports Access

The College has negotiated an agreement with UQ Sport under which students have a UQ Sport Gold Membership included in their Cromwell College fees. The agreement provides for Cromwell students to have access to the UQ Fitness Centre, Tennis Courts ,UQ Aquatic Centre and Athletics running track free of charge.

### **7.8.10 Tennis/Basketball**

The College tennis court is available to all students. Access is available by obtaining the combination code for the lock. Please see someone at the office or RA on duty after hours. The court can be used at night. Lights are on a timer and will automatically cut off at 9:45 pm.

### **7.8.11 Billiards**

There is a full-size billiard table available in the Sir Ernest Savage Junior Common Room (JCR). Students need to take care of the equipment provided and let the Administration Assistant know if cue tips are needed.

### **7.8.12 Nights Out**

On nights when students regularly head out socially, such as Thursday or Sunday's, students are expected to leave the College no later than 9:00pm. This is to assist those on duty to provide an appropriate atmosphere for those who aren't going out and have academic work to complete.

### **7.8.13 Old Collegian's Courtyard / North and Dining Room Lawn**

The Old Collegian's courtyard, and lawn area between the North Building and Dining Room are not to be used for ball games. Students wishing to play ball games on site should use the volleyball court area outside the Den.

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

### **8.1 O Week**

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 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 Saturday 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.

### **8.2 Heaters in Rooms / What Not to Bring**

The College will supply oil heaters to students on request at no extra charge. Bar heaters are not allowed under the College insurance policy.

- Large sound systems – since they will contravene our Noise Policy
- Blow heaters, free standing air conditioners and fans as they are not permitted.
- Cooking appliances such as toasters, air fryers 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 6pm and to be accessible only to residents by their keys between then and 6.30am.

### **8.5 Visitors (Reporting In and Out)**

It is a WPHS requirement for contractors, external tutors and visitors to check in and out of the college. This can be done at the office, during office hours, by completing the visitors book located at reception. The RA on Duty, Staff Back Up and Security will assist in managing this process outside of office hours.

### **8.6 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. Chapel, 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.

### **8.7 Noise**

The College, as primarily an academic institution, does not tolerate loud noise between 11pm and 6.30am. 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. 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. Noise must be low in this area and no litter left along this route.

### **8.8 Communication – Facebook Page**

In addition to e-mails, Crommie Connect was been established to assist in the promotion of timely communication within the Cromwell College community. Posts are made to inform students of important information concerning daily routine, upcoming events, student issues and opportunities, surveys and policy updates. Students will be asked to join the Facebook Group on their arrival at the College.

## **8.9 Termination – see Conditions of Membership**

## **8.10 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'.

## **8.11 Mid-Year Break**

Students may stay at college during the mid-year break. If leaving students can leave all of their belongings in their room while away. Further details regarding daily operations during this time will be distributed closer to the break when a more accurate idea of student numbers. Staying and leaving, is available.

## **8.12 Checking Out at the end of the year**

### **8.12.1 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.

Please note that no reference of any description will be provided to any student who has fees owing.

## **8.13 Dining**

### **8.13.1 Meals**

The College provides three meals daily. Bread, fruit, milk and a variety of condiments are available in the Late Meals area for out of hour's snacks. During SWOTVAC and exam periods, special treats are provided and the drinks area in the dining room is open for extended periods of time.



### **8.13.2 Meal Times**

#### Breakfast

- 7am – 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.

### **8.13.3 Vacation 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.

### **8.13.4 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.

### **8.13.5 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.

### **8.13.6 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.

### **8.13.7 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.

### **8.13.8 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.

### **8.13.9 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 kitchen staff at least one day beforehand to make arrangements.

### **8.13.10 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 meals app. 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.

### **8.13.11 Kitchen Access**

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

### **8.13.12 Guests and Meals**

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.

### **8.13.13 Special Diets**

Vegetarian and gluten-free meals are provided. If there are other special requirements, the College is happy to assist. Kitchen staff will label menu items with dietary information at each meal. Students who have dietary issues, and are unsure about meals being served, should ask kitchen staff /chefs if in doubt.

### **8.13.14 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. The late meals area is to be kept clean.

### **8.13.15 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 Charges**

### **9.1 Foundation Fee**

A fee is paid to the foundation by all students. This will provide income for the Foundation as it seeks to service scholarships and developments in the 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 Additional Charges

The following additional 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 appropriate authorisation) 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.)

NB: Under no circumstances should fire extinguishers be pointed at people. The gas or powder used to extinguish a fire can be harmful if ingested or breathed in and fire extinguishers work under high pressure.

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. Willful student damage requiring maintenance staff to repair the damage will be charged out at \$50.00 per hour plus the cost of materials required to fix the damage.
6. The Principal reserves the right to impose additional charges for other misdemeanours. This would normally, though not exclusively, occur only after a warning had been given.

