St John's College

Within The University of Queensland



Student Handbook 2025

Guidelines for students of the college

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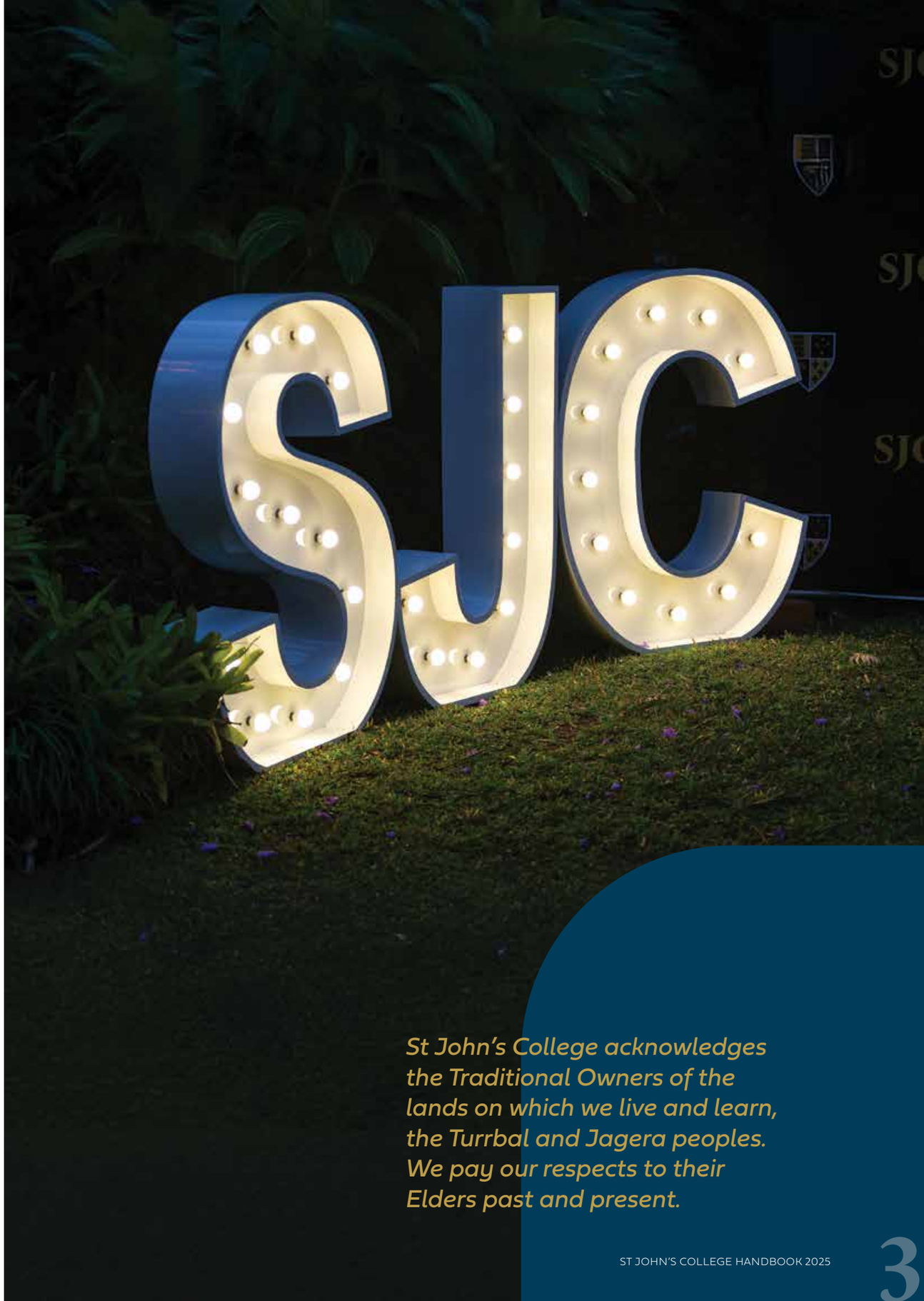
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St John's College acknowledges the Traditional Owners of the lands on which we live and learn, the Turrbal and Jagera peoples. We pay our respects to their Elders past and present.

Welcome
from the Warden

It is with much enthusiasm that I welcome the 2025 St John's community, whether you are a new student or returning for another year. Together with the College Life team and other staff, I am looking forward to getting to know new students and working together as a living and learning community to make 2025 an enjoyable, fulfilling and memorable year.

This Handbook has been prepared to provide you with the framework and guidelines to live comfortably within, and contribute to, this collegiate community. It is a resource which you can consult when you want to know about the College's history and traditions and especially about how things are done here. Much of its contents have to do with practical matters that you will need to know while in residence.



Some sections, such as the chapters on Emergency Information and Security and Safety, are of the utmost importance because they deal with the safety of our home. In all matters relating to security and discipline, knowledge of the contents of the Handbook will be assumed.

I therefore invite all those who are new to the College to work your way through the Handbook in total at least once and then to study selected sections further when you need to. In this way you will be fully equipped to be part of our community. I also urge returning residents to take a quick look at the Handbook and see what has been changed and updated.

I encourage you to make the most of the opportunities available to you at College. Through living a well balanced life, you can be actively engaged in the vast range of sporting, artistic, spiritual, cultural and social activities on offer, whilst pursuing excellence in your studies. Welcome!

Rose Alwyn BA (Adel) MBA (Adel) GAICD
Warden and Chief Executive

An introduction to St John's College

St John's College opened its doors to students in 1911 and was founded on the traditions of the Anglican Church of Australia. The College welcomes university students of all faiths and nationalities.

It is affiliated with the University of Queensland and accepts students from Queensland University of Technology and the Conservatorium of Music (Griffith University). It became a co-residential College in 1990 and now provides accommodation for over over 320 undergraduates and staff.

St John's exists to provide a supportive and stimulating environment in which students may pursue their optimum academic achievement. The primary aims of collegiate life are to create a strong sense of the responsibilities and rights of individuals living in a community with others, and to instil in them an equally strong sense of commitment to the common good of that community.

St John's College is a community in which our students achieve excellent academic and extra-curricular success. Although the community spirit is strong, the College respects individuality and individual choices. It is a community marked by a strong sense of belonging, a community in which if you have problems or concerns, there is always someone willing to help.

Whilst the College will do everything it can to assist and encourage you in all aspects of your life at university, it is important to understand that you are entering an adult environment and must accept responsibility for your studies, personal wellbeing, conduct and safety. All students have rights and privileges, and with that comes responsibilities and obligations.

Every student has a responsibility to demonstrate respectful, considerate behaviour when interacting with other students, with staff members and with guests. A commitment to respect for self and one another ensures the caring and stimulating communal environment, which students need if they are to fulfil their academic potential and to achieve personal growth and maturity.

St John's is in many ways like a family; a family that can trace its history back through 110 years. We are both proud of its history and excited about its future. The College buildings are the family home and we hope that everyone will feel welcome in them.

Like any family or community however, the College relies on the co-operation of all its students to ensure its success. We all try to live together in a mutually supportive way, making an effort to be aware of the needs and aspirations of our colleagues, and working together for the common good.

St John's aims to be an environment where people can grow and mature to reach their full potential. Rather than being a community driven by rules and regulations, we encourage our students to understand and embrace our values.

Values

St John's College values are both inspired by our Anglican heritage and are the essential building blocks for our community living:

Respect

Respecting and caring for self, others, our community and environment.

1

Excellence

Striving to be the best that we can be, together and individually in all dimensions of mind, body and soul.

2

Community

Belonging to a close-knit community where tradition is valued, challenge is encouraged, and you are known, valued and able to thrive.

3

Integrity

Living our values, and having the courage to challenge behaviour that does not meet these.

4

Inclusion

Welcoming the diversity of people, culture, ideas, skills and experience.

5

These values guide the way we live together. We have a mutual responsibility to live according to them and to negotiate what it means to live together in our busy and energetic community. We always need to be able to answer the question "is the way I am living consistent with St John's Values?". Living according to these key principles, rather than by a list of rules or prohibitions, is living as a values-based community.

The college coat of arms, college motto

St John's College
Within The University of Queensland

The founder of the College, Archbishop St Clair Donaldson, and the first Warden, the Reverend Edward Morgan Baker designed the coat of arms.

Two quarters of the coat of arms show lions and fleurs-de-lys, derived from (but not identical to) the Arms of St John's College, Cambridge. These symbolise courage, freedom, nobility and excellence. Another quarter shows the Southern Cross, indicating our geographical location. The final quarter contains a "Passion Cross," also called a "Jerusalem Cross," symbolic of both death and life.

The motto on the coat of arms, Exsolutus Iterum Vinctus, translates as Freed and Rebound. It is an allusion to St Paul's Letter to the Romans, where he says of his readers that they, "having been set free from sin, have become slaves of righteousness" (Romans 6:18). To be detached from all that is unworthy and to be re-united to the source of goodness and truth is the high ideal which the motto sets for College life. The College colours are chocolate and gold.



Governance

The Anglican Diocese of Brisbane acts as Trustee of the College.

The affairs of the College are governed by a Council consisting of the Archbishop of Brisbane as President, the Warden, three members appointed by the Diocesan Council, two members appointed by the Archbishop, two members appointed by and from the Old Johnians Association, one member appointed by the University of Queensland, and up to three persons nominated by the Council and appointed by the Archbishop-in-Council. The Council appoints a Chair from amongst its members.

Members of the Council are:

- **President (Archbishop of Brisbane): The Right Reverend Jeremy Greaves**
- **Chair: Mr John Peden KC**, Barrister at Law, BCom, Qld, LLB Qld.
- **Warden: Ms Rose Alwyn**, BA (Adel.) MBA (Adel.) GAICD
- **Bishop: The Right Rev'd John Roundhill** BTh (Oxford), MA (Natural Science) Cambridge
- **Mr Hamish Bonifant**, BEcon Qld, MSAFAA
- **Professor George Mellick**, BSc(Hons) Qld, PhD, GCertEd
- **Dr Alan Campbell**, AssocDipOE, DipT, GradCertTheol, BA Qld, MEdAdmin, EdD UNE, FACEL(Q), GAICD
- **Mr Robert Jones**, BCom Qld
- **Mr Cameron Mana**, BCom Qld
- **Dr Sasaka Bandaranayake**, MBBS FRACP FAFRM
- **Ms Laura Whitton**, BA (Hons) (Qld), LLB (Qld), EMBA (Insead)
- **Ms Nadine Garraway**, MBBS FRACGP

College *Staff*

The Warden

Ms Rose Alwyn BA, MBA, GAICD

The Warden is the Chief Executive Officer and academic head of the College, responsible to the College Council for the good management in all its aspects and spends much of her time on high level, strategic issues. The Warden is available to any student of the College on any matter and meets regularly with the Student Club President and Student Club Executive.

Ms Alwyn was appointed the fourteenth Warden of the College in 2019 and is the first female, non-clergy to be appointed to the role. Ms Alwyn is a highly experienced College administrator having been Master of St Mark's College in Adelaide for 12 years, and the Dean for five. Prior to that Ms Alwyn worked within the human services sector and was involved in a number of public policy committees and held board directorships in the not-forprofit sector, including as a Board Director of South Australia's leading sexual health service SHINE SA.

Ms Alwyn has played an active role nationally in the Colleges community and is the former President of University Colleges Australia. She lives on-site in the Warden's Lodge and her dog, Ginny, is an active member of the College community. Away from work Rose enjoys the outdoors and all sports, especially running and tennis.

Vice Warden

Nicholas Spinks BA, LLB, DIP ED

Nicholas Spinks is an Old Johnian, having been a resident of the College 2002-2004. In 2004, Nick served as the Male Vice President of the Student Club.

After graduating with an Arts/Law degree, Nick practised as a lawyer and worked as a television writer, before moving into education. In 2014, he joined the Teach for Australia program, which recruits career changers to teach in low-socio economic communities. He taught in regional Victoria and in metro Melbourne.

Following his time as a teacher, Nick joined the staff at Teach for Australia as a Teaching and Leadership Advisor, and later, the Head of Recruitment. He was also a lecturer in teaching at ACU.

The Vice Warden leads the student facing team, including the areas of academics and wellbeing. He ensures that the students of St John's have a holistic and transformational experience.

Away from work, Nick can he found at a movie theatre or watching his beloved Brisbane Lions. Nick lives on-site at Oakes House with his dog Willow.

Dean of Studies

Joaquin Kosegarten-Villarreal B. ENG, M. FIN, MBA

Joaquin's key role is to develop strategies to make studying easier for the student community so they can thrive academically while maintaining a balance with College life.

Passionate about learning, Joaquin holds a bachelor's degree in industrial engineering, an MBA and a master in financial analysis. He was a college student himself at International House in Melbourne where he was the sports representative of the Graduate Student Club. He has participated as academic tutor in several colleges including International House, Ormond, and Trinity College where he also served full-time as a residential and Academic Advisor.

He lives on campus in the visiting scholars flat and outside of the professional world Joaquin has a wide range of passions including Taekwondo which he has practiced for 23 years, ultra distance running, spartan races, hiking, and cooking. You will often see him ready for a run and is always learning something new.

College Chaplain

The Reverend Samuel Dow BHORTSC, DIPAO, BTHEOL

With a focus on emotional and spiritual wellbeing for all, regardless of faith, Samuel offers pastoral counselling and space for reflecting on life's questions through safe and empathetic listening. Coordinating Chapel services, he provides contemplative spaces and resources intersecting spirituality and life's complexities.

Samuel's diverse journey includes a degree in Horticultural Science followed later by a call to ordained ministry and was subsequently ordained an Anglican Priest. His extensive ministry experience includes parish work as well as chaplaincy in healthcare, and education, including as one time Chaplain at Trinity College, University of Melbourne.

Beyond St John's, Samuel is a loving father of two girls. He is also manager of Baroona Farm, an urban agriculture ministry located in the grounds of St Francis Theological College in Milton which grows food for the nutritionally vulnerable. Samuel also has a dog, 'Gypsy', who frequents the College.

Dean of Students

Bridget Tonkin
BPSYSC (HONS)

Bridget is an old Johnian, having been a resident of the College from 2019-2021, serving as an RA in her final year. She is a UQ graduate with a Bachelor of Psychological Science (Hons) and is currently studying a Masters of Professional Psychology at UniSQ.

Bridget is passionate about the College experience and helping students to gain the most out of their time at SJC, with a keen focus on wellbeing. As one of the two Deans of Students, Bridget manages the Residential Advisor Team, coordinates the training program for student leaders, assists in the admissions process and provides personal support to students.

Outside of work, Bridget loves animals and sewing. She lives on site with her cavoodle Banjo and her partner Sam.

Dean of Students

Benjamin Jenner BCOM

As a Dean of Students, Ben supports the smooth functioning of college life by providing logistical and operational support, managing the RA Team with Bridget, assisting with admissions, and providing support to students. He is deeply dedicated to fostering an environment that promotes belonging, inclusivity, safety, and fun, helping students navigate challenges and achieve both personal and academic success.

Ben holds a Bachelor of Commerce from the University of Adelaide and is currently pursuing an MBA at the University of Melbourne. Before joining St John's College, he gained valuable experience as a Consultant at KPMG Australia and as an Accountant at BDO Australia.

During his undergraduate years, Ben was actively involved at St Mark's College, where he served as a Residential Advisor, a member of the Student Club Executive, and a State Representative for the National Association of Australian University Colleges (NAAUC). These leadership roles gave him a profound appreciation for the transformative impact of residential college life and further shaped his commitment to student development. Ben resides onsite in Cripps Court and is available to support students as needed.

Support Staff

The College also employs a number of people to assist with College services: finance and administration support, cleaning, catering and serving in the Dining Hall, maintenance of buildings and grounds, marketing and events, and alumni relations and development.

Business Manager: Cathy Schilpzand

Director of Advancement: Triona Maddick

Events and Communications Manager: Sonya Waters

Finance Officer: Kiran Vijai Deb

Registrar: Rhonda Henderson

Performing Arts Coordinator: Freddie Klein

Student Services Officers: Anne Kuskopf & Meg Lonie

Advancement Officer: Sarah Smith

Property and Services Officer: Dan Vella

Grounds Maintenances Officers:
Daniel Matthews & Chris Norris

St John's College Student Club

The St John's College Student Club consists of all undergraduate students of the College. At the end of each year, it elects a President, two Vice Presidents, Secretary, Treasurer, Community Service Convenor, Cultural Convenor, two Social Convenors, two Sports Convenors and an ICC Representative

The Executive arranges cultural, social and sporting functions, manages student club finances and is responsible for representing the interests of all Club members and seeing that rules of conduct are observed by all.

This responsibility includes the upgrade, care and maintenance of all Club property and rooms used by the Club. The Student Club Executive comprises of:

President: Sam Crook

Vice Presidents: Nell Hanly & Ben Leishman

Treasurer: Hugh O'Donnell

Secretary: George Sayer

Cultural Convenor: Khai Van Heerden

Community Convenor: Izzy Thomson

Sports Convenors:
Eliza Goffage & Sam Mellick

Social Convenors:
Olivia Bailey & Hugh Simpson

ICC Secretary: John Higgins

Residential Advisor (RA) Team

The RA Team comprises the Senior Residential Advisors (SRAs), Residential Advisors (RAs), First Nations Officer and Equity and Inclusion Officers.

In 2025, the two Senior Residential Advisors are **Olivia Hoger** and **Sam Anderson.**

Fifteen Residential Advisors have the responsibility of providing support to students of the College. Each RA is allocated a group of students and their role is to be available as a first point of contact for these students whenever they need assistance. RAs are trained in a number of areas including basic first aid, mental health support, and fire safety. They undertake a range of duties to support the College in maintaining a safe, supportive, and inclusive collegiate community. The RA team is led by two Senior RAs, who work under the guidance of the Deans of Students. The RA Team is:

Edale-Donaldson: Amelia Coorey, Alex Hall and Toby Garraway

Patmos-Stevenson: Sienna Green and Tom Browning

SBC (Vatican and K-Flat): Abi Crocker

Annexe: Hannah Aston and Archie Lord

Twickenham: Tilly Watts and Gus Robinson

Goodbury: Emma Pigott and Nick Carey

Hall Patterson Court: Olivia Hoger and Sam Anderson

Foundation Court: Georgie Fleming and Jaiken Crothers

Cripps Court and Jubilee: Tanvi Chand

Sharwood Court: Olivia Hoger and Sam Anderson

First Nations Officer: Will Pereira

Equity and Inclusion Officers:
Sophie Williams and Nick Carey



Academic *Life*

Academic life and pursuit of knowledge is at the center of College life. The College provides an academic environment, which enables students to engage with their peers, academics and professionals from a wide range of disciplines.

Our students are supported in the transition from secondary education to university study, and in the important transition from university life to professional careers. Our Academic Program supports our students in the academic challenges of university life. The high level of participation and commitment to the program contributes to the rich intellectual life of the College.

We encourage all our students to meet their academic potential through study and support. We do this because we believe there is a strong link between achieving at university and a successful professional career.

The academic program is overseen by the Vice Warden and led by the Dean of Studies. We offer a number of programs at St John's.

Tutorials and peer mentoring program

Tutorials begin in Week 3 of the semester.

We are committed to offering academic support tutorials iin key subjects where exceptional challenges are being experienced. If we are unable to offer a tutorial in a specific subject, general subject area tutorials and academic skills tutorials might be offered, in addition to peer mentoring.

Students must request tutorials well in advance of Week 3 to maximise the likelihood of securing support in their desired subjects. Please note that tutorials are scheduled and will not be organised on demand or ad hoc. While participation in tutorials remains optional, students who consistently miss tutorials without informing their tutor or the Dean of Studies risk having their tutorials cancelled.

Students will be provided with a link to make subject requests. Students should only request classes they intend to attend.

These classes will be taught by tutors who have previously completed the subject or have relevant experience.

Academic advice, skills and support

Academic and Study skills sessions will be provided throughout the semester. Individual mentoring and academic advice is always available to any student requiring help by reaching out to the Dean of Studies.

Students on Academic Progress will be required to attend a mentoring meeting with the Vice Warden, or a member of the Dean Team each fortnight and other skills sessions as required.

Students experiencing difficulties with their courses should consult the Dean of Studies in the first instance, or the Vice Warden or Warden. There is an open door policy to discuss academic matters at any time during the year. All students even if they are already doing well are encouraged to reach out to further improve their academic performance, time management and general study skills.

Academic standards

St John's is an educational institution that has excellence as one of its core values. Therefore, we strive to support our students to excel in their academic performance. We want our students to graduate with great results and be fully equipped to continue to pursue excellence in the broader community.

Full-time enrolment

Students are expected to undertake a full-time load of 4 subjects per semester. Students wishing to underload (3 or less subjects per semester) must first get permission from the Vice Warden or Warden prior to changing their enrolment.

Academic results and enrolments

QUT students are required to sign an agreement at the beginning of the academic year, which gives permission for the College to obtain individual students' academic results and enrolment details. The University of Queensland provides that information to the College automatically. Students studying at The Con must provide a copy of their academic and enrolment records each semester as these cannot be obtained by the College electronically. All academic information is treated confidentially.

The academic results of all students are reviewed by the Dean of Studies, Vice Warden, and Warden at the end of each semester to ensure that the best possible academic support is being provided and that students are upholding the academic standards required by the College.