## **9.5 Deposit for Returning Students**

A deposit of \$3000 is payable in late September for students wanting to return to college in 2025.

## **10 General Information**

### **10.1 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.

### **10.2 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).

### **10.3 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.

The University may take action in addition to, or in place of, any action taken by the College.

### **10.4 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 Deputy Principal – Student Life and/or Principal may at their 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.

## **10.5 CCTV Security System and Fire Sensors**

Cromwell College takes safety and security very seriously. The college has numerous CCTV cameras installed in communal areas for the purpose of protecting our students, our staff and our property. Interfering with security equipment is regarded as a most serious act as it compromises safety and security. Any person who interferes in any way with CCTV cameras at Cromwell College or covers fire sensors in or outside their room will place their membership of the college in jeopardy. The likely outcome would be suspension or expulsion.

## **10.6 Conferences**

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

## **10.7 Door Locks**

Each residential building has a least one external door fitted with an electronic lock. The external doors to residential buildings lock automatically at 6pm and access to other buildings is secured each evening by the Resident Assistant on Duty at 10 pm.

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.

## **10.8 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.

## **10.9 Information Technology**

### **10.9.1 First Focus**

Students are required to comply with State and Federal laws and University regulations, policies and statues 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's information technology needs are managed through First Focus.

## **10.10 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.

## **10.11 Parties**

No parties can occur within the College area.

## **10.12 Plants**

No real plants are permitted in student rooms due to ongoing maintenance issues related to water damage to shelving and sills.

### **10.13 Pets**

No pets are permitted in the area where there is student accommodation. This includes fish.

### **10.14 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. 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. 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.

### **10.15 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.

### **10.16 Roof Access**

Should a ball or similar land on a roof, then the Maintenance Manager (during business hours) must be contacted. After hours, Staff Back Up must be contacted.

Roof access is not permitted by Cromwell students, on any roof, at any time.

Disregarding this safety directive will result in suspension from the College for a period of time.

### **10.17 University 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. SafeZone, a University of Queensland App., available free through the App. Store, is an excellent resource for your mobile phone.

### **10.18 College Security**

Security is present at the College from Monday through to Sunday between the hours of 10:00 pm to 6:00 am. The prime reason for having security is to assist in managing the safety and well-being of students and staff at the College. Security will work with the duty RA and Senior Staff to assist in managing issues associated with noise, unwanted visitors, potential vandalism, intoxicated students and poor student behaviour. During the evening security will be based in the administration building; however; will be patrolling the grounds of the college regularly

## 10.19 Streaking

Students are not permitted to streak outside of College buildings, along corridors or in association with any event or activity associated with the College.

## 10.20 Telephone

Each corridor has a phone in the common room that allows students to gain assistance by pressing:

- 1 To contact the RA on duty
- 2 To contact UQ Security
- 3 To contact Emergency services.

## 10.21 Semester Breaks and Return Dates

### Semester One

UQ students returning to college in 2024 may enter the college from 2:00pm on 17 February and returning QUT and ACU students from 2:00 pm on 24 February 2024.

Alternatively, returning QUT and ACU students may return on 17 February 2024 by notifying the college and paying the fee for the additional week of \$633. Returning students attending another university should confirm their return date with Dom at reception.

### Semester Two

All students should vacate their room for the end of year break no later than 10:00 am on Sunday 17 November unless they are involved in pre-Christmas leadership training.

## 11 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's and Staff Back Up 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.

### 11.1 College Counsellor

Dr Vicky Dawes joined us part time as Student Counsellor at Cromwell College in 2017. Vicky graduated from the University of Birmingham and worked for ten years in Medicine, prior to training in Counselling in the highly regarded Master of Counselling program at UQ. She concurrently works as a UQ Counsellor and in her private practice, and is the author of numerous publications and conference presentations.

The role of Counsellor is to serve Cromwell students who seek pastoral support beyond what can be offered by the current structures within the College. It is not envisaged that the role cuts across existing structures. For example, a sensitive and confidential pastoral issue might be best discussed with the Counsellor, but issues with course, subject selection or minor pastoral

concerns would be handled through the normal College structures. Students in pastoral need would be able to book two to three appointments (free of charge and paid for by Cromwell) with Vicky. If further professional support is sought, then the student will be referred by Vicky to an external professional for ongoing support at their own expense. The average number of consultations per student at UQ Counselling is 2 to 3 and both Cromwell and Vicky feel that this is a reasonable number to offer Cromwell students free of charge.

Vicky currently sees students on two days per week. All appointments with Vicky are made directly with her and not through Cromwell and are conducted in the counselling office.