Leadership positions and academic results

Any student wishing to nominate for a position on the Student Club Executive or the RA Team must be in good academic standing at the time of nomination.

Academic standards

As their studies should be every St John's student's primary objective, the College has set a benchmark of an average GPA of 4.5 per semester in order to remain in good academic standing at the College. Students whose semester GPA falls below 4.5, will be placed on Academic Progress (see below).

Academic progress

If a student is put on Academic Progress this indicates the College is concerned with their academic performance. This is not a punitive process but a flag to both College and the student that we need to ensure support is made available and changes are made to get their studies back on track.

The first time a student is put onto Academic Progress, they will receive an email from the Vice Warden or Dean of Studies to organise a meeting to come up with a plan to remediate the situation:

- If the students fall below the benchmark for a second semester, their return to the College will need to be reconsidered
- If the student does not receive this email from the Vice Warden or Dean of Studies, and they have fallen below the benchmark of GPA 4.5 or failure of two or more subjects in a semester, then **the onus is on the student to make contact.**

Repeated academic progress

If students fall below the benchmark of GPA 4.5 or fail 2 or more subjects, for 2 semesters or more at any time while at St John's (it does not need to be consecutive semesters), the student will need to meet with the Vice Warden and Warden to discuss whether College is the right place for them. This will be a pastoral conversation and each individual case will be examined on its own merits.

If the student is allowed to remain it will be on agreed conditions, and the student's progress will be reviewed at the end of each semester.

As mentioned above, this is a pastoral process and the College is committed to support the academic studies of each of its students. The College expects a similar commitment from its students and the aim is to make Academic Progress a supportive and collaborative process. However, it does happen from time to time, that the decision is made by the Warden that College is not the best environment for a student and their studies, and they may not be readmitted the following semester.



Reading week

Each semester the College will schedule a Reading Week. This will be the week before the university census date i.e. Week 5. It will run for the entire week.

The week will mark a break in the social events including bar openings of the College and provide time for students to catch up on studies or assignments, prepare for mid-semester exams, attend academic meetings at University or with the Vice Warden or Dean of Studies, or just get some sleep.

Reading Week signifies the importance the College places on academic studies. It provides a much-needed rest for the student leaders who have worked so hard to welcome our new students, a breather for the new students as they transition to their new post-school life, and for all students to refocus on their studies and ensure the rest of the semester is on track.

SWOTVAC and exams

As students prepare for or undertake exams and assessments, the College needs to provide a quiet environment for rest and study. For this reason there will be no social events or bar openings during this period and there is an expectation of 24/7 quiet hours whereby no noise is to be heard outside of individual rooms, including the gym and no social gatherings that create noise. Additionally, to motivate a boost of energy and motivation to study, lollies, snacks and suppers are provided at specific dates during this period of the year.

Publications and prizes

The College offers a number of literary prizes and publications opportunities for students including Reverend Ronald Marks Essay Prize, and the St John's Poetry Prize.

Scholarships, bursaries and prizes

Various benefactors have generously given a number of awards – that is, scholarships, bursaries and prizes, awarded on the basis of academic and other merit (including contribution to the College and wider communities, and financial need) to St John's College over past years.

Awards are made by the College Scholarship Committee and/or panels established under the conditions of the award and are available to all undergraduate students of the College and students intending to enter the College.

Information about Scholarships, Bursaries, and Awards can be found on St John's website: www.stjohns.uq.edu.au or speak with the Vice Warden.

Graduations

Students are encouraged to register the College in their graduation information upon completion of their degree (if at The University of Queensland). 'St John's College' will be recorded against your name in the souvenir graduation booklet.

Visiting scholars and academic guests

Throughout the year opportunities will be made available for students to hear from Visiting Scholars and Academic Guests from the University in a relaxed and informal atmosphere.

Several special formal dinners and seminars will take place throughout the year, giving the students access to important thought-leaders in our community and beyond.

Additionally, the Warden's Dinner Series is run during the semester and features a dinner guest who is an expert in their area. Up to 16 students are invited to attend and speak with the guest. These evenings are always lively and entertaining, and both students and guests enjoy them enormously. If you would like to recommend a guest speaker, please speak with the Vice Warden or Dean of Students.

Employability program

The College has an extensive employability program to assist students transition from the studies to the workplace. The employability program is overseen by the Vice Warden.

The program includes:

- Resume writing assistance
- Interview tips
- Career Panels
- Career Mentoring
- Degree Specific Panels
- Assistance with finding Internships



College *Life*

Code of conduct

St John's College's values are the essential building blocks for our community living. In keeping with these values, all students of the College are expected at all times to conduct themselves in a manner that displays:

- Respect for and responsibility to self
- Respect and empathy for, and responsibility to others
- Ethical and honest behaviour
- Respect for property and facilities

All students are role models in the community and as such should be aware of their behaviour at all times. Therefore, all students should project a positive image within the College, while at University and to the general public. College students are expected to maintain the highest standards of honesty, integrity and mutual respect in all dealings with the College, and to behave in accordance with the values of the College at all times.

The Code of Conduct sets out the behaviour and conduct expected of students of the St John's College student community. It also sets out the processes applicable or available where there have been potential or alleged breaches of the Code and describes the range of consequences that may follow if a student is found by the College to have breached the Code.

Agreeing to abide by this Code is a requirement for students wishing to enter St John's College and abiding by this Code is a requirement for a student's continued membership of or place at the College. Students are expected to know and to adhere to this Code and other College policies.

The University of Queensland by-laws

The attention of all students of College is drawn to The University of Queensland Senate Rules, specifically the by-laws governing the St Lucia campus: see **https://policies.uq.edu.au/**.

As all students of College must enter the St Lucia campus to access College, they must therefore comply with University rules and by-laws, regardless of which university they are enrolled at. This particularly includes damage to or removal of property, entering or remaining in any pond or ornamental water, and consumption of alcohol in public places, all of which are prohibited.

In particular, any inter-collegiate incidents will be dealt with severely by the University. Students of College who take part in any inter-collegiate incident damaging University or College property, or taking part in raids of other Colleges, or breaching any University by-laws or College rules may be immediately dealt with under provisions for exclusion from College.

Misconduct at a student's enrolling university

Students who have been charged with misconduct of any kind at their enrolling university must immediately notify the Warden. The College will assist in providing support during misconduct proceedings. Students must also fully disclose the outcomes of misconduct proceedings. If a student is found to have committed misconduct at their enrolling university, bringing the College into disrepute or indicates the student is failing to conduct themselves according to expectations of the College.

The Code of Conduct can be read and referred to at Appendix A.

Orientation week

St John's College Orientation Week 2025 begins on Friday 14 February for new students.

Early arrival of new students enables the College to provide important education on alcohol use, drugs, gender equality, mental health, what it means to be an ethical bystander, consent, positive sexuality and sexual assault.

The Student Club Executive arranges a series of events and activities designed to enable new students to meet each other and to develop a sense of the College as a community with traditions and values to uphold. A wide variety of events are planned to maximise the opportunity for all new students to become involved with, and feel part of the College. Additionally, the RA team provides support to ensure new students feel welcome, especially in their blocks.

All new students are encouraged to participate in Orientation Week activities as much as they are able. Participation helps to build a sense of involvement in, and confidence in belonging to the College, as well as facilitating the development of friendships.

The atmosphere, while sometimes frenzied, is friendly and non-threatening. All students and participants in O'Week are reminded that no form of intimidation or victimisation is tolerated at St John's College.

For everyone, Orientation Week means recognising many new faces around College, so that all have the best possible opportunity to familiarise themselves with each other. Visitors are not permitted to participate in Orientation Week activities. Past students, while normally always welcome, are not permitted to attend any Orientation Week functions, as the activities exist primarily to make new students comfortable in the current College environment. Opportunities to meet with the Old Johnians will arise later throughout the course of the year.

All students have the potential to make a positive contribution to Orientation Week and we look forward to your involvement.

Hazing

Hazing occurs when a person is subjected to a situation or behaviour that is likely to cause embarrassment and results in the person feeling ridiculed, humiliated, degraded, abused, intimidated and/or harassed. Such behaviour risks the person's mental wellbeing and/or physical health and safety regardless of their willingness to participate.

St John's College commits to providing all residents with a safe living and learning environment free from harassment, discrimination and bullying. Hazing, involving either groups or individuals, including Old Johnians and staff in any group activity, breaches this commitment and will not be tolerated by the College. This includes activities during O'Week and throughout the year.

Any student of the College community participating in hazing activities is not behaving in accordance with the College's policies and procedures as required by its Code of Conduct. Participants found to have hazed others will be sanctioned in accordance with the procedures outlined in the Code. In the presence of suspected hazing, apathy or acquiescence by onlookers including failure to intervene or report it, also breaches the College's policies and procedures and will be dealt with under a similar process.

How do I know if an activity involves hazing?

When determining if an activity involves hazing, use the following questions as a guide. A negative response to any of the questions may indicate hazing and the activity should be changed if necessary.

- Does the activity uphold and promote the purpose, goals, and values of the College?
- Will this activity increase respect for the group and current students?
- Does the activity show respect and empathy to the individuals involved?
- Does the activity have value in and of itself?
- Would you be able to defend the activity in a court of law?
- Would you be willing to allow family members to witness this activity? The Council Chair? The Warden?
- Are participants free to discuss the activity with others (including staff)?

Reporting hazing

All students have a responsibility to report behaviour or raise concerns about activities which appear to involve the hazing of themselves or another person. If you need help or support, call:

- The Warden, Rose Alwyn 0488 265 892
- The Vice Warden, Nicholas Spinks 0412 976 004



Inter College Council (ICC)

St John's College is one of ten colleges in Brisbane affiliated with UQ, the others being Cromwell, Union, International House, Grace, Kings, Emmanuel, St Leo's, Duchesne and Women's.

College heads and deputies meet regularly to discuss a range of matters connected with the Colleges including inter College sporting and cultural competitions, known as Inter Collegial Competitions (ICC).

ICC is one of the longest running competitions in Australia. Running throughout the academic year the Inter-College Council (ICC) enables competition between the 10 residential Colleges at UQ. The benefits of these competitions enable a great break from study, an opportunity to socialise and enjoy one another's company and to maintain a healthy body and healthy mind balance.

ICC Competitions

The following sports are part of the ICC competitions: Athletics, Australian Rules Football (AFL), Badminton, Basketball, Cricket, Cross Country, Hockey, Netball, Swimming, Table Tennis, Tennis, Touch Football, Rugby 7s (women's), Rowing, Rugby Union and Volleyball.

The cultural events run by the ICC include: Art show, Bandfest, Chess, College Idol, Choralfest, Dancefest, Debating, One Act Play and Public speaking.

Standards and expectations at ICC events

Some inter-collegiate rivalry and competition can be beneficial as it is stimulating for all concerned. Inter-College Competition should take place within an overall framework of Inter-College friendship. Words and actions, which are destructive of that framework, are not acceptable.