Appointments can be made by contacting Vicki at: <https://app.10to8.com/book/zwemcc-free/1569279/>

For Semester One 2024 Vicky will be available at the following times:

Mondays 9.15, 10.30 and 11.30am

Fridays 9.15, 10.30 and 10.30am

Students should book in directly using this link: <https://app.10to8.com/book/zwemcc-free/1569279/> . Any queries can be sent to Vicky via e-mail email me at [hello@vickydawes.com.au](mailto:hello@vickydawes.com.au) . If students prefer zoom this can be arrange via an email to Vicky to arrange.

## 11.2 UQ Respect – Sexual Consent and Ethical Bystander

At Cromwell we treat each other with respect, dignity and care .Each one of us must play a role in ensuring our College is a safe and respectful place for all members of our community. This means learning about respect and sexual consent, calling out inappropriate and harmful behaviour if you see it, and knowing where to seek help.

Make sure you have completed the online module, UQ Respect: Sexual Consent, Ethical By-standing, and Compassionate Response. You can access it via Blackboard using this link: [https://learn.uq.edu.au/webapps/blackboard/content/listContent.jsp?course\\_id=11416\\_1&content\\_id=2921103\\_1&mode=reset](https://learn.uq.edu.au/webapps/blackboard/content/listContent.jsp?course_id=11416_1&content_id=2921103_1&mode=reset)

If you are a survivor of sexual misconduct, support is available via the Sexual Misconduct Support Unit (SMSU), a staff member, your RA or friend you are comfortable to talk to.

## 11.3 Health

### 11.3.1 Health Service

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

### 11.3.2 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.



### **11.3.3 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 – Student Life.

- 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).

### **11.3.4 Cleaning of Vomit**

To ensure vomit is cleaned up in a hygienic and safe manner, the college cleaners should be notified to attend. They will then ensure the spill is managed appropriately and the area sanitised. If the circumstances leading to the spill is due to the excessive consumption of alcohol then students will be charged a cleaning fee of \$100. Should a student not accept responsibility for a spill within 48 hours the Students' Association will be charged \$250. RA's may have a vomit pack that can be used to contain the spill but aren't responsible for cleaning it up.

### **11.3.5 COVID Vaccination Policy**

The College recommends and encourages all students to be fully vaccinated (see Student Enrolment Agreement for more details). Students testing positive to COVID should isolate themselves until clear of symptoms.

### **11.3.6 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.

### **11.3.7 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.

## 11.4 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
- Principal mobile: 0400 851 961
- Deputy Principal- Academics and Operation mobile: 0449 274 340
- Deputy Principal – Student Life mobile: 0439 969 983
- Indooroopilly Police: 3878 5077

### 11.4.1 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, Dean of Students and Staff Back Up 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

## Cromwell College Code of Conduct

At all times when associated with the College, all Cromwell students are expected to:

- uphold the mission and values of the College;
- take all necessary steps to ensure their mental, physical and emotional health including seeking appropriate help and support when required;
- observe all the laws of the State of Queensland and the Commonwealth of Australia
- observe all the policies and procedures of the College;
- contribute positively to the wellbeing and development of the College and particularly of the student resident community;
- endeavour to establish and maintain good relationships with all members of the College community including staff and voluntary workers;
- behave with personal integrity and honesty , accepting the consequences of their own actions and practising ethical and responsible behaviour in their dealings with others;
- ensure that their conduct will enhance the reputation and protect the integrity of the College both internally and externally;
- meet financial commitments to the College according to the chosen payment plan schedule as outlined in the contract;
- never engage in any inappropriate conduct such as discrimination, bullying, harassment, vilification, victimisation, excessive alcohol intoxication, use of prohibited drugs and/or misuse of prescribed medications , vandalism or abuse of any kind;
- seek the express and timely written permission from the Principal before using the College's name, crest or logos;
- care for the College environment and facilities by acting responsibly and sustainably in relation to buildings , furniture, equipment, grounds and energy and water services
- take responsibility for keeping their room clean and tidy and cleaning up after using common areas; and
- leave their rooms in a clean and tidy condition at the end of the contract period with all College property and equipment present and in good condition;

### Declaration

I \_\_\_\_\_ have read and understood the **Cromwell College Policy and Procedures 2024 – Students** document, Conditions of Membership and Code Of Conduct, as outlined in the **2024 Student Handbook**, and agree to bound by them. I understand that there are serious penalties, possibly cancellation of my membership of the College, for breaches.

Please remember: To update your semester address details to Cromwell College with your mySI-net account on the University of Queensland website (for University of Queensland students only).

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

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

This page needs to signed and dated and then returned to the respective staff member below:

Ms Robyn Slater [r.slater@cromwell.uq.edu.au](mailto:r.slater@cromwell.uq.edu.au)