Particularly unacceptable is Inter-College raiding of any kind, involving trespass into other Colleges and the possibility of physical assault, theft, vandalism, harassment, or damage to property. Such actions are strongly condemned by all Colleges and all Student Club Executives. Students of St John's College found to have engaged in such raids will be fined and dealt with most seriously.

Students of the College visiting other Colleges must adhere to the rules of the College being visited.

Key college events

Commencement Service is a Chapel Service, which formally welcomes students to the College. The service includes a commitment to the values of the College and a blessing of the new students. Prior to the commencement service a traditional welcome to country by a first nations elder is held on the chapel lawn. These formal welcomes mark not only the commencement of O'Week but an official welcoming of new students into the life of the community, becoming a member of St John's for life. Once you have matriculated, you are a member of St John's for life.

The Donors and Scholars Reception is an annual event that recognises donors who have generously contributed to St John's College and The College Foundation through donations for scholarships, prizes, bursaries, and other philanthropic priorities. All students who have received these awards are expected to attend, offering them a chance to connect with donors and demonstrate the impact of their contributions. The event is an opportunity for donors to learn about the latest College updates and to network with fellow supporters.

The Academic and Professional Dinner is held in the Dining Hall and acknowledges those who have received academic prizes offered by the College. Guests from Universities, and different industries are invited to join the students. All students who receive academic prizes, scholarships, or bursaries are expected to attend this dinner. Other students are warmly encouraged to join the event to celebrate their peers' achievements, enjoy a social evening with some of their lecturers, and meet leaders from various industries and professions.

The Academic Success Dinner is a formal event held early in Semester 2 to celebrate students' academic achievements from Semester 1. Students receiving a certificate are expected to attend, and all other students are encouraged to join, support their peers, and enjoy the guest speaker.

International Women's Day Breakfast is held each year to celebrate the social, economic, cultural and political achievements of women. The day also marks a call to action for accelerating women's equality. This breakfast is community focused and invites UQ staff, current and past students and staff, surrounding colleges staff and students, parents, friends and student and staff from feeder high schools.

National Reconciliation Week Luncheon is an annual event held during National Reconciliation Week which reinforces the College's commitment to Indigenous engagement and fosters stronger connections with the Aboriginal and Torres Strait Islander community. This event serves as an opportunity to invite special guest speakers to educate us about reconciliation, promote understanding, and further the College's efforts to support Indigenous communities and cultures.

Sports and Cultural Dinner is a formal event held late in Semester 2 to celebrate the sporting and cultural achievements of individual students and St John's College in the ICC Competition for the year. Half and Full Blue Awards are given to outstanding contributors and premiership winning teams are acknowledged.

If St John's wins the Men's or Women's ICC Sports Cup or the ICC Cultural Cup that year, it's a chance for the whole College to celebrate together.

Visiting scholars, academic and alumni guest nights are held from time to time at formal dinner. These provide an opportunity to network with students of the University, the community, and Old Johnians, especially those who work in a profession or industry in which students have an interest.

Warden's Dinner Series

The Warden's Dinner Series provides an opportunity for up to 20 students to hear from leaders in their professional fields in a more intimate setting over a three course dinner.

St John's College Student Club Events

The Student Club organises a number of events during the year. The College Leadership provides assistance and advice where required. As the Student Club exists under the auspices of the College, all College regulations and conduct requirements apply at all Student Club events.

All College events organised by the Student Club or by other students of College separately from the Student Club must have the prior written approval of the Vice Warden before any arrangements or organisation is made.

Dining

Gathering for a shared meal is an important activity in a collegiate community. It builds the cohesiveness and harmony of the community. As such, the Dining Hall is a central part of our community. All students of College are strongly encouraged to dine together throughout the week.

All meals during the academic year are provided. All are served in the dining hall or on rare occasions in the Founders' Room when the Dining Hall is required for another purpose.

At other meals, dress should be of a reasonable standard. Cutlery, crockery and glassware are not to be removed from the Hall. In the event that crockery is removed, fines will be given by the Senior Residential Advisors or the Vice Warden.

If cutlery, crockery and glassware are taken and not returned, this means there are insufficient stocks to serve students their meals. It is your responsibility to ensure that items are not removed from the Dining Hall, and if you see someone who is in breach of this, you should notify an RA so the matter can be addressed.

All students are expected to be polite and respectful to others during meal times. Throwing food or other objects in the dining hall is strictly prohibited and will lead to significant fines.

Students bringing guests to meals are required to purchase a meal ticket from the front office at $10 per person. Guests are not able to attend Formal Dinner without the approval of the Vice Warden.

Any suggestions or complaints in regard to catering should first be directed to the Culinary Committee or the Vice Warden.

Meal Times		
Breakfast (Monday - Friday)	6:30am - 9:00am	Hot Breakfast 7:30am - 8:30am
Breakfast (Saturday)	7:00am - 9:00am	Hot Breakfast 7:30am - 8:30am
Breakfast Club (Sunday for a coin donation)	8:30am - 10:30am (times may vary)	
Lunch (Daily)	12:00pm - 1:15pm	
Dinner (other than Thursday)	6:00pm - 7:15pm	
Formal Dinner (Thursday)	6:10pm – 7:10pm	

Meal times are subject to change depending on other events at College.

Dining Hall Etiquette



There are a number of conventions surrounding the Dining Hall that are to be observed at all times and these will form part of your induction to the College (e.g. dress, use of mobile phones, headwear etc). Students are required to observe respectful standards of dress and behaviour in the Dining Hall at all times.

Formal Dinner

Eating together in a more formal setting in academic dress is an important aspect of College life. It has been a long tradition of the world's leading Colleges, and in keeping with this traditions, St John's College students are required to wear academic gowns during some dinners and special occasions.

We reserve the term 'Formal Dinner' for special dinners that will require formal dress (with academic gowns) and they will be special occasions with theming and guest speakers. Formal Dinners are held on Thursday, and the Vice Warden will work with the Student Club executive and RAs to determine the themes and/or guests for these dinners.

The traditional etiquette around high table, academic procession and College grace will remain the same for Formal Dinners.



Formal Dinner Etiquette

Punctuality

All students should be punctual for Formal Dinner, at their table no longer than five minutes before dinner, and remain standing before the Warden, Vice Warden and other members of the Senior Common Room and guests of the High Table as they enter the Dining Hall. In the interim, staff, the President, or other students of the College may make announcements about College activities and other relevant matters. Students should remain standing for Grace. The traditional Latin grace is said.

College Grace

President of the Student Club (or their nominee): *Benedictus benedicat (May the Blessed One [Christ] give a blessing.)*
All reply: *Per Jesum Christum dominum nostrum. Amen (Through Jesus Christ our Lord. Amen.)*

The end of Formal Dinner is signalled when the Warden or President of the Student Club stands to leave. All are then free to leave. Formal Dinner should finish around 7:10pm each night.

Students at high table

The Warden will invite students of the Junior Common Room to dine at high table during the semester. We will meet in the SCR (Valmai Pidgeon Room) at 5:45pm for pre-dinner drinks and after dinner for a cheese platter and port.

Alcohol consumption in the dining hall

Wine will be provided at Formal Dinners to be enjoyed with the meal. Students are not permitted to bring other alcohol into the dining hall.

Special meal arrangements

Late and missed meals

While the College encourages students to attend meals in the Dining Hall as often as possible, meals can be provided for students who are unable to attend because of other commitments.

Late meals are a concession, and not an alternative to dinner in the Dining Hall. Applications for late evening meals must be made via the SJC App before 3.30pm on the day for which the request is made, or an application may be made to the Vice Warden for the whole term in the case of a student having regular late class or work commitments.

Note that no rebate of fees will be provided for missed meals as the College prepares sufficient food for all resident students for each meal.

You will be given takeaway cutlery and a takeaway container if not eating a meal in the Dining Hall. Cutlery and crockery is not to be removed from this area at any time.

Take away lunches are available to students who are not able to return to College for lunch. The salad bar will be open at breakfast, providing provisions for you to make a sandwich or salad.

Vegetarian meals and dietary restrictions

The College provides vegetarian, gluten free, lactose free, vegan and Halal meals for students who advise the College of their dietary requirements on their College application form. Kitchen staff will also try to assist students for whom a special diet has been prescribed by a doctor or dietitian. If your dietary requirements change, please let the team at Reception know.

Light refreshments

Tea, coffee and fruit are available in the dining hall throughout the day. These provisions are not provided as an alternative to meals and stocks will not be replenished on request.

Student Life *and Wellbeing*

Living in blocks

The College is organised around buildings known as blocks. A block is a smaller community within the wider College environment that arranges communal events and provides a familial supportive environment. The Residential Advisors have delegated authority to ensure good order prevails within the corridor. They also provide an avenue of support for new students.

Students are collectively responsible for their floor. This includes the general appearance, fittings and furnishings. Similarly, all students are collectively responsible for the common areas of the College particularly the shared kitchens. Any losses or damage will be charged to those individuals responsible. Where individual fault cannot be attributed, charges are to be made to the St John's College Student Club.

College management retains the right for authorised staff to enter any area of the College at all times for cleaning, maintenance of College property, to ensure good order within the College, or to uphold College regulations. Any unauthorised property or prohibited items will be removed without notice and discussions will follow.

Extra-curricular life

By encouraging students to take a full role in College and University life, and the life of the wider community, St John's aims to foster qualities of leadership and participation. St John's College students are able to explore new opportunities to learn and grow in areas that will complement their academic development.

John's students are given opportunities to demonstrate talent, enthusiasm and creativity in art, music, drama, debating, literary pursuits, team and individual sports, spiritual and religious activities, and community service, as well as enjoying and organising a wide array of College social activities. John's is a place to become involved and there is a range of ways in which the College helps students to develop their passions and enjoy their student years.

There are plenty of opportunities for exercise – team sports, jogging, cycling, swimming, etc. Facilities for most sports are available on the UQ campus.

The University provides gym and sporting facilities. The St John's College residence fee includes a University of Queensland Aquatic Centre membership which grants access to UQ swimming facilities.

Personal issues

The transition from school to university life can be challenging, and many students experience some difficulties. If you have concerns, discuss the matter with the person with whom you feel most comfortable, such as your RA or a staff member. It is important to deal with the matter quickly, rather than leaving it until it is too big or too late. The staff at St John's College have an open-door policy, which means you can pop in almost any time during business hours.

Counselling

Students of the College experiencing personal or academic problems can seek help from the Warden, Vice Warden, Dean of Students, College Chaplain, Dean of Studies, the Senior Residential Advisors or the Residential Advisors.

There are also Counselling Centres at UQ and QUT. Details can be found with the other important contact numbers in the Appendix B in this Handbook.

Any students of the College who are troubled should seek help. Do not try to bear the pain alone. Speak to friends and/or speak to senior students who are available to help you. Likewise, do not hesitate to seek help if you are worried about study issues such as organising work, concentrating or motivating yourself.

Residential advisors

Eighteen Residential Advisors (RAs) have the responsibility of providing care and assistance to students of the College in all blocks. Their primary tasks are to be available to help other students in the proximity of their rooms and to see that behaviour is in accordance with the Code of Conduct. They are a first point of contact for personal and academic problems and can advise students on the existing support structures within the College.

The role of a Residential Advisor is separate from the role of a student of the Student Club Executive Committee; however, some comparisons can be made in the function of both. For example, both are undergraduates with considerable experience in College and university life, and both display a strong sense of maturity, responsibility and a commitment to promoting a collegiate community.

The Residential Advisors should be seen as fellow students able to help and to advise on the benefits of collegiate life. This may involve reminding others of the College rules and of the responsibilities associated with living as part of a community and requiring them to live up to those responsibilities. In addition to those loosely defined tasks, they perform significant duties for their areas of the College.

RAs are Fire Wardens for the floor in which they live. Students should contact an RA if they notice any problems with fire safety equipment, or anything else related to the personal safety of any individuals of the College.

RAs have access to a first aid kit and have undertaken a basic first aid course to ensure they are confident in administering basic first aid. RAs hold a master card for the block in which they live. This card is to be used to assist students in gaining access to their rooms should they lock themselves out.

Spiritual wellbeing and chapel services

St John's College, as an Anglican institution, encourages every student to navigate their spiritual journey freely, recognising the significance of spiritual wellbeing as a crucial facet of 'holistic wellbeing' - i.e. body, mind, and spirit. St John's embraces the diversity of the community, recognising that not everyone may identify as Anglican/Christian, or follow any specific faith tradition. Despite these differences, the College acknowledges that, at various life stages, individuals inevitably ponder questions of meaning, values, worldviews, and personal beliefs - a process viewed as both healthy and essential to life.

Students who would like to discuss spiritual matters further (or any matters of the heart) are welcome to meet with the College Chaplain who will provide space for exploring such questions in a confidential*, non-judgmental and fully supportive manner.

Throughout the year the College Chaplain will curate a range of chapel services, contemplative/mindfulness resources and occasions where students can engage and reflect on their own spiritual wellbeing. Additional supports and resources such as, where to find local places of worship in different faith traditions, specific prayers, mindfulness resources, bibles and other sacred texts can be provided through the Chaplain's office.

**Confidentiality is held unless matters arise where the safety of the person or others are in jeopardy.*

Medical (health problems)

Students who are sick should, if they need assistance, advise the Dean of Students directly or via a friend. Students should use the medical practitioner of their choice, all students can access the health care centres of their respective enrolling institutions.

The UQ Health Clinic bulk bills for UQ students: www.uqhealthcare.org.au/our-clinics/st-lucia-clinic or 3365 6210 QUT Health Services bulk bills for QUT students: 3138 2321.

Griffith University Health Services: www.griffith.edu.au/student-support/health-service/services-and-fees

The Wesley Hospital (451 Coronation Drive, Auchenflower) operates a 24 hours Accident and Emergency Department (3232 7000), fees may apply.

The University of Queensland has a dental clinic (1 Student Union Complex) which can be contacted on 3870 0511.

There is also a Dental surgery on 215 Hawken Drive (3 minutes walk from College) which offers a 10% discount for university students (www.stluciadental.com.au/uq-dentist).

Mental health

In the event of a mental health crisis, any one of the Warden, Vice Warden, Dean of Students or College Chaplain should be contacted immediately.

Remember, you do not have to deal with these issues alone. The College has an immense support network available to help you in any situation.

Headspace	1800 063 267
Lifeline	13 11 14
Suicide Callback Line	1300 659 467
Beyondblue Help Line	1300 22 4636
UQ Counselling and Crisis line	1300 851 988
Text a Crisis Counsellor, 4:30pm - 8am	0488 884 115

Absence

If students are intending to leave the College for some time during the period when they would be expected to be there, it is advisable to let their RA or a member of staff know when they will be away. Even if the absence is only likely to be short, it is best to let someone know. This will particularly help in the case of an emergency situation.

Sexual misconduct

St John's College is committed to ensuring the health and safety and wellbeing of the working environment for its staff and other workers, students and visitors. The College is committed to working safely and expects staff and other workers, students, and visitors to the College to also view this as a collective and individual responsibility.

Respectful Communities are based on respectful relationships, which in turn is embodied in the College's Values. Maintaining a culture within St John's that is respectful and ethical with constant scrutiny of policies, procedures and processes as support mechanisms is at the very heart of what we do. We aim to be honest, open and transparent in our relationship with our students and their families, and between students.

We work cooperatively with the University of Queensland and other external providers to ensure best practice education and responses to issues of sexual assault and sexual harassment. Students are encouraged to report concerns or disclosures to the Warden, Vice Warden, Dean of Students or a trusted student within the College and will be supported if they wish to report or disclose to the university or police. The College takes a trauma-informed approach where support for survivors is paramount and will be at all times the focus of our approach in preventing and reporting.

Sexual assault and sexual harassment is contrary to the stated values of St John's College, and it is unlawful. The College encourages individuals to act against sexual misconduct and both policies and procedures can be found in Appendix C.

St John's College has a secure reporting portal called Respect X that is anonymous if you need it to be. Type respectx.com.au into your browser to start a report to the College.

Alcohol and drugs

St John's College recognises that there is social and legal recognition of responsible consumption of alcohol by adults. Students who are at College and over the age of 18 are legally entitled to purchase and consume alcohol.

It is the responsibility of students to ensure that everything is done to minimise the harmful effects of drugs and alcohol and that the College's Drug and Alcohol Policies (see Appendix D and E) are adhered to and enforced. The aim of these policies is to encourage students to make informed choices about the use of drugs and alcohol.

Consumption of alcohol at St John's must be seen in the wider context of a community recognition and concern about the harmful physical, behavioural and social effects of excessive alcohol consumption. The College holds the view that the excessive consumption of alcohol is not an acceptable rite of passage and that such behaviour can lead to the point of harming self and/or others. If you are struggling with the use of of alcohol and drugs please reach out to a member of staff, such as the Dean of Students.

The excessive use of alcohol does not diminish a student's personal responsibility for observing community rules and expectations.

Privacy policy

The College takes privacy seriously and is committed to protecting information about its current and past students, and those associated with St John's.

Security and safety

It is important that all students are aware and vigilant at all times about their safety and security, as well as that of others and the security of the College grounds. Remaining vigilant at all times is critical to provide a safe and secure environment for all students and staff.

Communal areas of the College, including approaches to entry points into College, are monitored by closed circuit television (CCTV). The College also employs a Night Duty Manager or Duty Tutor who patrols the campus in the evenings, responds to emergencies and is available to assist students outside of normal patrol hours. In addition there are five residential staff who live on site and are on call on a rostered basis.

The University of Queensland operates a free shuttle bus around campus and throughout St Lucia. The nearest stops to College are at Duchesne College and at the Molecular Biosciences Plaza. See www.campuses.uq.edu.au/information-and-services/security/safety-bus for timetables, maps, and other information.

The entry doors to all residential buildings must be locked at all times. Please ensure you have your access card on you at all times.

Card lock system

The College has a RFID locking system for all individual student rooms, building entrance doors, boom gates and other common areas in College. The boom gates must not be lifted manually. Any student found lifting the boom gates will be fined $50 per incident. Please report any faulty door locks or gates to the Property and Services team who will arrange to have this fixed as a matter of priority.

Submit a maintenance request form stjohns.uq.edu.au/sjc-forms/maintenance-request or email maintenance@stjohns.uq.edu.au

Lost key cards

Due to the importance of effective security measures, it is critical that students advise Reception as soon as possible if they lose a card. If a card is lost when Reception is closed, students must advise the Duty Tutor or Night Duty Manager as soon as possible. Lost cards will be locked out of the security system and replaced with another.

There will be a replacement fee of $25 for lost cards.

Locked out - out of hours

If you are locked out of your room, contact Duty Tutor or Night Duty Manager who can provide access. Phone 0407 453 915.

Locked out - during business hours

If you are locked out of your room during normal business hours (8:30am-5pm Mon-Fri), please visit reception to be let into your room.

Audit trails

The College's system enables the College to interrogate door locks and make an audit trail if it becomes necessary owing to a security breach. This is a significant enhancement to personal security and safety, as well as that of our buildings and grounds.

Students should be careful to observe the following for their safety and the safety of others, particularly at night time.

Room safety

In order to maintain the security of individual rooms the following should be adhered to:

Individual Rooms

Keep individual rooms locked, whether occupied or not, including when the occupant is only briefly absent;

- Do not tamper with door locks to prevent them from being secured;
- Establish the identity of visitors before admitting them;
- Report malfunction of locks, cards, doors and windows, and card loss promptly to maintenance via mySJC;
- Under no circumstances should you leave a card outside of your door;
- Fines will be issued for breach of security.

Corridors and bathrooms

In order to maintain the security of communal areas the following should be adhered to:

- Be prudent and observant when using corridors, stairways and bathrooms at night;
- Report any light malfunction in these areas promptly to maintenance;
- Ensure windows in ground floor bathrooms and utility rooms are locked at night and when the rooms are not in use.
- Keep corridors and doorways free from obstructions.
- Keep external doors closed and locked.

Grounds

There is no completely secure physical barrier to entry into the College grounds and university personnel are permitted to use the College as a thoroughfare. If at any time during the day or night you feel uneasy about a suspicious looking stranger, please contact a member of staff, the Night Duty Manager or the Duty Tutor.

At night time, students should not approach strangers by themselves if there could be any danger, but should seek assistance from the Night Duty Manager, the Residential Advisor or other students. If necessary, call University security on 3365 1234 or the police (131 444 or 000). When moving through the College grounds at night, students should at all times be observant and prudent.

Failed or dim lights in the grounds should be promptly reported to maintenance. Submit a maintenance request form stjohns.uq.edu.au/sjc-forms/maintenance-request or email maintenance@stjohns.uq.edu.au

Moving to and from college at night

Students should exercise care and common sense at all times and prioritise their personal safety. Travelling together and making use of public transport and University security services are good options, rather than taking risks. UQ runs a free safety bus after 5:50pm Monday to Friday. See campuses.uq.edu.au/informationand-services/security/safety-bus

Fire

All students of the College should be familiar with the contents of the Emergency Evacuation Diagram placed near room doorways and in common areas.

Students should always be conscious of fire risk in College buildings and should act to prevent fires by using care and common sense. Please do not use candles, incense burners, air fryers or open bar radiators in rooms. Be careful with the use of electrical equipment and anything else that can cause fires. Do not smoke, vape or use e-cigarettes in your rooms; consistent with UQ policy, smoking, vaping and e-cigarettes is not permitted in all areas of the College, save the designated smoking area on the southern boundary of the College.

Keep all corridors and exits free from obstructions, don't chock open fire doors and don't cover fire alarms.

Students should familiarise themselves with all exit routes in the buildings they occupy, and with the location of fire extinguishers and other fire related equipment. All residential buildings, flats and common areas have both internal and external alarms which can be heard outside the buildings and are connected to the UQ Fire Service.

Improper use of fire equipment, including covering detectors, setting off alarms and the misuse of fire extinguishers, is a most serious offence which could easily endanger lives and property and will result in a fine.

This behaviour could also lead to expulsion from the College and may involve the offender being extensively liable for damages. Fines are applicable and can be issued by the Vice Warden.

The fire alarm system is automatic, and the fire brigade are called the instant a fire alarm sounds. If there is not a genuine fire emergency, or if the situation is caused by a student breaching College regulations, then a fine of $1,400 is borne by the student or students responsible for causing the alarm to sound. This reflects the fee which the Queensland Fire Services normally levies against the College for a false alarm.

Misuse of fire hoses and fire extinguishers will incur the costs of restoring or replacing the misused equipment.

Unauthorised use of firefighting or protection equipment is an offence under the Fire and Rescue Services Act (Qld) and can lead to a $5,000 fine or a jail term of up to six months.

Alarms can occasionally be triggered by steam in bathrooms or excessive deodorant so it is important that exhaust fans are switched on when students are taking showers.

Fire drills

Fire drills will be held from time to time and it is important that all students participate. When evacuating blocks, students should assemble at assembly areas immediately to facilitate the process of ensuring the evacuation of all students has been complete. When evacuating, students should follow the procedures set out in the Emergency Evacuation Diagram for each building and take direction from the Fire Wardens.

New students will be instructed in fire safety procedures in College during O'Week. Returning students should familiarise themselves with the fire safety equipment in their vicinity, and be aware of activities that may accidentally set off a fire alarm.

Each building and floor has an assigned Fire Warden whose responsibility is to coordinate fire safety and evacuations. All occupants of each block have responsibility both for their own safety and the protection of others at all times, including in an emergency situation.

If you witness misuse of fire equipment or notice a fire hazard, please notify a Fire Warden. The Fire Wardens should be able to advise others on fire safety measures, should keep an eye on the status of fire equipment, and in an emergency should do all possible to ensure complete evacuation and then account for occupants at the evacuation point.

In a fire emergency evacuation, students should follow the directions of a Fire Warden and do what is possible to ensure those in neighbouring rooms are alerted. Actions should include shouting loudly and continuously banging on room doors while passing on their way to an exit. On leaving your room the door must be shut.

If awakened by smoke, students should not immediately open their room door but should first feel the door to see if it is hot. If it is hot, the door should not be opened. Blankets should be placed along the bottom of the door and the room occupant should escape or call for help from the window. Also check for electric shock through the door handle with the back of the hand.

Assembly points for the various buildings are as follows:

- AA Red Assembly Area
- AA Orange Assembly Area
- AA Blue Assembly Area
- AA Purple Assembly Area



In case of emergency

If a fire alarm sounds, all students must:

- Evacuate the building while alerting others by calling "FIRE". If it is safe to do so close windows and doors before leaving
- Gather at assembly points. Assembly points are marked on the Emergency Evacuation Digram on the entry to each building
- Follow instructions of emergency services, UQ Security, College Leadership, security officers and Fire Wardens
- Each floor in each building has a Fire Warden. Fire Wardens are responsible for the orderly evacuation of their floor, as far as it is safe to do so. Fire Wardens should check all rooms in their floor have been evacuated.

Following evacuation, Fire Wardens report to assembly areas and await further instructions.

The person on duty is responsible for coordinating the whole College until emergency services arrive.

Injury

Under Workplace Health and Safety law, the College is obliged to keep a register of all health and safety incidents, including injuries. Students ***must*** advise a College staff member if they sustain an injury (or a nearmiss) on the College site or at an off-site College event. Such reports will be treated sensitively and nonjudgmentally. It can become a serious matter to fail to report injuries. You can report a hazard, injury or incident here: stjohns.uq.edu.au/sjc-forms/hazard-injury-incident-report

Administrative Matters

Fees

When confirming your admission to College this year, you agreed to the terms of the Student Residential Agreement and Fees Payment Agreement. Please refer to this Agreement with regards to early termination of the Agreement or changes in your university enrolment. As a student, you have an account with the College. This is a record of all transactions for items such as accommodation fees and other sundry purchases. Accounts left unpaid at the end of an Agreement are automatically forwarded to a debt collection service for recovery and collection costs may be added to the account.

Students, other than approved short term or one-semester contracted students, are required to be in residence, and pay fees, for the whole period of the academic year, being 39 weeks from mid-February through until the end of November, including SWOT VAC and examination times. Payment is requested by the advertised due dates and penalties are imposed for late payment.

University Colleges are not hotels or boarding houses, nor are they profit making institutions. To survive and keep their fees as low as possible, they need to be assured of filling their available rooms throughout the year with a stable membership. That is why College insists on a full year residence for most of their students, making exceptions only for certain specified one semester students, usually international students on short term study trips.

Membership of the College is therefore subject to completion of the above mentioned Student Residential Agreement.

Costs

The fees the College charges depend upon the expenditures it incurs, less the income it earns from conferences and other sources. Everything that increases expenditure, such as the destruction, defacement or other damage of College property, the removal and non-return of crockery and cutlery from the Dining Hall, waste of water and electricity, littering etc, ultimately leads to increased fees which disadvantages everyone. All students of the College are asked to help reduce the upward pressure on fees by not adding to avoidable costs.

Withdrawal from college

If a student wishes to withdraw from College, therefore breaking the Residential Agreement, or if they forfeit their place as a result of negligence, anti-social behaviour or poor academic performance, they are not entitled to receive any reimbursement of fees.

A student, upon signing the Residential Agreement, is bound to pay fees for the duration of that Agreement.

Requests to consider withdrawal and fee relief must be made in writing to the Vice Warden. All requests must set out in detail the facts and circumstances of the situation.

If the College chooses not to grant any reimbursement of fees, the student must pay out the balance of the Residential Agreement.

Rental references are provided by the College at the discretion of the Warden or Vice Warden only.

On departure, a student must ensure their room is in the same state as when they moved in. They must also ensure their door is closed and that their key is handed in to the front office, or duty staff member if out of after office hours.



Rooms

Each student is allocated their own furnished room, including bed and desk. A number of flats, comprising separate study/bedrooms and lounge/kitchen facilities are available for senior students. Groups of rooms are serviced by a common bathroom and a utility room which has a fridge, microwave and kettle for student use. Automatic washing machines, clothes dryers and ironing facilities are also provided. Students are asked to keep these facilities clean and tidy not only for themselves but for the convenience of all. Students' rooms are their private living area, privacy should be respected and, except in an emergency, no-one should enter a student's room without the permission or invitation of that student.

Rooms are equipped with basic furnishings. Students are invited to make their rooms more personal and cosy by bringing their own rugs, bedcovers, wall hangings, etc. However, they are also asked to be careful not to damage the walls, doors or other parts of the room in doing so. Sticky tape and strip led lighting stuck on surfaces is not to be used in any rooms.

Furniture provided in the rooms are the responsibility of the resident. They must be kept in good condition and not removed from the rooms. Mattresses will not be stored by the College and we do not condone the removal or replacement of mattresses or bed frames by a student. Additional furniture, such as couches or armchairs, are not permitted to be brought to College. Charges will be applied at the end of the year if original furnishings have been removed and not returned and/or additional furniture left in the room and not removed.

Adhesive tape, nails, or other things which could damage paint work etc. should not be used and damage will be billed to the resident. Rooms are inspected by staff before occupation each year and each room inventory report notes the condition of the room and its contents.

It is the student's responsibility to remove all rubbish from the room, clean surface areas, empty cupboards and fridges and ensure all areas are left as they were found at the start of the year.

Cleaning your room

Students are asked to take pride in the appearance of their rooms, to keep them clean and tidy as well as cosy and personal, and to look after both their own and College property with care and attention. This includes keeping communal areas on floors tidy and free of rubbish and laundry. Untidiness makes the job of the cleaners more difficult and, if extreme, will result in a room not being cleaned.

Damage to College property, even if the cost of repair is recovered from a resident, ultimately leads to increased College expenditure and eventually to increased fees. During vacations, rooms and common areas should be left clean and tidy, but you are not required to vacate or pack up your belongings.

Crockery from the kitchen is not permitted in rooms and regular crockery inspections will take place throughout the year.

Electrical fittings in rooms must not be altered in any way and care should be taken not to waste power or overload the circuits.

Room allocations

An offer of residency is for a place in the College, not for a specific room.

The allocation of your room is at the discretion of the Vice Warden. New students are allocated a room for the duration of the year. Changes to room allocations during the term of your residency will not be considered except under exceptional circumstances. An application for such a change should be made in writing to the Vice Warden.

Towards the end of a student's year in College, if applying to continue residency for the following year, a student is given the opportunity to request block preferences to assist the Vice Warden with the allocation of rooms. Preferences are no guarantee of allocation to a particular room or flat.

Please note that the Vice Warden and the Warden reserve the right to make alterations to the room allocations at any time.

If a room should become available for any reason during the year, students may apply in writing to the Vice Warden for that room. The following criteria (in no particular order) applies:

- Active contribution to the College community
- Prior academic achievement
- Election to a position on the Student Club Executive or Residential Advisor Team
- Particular concerns regarding health or disability
- Preference for a particular building (Third Years have priority for Sharwood)
- A desirable balance of gender, age, ethnicity, regional or scholastic background for each floor or building

Room cleaning arrangements

The College contracts Clean State to clean the College. Contract staff clean bathrooms and empty students' rubbish bins twice a week, and vacuum students' rooms once a week. Students will be advised at the beginning of the academic year the day on which their rooms will be vacuumed and it would be appreciated if on that day students could make sure that all areas are clear so there is easy access for staff.

The cleaners have the right to refuse to clean excessively untidy and dirty rooms.

Students are requested to assist in the care and maintenance of their rooms by cleaning up any accidental spills themselves and by occasional cleaning in between the visits of contract staff. If there are any complaints in regard to room cleaning, the matter should be referred to the Vice Warden.

Utility rooms on each floor of the main residential buildings are the responsibility of all students on the floor, not the College cleaners, and must always be left clean and tidy after use. This includes laundry left in machines for an excessive period that may be thrown out.

In the case of flats, students are responsible for the cleaning of shared kitchen and cooking equipment, kitchen benches and kitchen rubbish bins, not the College cleaners.

At the conclusion of the academic year, it is expected that all students leave their room, flat and common areas as they were found at the start of the year and completely free of any personal belongings. Bins must be emptied and all rubbish removed prior to departure. Skip bins will be provided for this purpose. You will be charged for any additional cleaning required if you leave your room in an excessively messy state and any property left behind will be disposed of at your cost. You must close your room's door on departure from College so a exit room condition report can be undertaken.



Vacation storing and packing

Very limited amounts of space exist in College for the storage of belongings over the summer break. For this reason, students are expected to remove items and store them off site, with the exception of bar fridges which may be left under the Dining Hall. At the discretion of the Vice Warden, some storage space may be made available for students travelling overseas, if possible and at a small fee. However, students are warned that any belongings stored in College over the break are stored here at the owner's risk.

Maintenance of rooms

Any damage to, destruction or malfunction of College property, including faults in the plumbing and electrical systems, whether caused by wear and tear, accident or otherwise must be reported as soon as possible to maintenance. All maintenance requests must be made via mySJC; students must not ask members of the maintenance team directly, unless in the case of an emergency, this is to allow for a fair distribution and prioritisation of work load.

Whether or not anyone is to blame, prompt and accurate reporting means less inconvenience to yourself and other students, less risk of injury, further damage and/or further expense, and less likelihood of misunderstanding between students and staff.

Maintenance and repairs are expensive items on the College budget and unnecessary maintenance costs ultimately hurt all students. Where there is damage to a room not attributable to fair wear and tear, the contingency fee paid by the resident will be used to pay for it with further charges being imposed if necessary.

Where damage to other College property caused deliberately or carelessly occurs, the student responsible will be fined an amount sufficient to cover the cost of repair or of tidying up, plus a penalty. Where the person responsible cannot be found, the Student Club will be asked to accept responsibility and pay for the damage.

You are obliged to allow staff of the College to enter your room at all reasonable times (accompanied by you only where this is practical) for the purpose of inspection, cleaning and repair. Authorised College staff hold the necessary master cards for such purposes.

Insurance

The College is not responsible for theft or damage of a student's personal belongings. Insurance to cover theft or damage of personal property is the responsibility of each student.

Mail

General mail is placed in pigeonholes on the ground floor of the Goodbury building. Students are notified if parcels or registered mail are received, which must be collected from Reception. Please notify Reception if you require someone to collect your parcels on your behalf.

Mail received during vacation periods will not be forwarded, but will be retained for collection after the vacation or returned to sender.

Mail may be posted in post-boxes throughout the University. There is a post office in Hawken Village as well as adjacent to the UQ Chancellor Place bus station.

Remember to update your postal address once you have left College, no mail will be forwarded, instead will be returned to sender.

Internet

All rooms have wired internet connection, provided by the Colleges' Information Technology Group (CITG). Residential blocks have wireless access to the eduroam network, but this is not a guaranteed service: the wired internet connection by CITG is the internet service provided by the College. Students must abide by responsible use of the internet when using either network. The CITG Helpdesk can be contacted by emailing help@citg.uq.edu.au Their website is at www.citg.uq.edu.au which also contains helpful information.

Publications

Publications which bear the crest, logo, or name of the College (including the name St John's College Student Club), or which indirectly refer to the College, must be approved by the Vice Warden before publication, distribution, and dissemination. This applies even if distribution is only internal to the College. This applies to both print and online publication. It is of concern that such publications do not bring the College into disrepute, or express opinions or make undertakings of the College which the publisher is not authorised to give. The College reserves the right to refuse publication of such material.

The annual College magazine, The Argo, was first published in 1920. This official College magazine is a chronicle of many of the College events and achievements that have occurred during the year. It is produced by a student committee and approved for publication by the College

Media and external enquiries

The Warden is the sole spokesperson for the College in case of enquiries by the media or other third parties.

Laundry

The College has a cashless system for its washing machines and dryers (Washing is provided free for students while a fee of $2.00 is charged for drying). These are located in Vatican (ground floor), Foundation Court (ground floor), Sharwood Court (ground floor) and Hall Patterson. Students require an on-line account to pay for their operation: individual account set-up details can be completed at sjc.eziwash.com.au, there is a link for this on mySJC.

Students must ensure that they retrieve clothing promptly from washing machines and dryers after use. Clothing must not be left in machines or elsewhere in laundries for prolonged periods. Students leave clothing unattended in laundries at their own risk.

College grounds

The College has immaculate gardens which students should take pride in, as a lot of time and effort is put into their maintenance. Students are not to enter the pond, remove flowers or plants from the gardens, and those found doing so will be fined, at the discretion of the Vice Warden. All students of the College are asked to help care for grounds and buildings by keeping rooms tidy, by putting rubbish into rubbish bins, and by not leaving any litter such as cans, foodstuffs and wastepaper lying around the grounds.

The College also provides recycling bins for bottles (10c deposit containers), glass and paper in and around each block. A team of students manage the recycling program in conjunction with the relevant staff.

Keeping communal areas clean

Communal areas in the College including corridors, kitchens, bathrooms, stairwells, library and common rooms cannot be cleaned if left unreasonably untidy. All users should feel a personal responsibility for seeing that they are properly looked after. Students who organise events in the rooms and grounds of the College are responsible for seeing that the area is made clean and tidy afterwards. Students are reminded that areas of the buildings and grounds maintained in a substandard state reflect poorly upon not only the individual, but the College as a whole.

Post event clean-up

Where the Student Club arranges an event, those officials of the Club responsible for organising the event must make arrangements for clean-up afterwards and before 9am the next day. Cleaners are not required to clean up vomit or other bodily excrements; those responsible for the mess are expected to clean it and may incur penalties, at the discretion of the Vice Warden. The College considers vomit and other bodily excrements a hazardous waste and an appropriate charge will be incurred for the College having to deal with that waste.

Noise

No unreasonable level of noise is to be heard from 11pm- 7am during the semester. During SWOTVAC and exam periods, no noise is to be heard outside of individual student rooms 24/7.

Gym

When using the gym, please be respectful of others using the space and in the surrounding blocks. Shoes and shirts are to be worn at all times. Students are expected to use towels and clean up after themselves. Weights are to be returned to their rack after use. Students who want to listen to music in the gym must use headphones or small speakers. Large sound systems are not allowed because they disturb nearby buildings and pose a health risk.

Out of bounds areas

Students are not permitted on roofs, in ceilings, in underground spaces, in the maintenance workshop. Students can only enter the grounds of the Lodge or Oakes House upon invitation.

Students are also not permitted to enter another student's room without their express permission: an unlocked door does not constitute permission. Accessing unauthorised areas of the College is grounds for disciplinary action.

Car parking

There is limited car parking (available at $750 for the year) on the premises and it is allocated by the Vice Warden on the basis of seniority and need. Students are to park only in their designated parking spot. Students must not park on grassed areas of the College site or in places not designated as a car park.

Boom gates must not be handled manually-a fine will be imposed.

Students who do not have an allocated College car park must not park a vehicle on the College site without the express permission of the Vice Warden. Offenders will be fined or cars will be towed at the owner's expense.

Bicycles

Bicycles, skateboards, skates, and other self-propelled devices must not be ridden anywhere in College, except along vehicle roadways. Bicycles must not be brought into residential blocks; stored in students' rooms/flats, in corridors; propped against College buildings; or secured to fences, hand rails, or any part of a College building. Bicycles must be secured and stored in College bike sheds, and are stored there at the sole risk of the owner. To gain access to the bike shed, please ask at reception for permissions to be added to your card. Additionally, bikes must be removed from College grounds at the end of the year unless permission has been granted by the Vice Warden.

Archives

The historical records of St John's College are kept in the archives of the College and contain details of its life back to 1911. Records include correspondence, enrolments, photographs and financial data.

Students are encouraged to contribute photos and files to the archives and the College's record. Any submissions can be provided to the Warden.

External use of college facilities

From time to time, the College will hire its facilities to third parties for conferences, functions and events. The revenue generated from this is critical to the College providing affordable College fees for students. Students should be welcoming and accommodating of any external parties using facilities as they are effectively subsidising your stay at College.

While external use of facilities will be considerate of College resident's priorities any issues and feedback should be directed to the Vice Warden to ensure external use of facilities is not negatively impacting on students.

Facilities

Chapel of St John the evangelist

Students are welcome to use the space as a place of retreat and for quiet reflection and are asked to respect the sanctity of the Chapel at all times.

There is no dress code for Chapel, although students and visitors are encouraged to dress tidily, out of respect for the sanctity of the space. Academic gowns are normally worn by students to formal services; however, it is not compulsory. Music practice in the Chapel is welcome but please be conscious that it is a shared space where there are organised services and others needing a quiet place to pray.

The College also asks that you do not move furniture in the chapel and any extra equipment or chairs brought into the chapel must be put away afterwards. This also includes turning off air-conditioners and lights after use. Please contact the College Chaplain for further assistance if you require.

Common rooms

The term 'Common Room' has two meanings in collegiate life. Firstly, it refers to groups which exist to provide representation in the organisation of College life, to operate certain services such as recreation, and to provide opportunities for socialising. Thus, the Junior Common Room refers to undergraduate students of College, and the Senior Common Room refers to the College Leadership, postgraduate students, and their resident spouses.

Senior common room

The Senior Common Room (SCR) is the collective name for the senior members of the College. It is also the name of the actual room, situated next to the Junior Common Room.

The body is also often referred to as High Table because it dines at the table on the raised dais at the western end of the Hall. Its role is to support the Warden in developing the academic, cultural and intellectual life of the College.

Members of the Senior Common Room are:

- The Warden, the Vice Warden, the Deans and their partners
- The Chaplain and partner
- Visiting scholars and their partners
- Academic Fellows
- Honorary Fellows
- Postgraduate students

The Junior Common Room in Twickenham-Radcliffe Building is for such gatherings for undergraduates and their guests. The Valmai Pidgeon Room, adjoining the Junior Common Room, is used for Senior Common Room gatherings. Undergraduate students may not enter the Senior Common Room unless invited by the Warden.

In Common Rooms, one is regarded as an equal and peer by those gathered: as such, academic gowns are traditionally not worn in Common Rooms, since designs of gowns can indicate status. The exception is that those dining at High Table will wear academic gowns in the Senior Common Room before going into dinner.

The Junior Common Room is dedicated for the appropriate use of undergraduate students. However, the College reserves the right to use the Junior Common Room for events and visiting conferences, as required.

Such use will be advised in advance to students.



Libraries and tutorial rooms

When not required for College tutorials, students may use libraries and tutorial rooms for private study:

- Tooth Library (main library)
- Stanley Law Library
- Goodbury Tower tutorial rooms
- Morgan Centre tutorial rooms

These rooms must always be left in a tidy state. Students should not leave their belongings in the rooms so as to 'reserve' space. Upon leaving, the last person to leave a library or tutorial room must turn off the lights and turn off the air-conditioning. The provision of these rooms for private study may be withdrawn if the rooms are not respected. Every day early in the morning, any unattended personal belongings inside a tutorial room will be removed and placed in a rack located in the ground floor of the Morgan Centre. The College will not take responsibility for any lost or damaged items.

Music practice rooms

The College has four music practice rooms, located on the ground floor of Foundation Court, with one in the Chapel building. Each of these has a piano in it. There are grand pianos in the Chapel and in the Chapel music room. These are primarily for students reading for a music degree. You can request access to the music practice rooms from Reception. Practice rooms may be used between 8am and 10pm. Please keep these spaces clean and tidy, returning equipment back to the storage area after use. No drinking is permitted in the music practice rooms.

UQ sports access

The College has negotiated an agreement with UQ Sport under which students have access to the UQ Sport Aquatic Centre and a range of other facilities including the tennis courts, athletics track and basketball courts included. Some exclusion times may apply.

St John's College bar (also known as 'The Buttery')

All students of College eighteen years of age and over are members of the St John's Club after applying for membership and paying a membership fee. The Bar, located on the ground floor of Annexe, is open to members of the St John's Club. Guests aged eighteen and over may be introduced by members of the Club by being signed in by the member who brings them, who then takes responsibility for their guests, provided prior written permission is obtained from the Vice Warden. Smart casual attire is expected.

The Business Manager is the delegated responsible manager of the Bar who, in conjunction with the Vice Presidents of the Student Club, external security and bar staff, ensures that it is operated responsibly and complies with the terms of the licence.

The Bar must not exceed maximum number of patrons according to the liquor licence. Staff and students will support the Responsible Manager, Bar Staff and Security to ensure that the bar maintains its obligations under the liquor licencing laws or as a directive from Queensland Health.

Persons who are intoxicated or anti-social will be asked to leave, consequences are detailed in the Student Code of Conduct and the Alcohol Policy. (Appendix A & D).



The College is committed to responsible behaviour in relation to alcohol, as described in its Alcohol Policy.

Current penalties imposed by the state for supplying alcohol to anyone under the age of eighteen on licensed premises are $3,593 for the individual; $11,500 for the staff member serving the drinks; and $35,937 for the licensee (a staff member of the College).

The Bar operates at the following times during teaching periods only:

Friday 6:30pm - 10.30pm
Sunday 6:30pm - 9pm

The Warden or Vice Warden, at his or her sole discretion, must approve the opening of the bar and may limit opening times accordingly.

Billiards room

There is a billiards room adjacent to the Bar. This room is not part of the licensed premises within College. Therefore, alcohol purchased from the Bar may not be brought into the Billiards Room.

Gym

The College has a gym which can be used by students between 6am and 10pm. Access is by use of the student's card key. Enclosed footwear must be worn at all times in the gym. Noise must be kept to a minimum, at all times. Music to be played with headphones or small speakers. As the gym is not permanently staffed, to be able to use it will require an induction and the signing of a form taking full responsibility for your own health and safety in relation to using the equipment. Only College residents are allowed to use the gym, unless otherwise approved by the Warden or Vice Warden.

Appendices

Appendix A

Student code of conduct

1. Introduction

1.1 Everyone who lives, studies or works at St John's College has the right to do so in a safe and inclusive environment, and has a role in creating and maintaining such an environment.

1.2 Complying with the Student Code of Conduct is an important part of creating and maintaining that environment. Students are therefore expected to be familiar with, comply with, and actively uphold the principles and expectations of the Student Code of Conduct and related policies and procedures.

1.3 Consistent with our Vision and Values, St John's College wants all students to be self-aware, passionate, courageous, confident people who learn to lead and serve while supported in a strong, safe College community and treat themselves and others with respect.

1.4 The purpose of the Student Code of Conduct is to establish a standard by which students are expected to conduct themselves.

1.5 The Student Club and Executive are expected to endorse and promote the appropriate standards of behaviour, as outlined in this Code of Conduct, amongst all members of the Student Club.

1.6 Breaches of the expected standards can impact on the individual, other students, the College and our broader community. The College will consider breaches of the Student Code of Conduct and, where appropriate, take proportionate action to address them.

2. Scope

2.1 The Student Code of Conduct applies to conduct of a student who resides at St John's College, which:

(a) occurs on land or property owned or occupied by the College;
(b) occurs during, or in connection with, any function, activity or event which is sanctioned by the College;
(c) relates to another College student, staff or visitor to the College;
(d) occurs when a person is representing the College in any capacity; or
(e) otherwise has the potential to affect their suitability to continue as a resident of the College having regard to the wellbeing and safety of other College students, staff or visitors to the College.

2.2 The Student Code of Conduct may apply regardless of whether a student's conduct occurred while they were a resident of the College and may be applied regardless of whether the student no longer resides at the College.

2.3 Where there is a reference to "staff" in this policy, it includes employees of the College, contractors and employees of contractors to the College.

3. Expected standards of conduct

3.1 St John's College students must uphold the College's Values of Respect, Excellence, Resilience, Integrity and Inclusion.

3.2 St John's College expects all students to:

(a) have respect and responsibility for yourself;
(b) treat all people with dignity and respect;
(c) act honestly and with integrity;
(d) be respectful of the privacy of others;
(e) be respectful of property;
(f) uphold the academic purpose of the College;
(g) comply with the requirements of The University of Queensland (and other universities, as applicable) and the law;
(h) uphold the College as a safe and inclusive environment; and
(i) abide by the College's policies and procedures.

HAVE RESPECT AND RESPONSIBILITY FOR YOURSELF

3.3 St John's College expects students to be aware and responsible for how their conduct impacts on themselves and others. If a student engages in conduct that is contrary to the standards of the College, the student will be expected to be accountable for that conduct and must cooperate with the College to address the conduct.

3.4 The College encourages students to seek help for themselves and each other when needed. St John's College is able to provide information as to a range of other supports and services which may assist students to better manage their physical and mental health issues, academic challenges and other issues that may arise.

TREAT PEOPLE WITH DIGNITY AND RESPECT

3.5 St John's College students should actively demonstrate respect, empathy and consideration for others, so that all may live, study and work in a safe and inclusive environment.

3.6 All College students, staff and visitors have a right to enjoy a College free from any form of discrimination, bullying and harassment of any person, for any reason, at any time.

3.7 The College expects students will respect the rights of others and treat people with dignity and respect.

ACT HONESTLY AND WITH INTEGRITY

3.8 St John's College students should behave with personal integrity and honesty and practise ethical and responsible behaviour in their dealings with others. Students are encouraged to express their views honestly and in good faith.

3.9 At all times and in all dealings with external parties, the College expects students to uphold the good name of fellow students and the College.

BE RESPECTFUL OF OTHERS' PRIVACY

3.10 St John's College students should respect the privacy of other students, College staff and visitors.

3.11 The College expects students not to use cameras or any other recording device or technology in any way that impacts on the privacy of others (for example, recording and/or distributing images such as photographs or videos of a personal or private nature without express permission from the person concerned).

BE RESPECTFUL OF PROPERTY

3.12 St John's College students must respect the property of the College, other students, College staff and visitors.

3.13 The College expects students to report to the College any damage to the College's property or grounds, however caused. If damage has resulted from wilful or reckless conduct, the offending student/s will be required to pay for the damage. In the event that there is damage to College property, should it not be possible to identify the student/s responsible for such damage, the Student Club will be expected to take responsibility and to pay for the damage. For damage to the property of another student, staff member or visitor, the student/s at fault are expected to act honestly and with integrity in dealing with the affected student and to make amends early and generously.

3.14 Students should not use the College's name, coat of arms, logos, or other identifying emblems without the express, prior, written permission of the Warden (or their delegate).

UPHOLD THE ACADEMIC PURPOSE OF THE COLLEGE

3.15 St John's College is an institution with a strong commitment to the academic efforts of its students.

3.16 The College expects all students to be diligent in their studies, meet course requirements and attend class. It also expects that students will support and respect the academic efforts of others within the College, minimising distractions or disruptions, and using study spaces as intended, at all times.

COMPLY WITH THE REQUIREMENTS OF THE UNIVERSITY OF QUEENSLAND (AND OTHER UNIVERSITIES, AS APPLICABLE) AND THE LAW

3.17 St John's College requires students who are enrolled with The University of Queensland to act in accordance with the policies of The University of Queensland, given the College's physical location within the University campus. This includes matters of conduct and behaviour, academic integrity, and health and safety issues. It also includes conduct and behaviour in relation to Intercollege events and activities.

3.18 Students enrolled in another university must also comply with the policies and requirements of that other university.

3.19 All students of St John's College are required to comply with the general law.

UPHOLD THE COLLEGE AS A SAFE AND INCLUSIVE ENVIRONMENT

3.20 All students, staff and visitors of St John's College have a right to enjoy a College which provides a safe and inclusive environment.

3.21 The College expects students to support each other and engage in conduct that supports their own health and safety and the health and safety of other students, staff and visitors of the College.

3.22 The College expects students to take action when they become aware of any conduct contrary to the College's values and this Code of Conduct. It is the responsibility of everyone at St John's College to uphold the values and standards of the College and to support an inclusive environment.

3.23 Students must not engage in conduct that may bring themselves, their fellow students or the College into disrepute. This includes statements in social media or other electronic or printed media, including but not limited to text messages, social media posts and formal or informal College publications.

ABIDE BY THE COLLEGE'S POLICIES AND PROCEDURES

3.24 The College expects students to familiarise themselves with, and then to comply with, the word and spirit of this Code of Conduct and other related policies, at all times. Conduct which breaches this Code of Conduct and other related policies must be addressed and will have consequences, as set out in Section 5 below. In serious cases, this may include suspension or expulsion from the College.

3.25 The related policies (which can be found on the College website) are:

(a) Sexual Misconduct Policy;
(b) Privacy Policy;
(c) Child Safe Policy;
(d) Alcohol Policy;
(e) Drugs other than Alcohol Policy; and
(f) Such other behavioural policies in force from time to time.

3.26 The Addressing Concerns and Complaints Policy articulates the process to be followed by students and the College in the event of a concern, complaint, or breach of the Student Code of Conduct or related policies by a student of the College.

4. Examples of breaches of the Student Code of Conduct

4.1 Conduct which may fall below the expected standards of St John's College may take a range of forms from very serious to minor. The following is a non-exhaustive list of conduct that may fall below the standards expected of students. Such conduct may include, but is not limited to:

(a) engaging in behaviour that may constitute sexual misconduct, including sexual assault or sexual harassment;
(b) violent behaviour, including assault;
(c) excessive alcohol consumption that impacts on self and/or others;
(d) engaging in conduct which discriminates against another person on the basis of their sex, gender, religion, culture, disability, age, race or engaging in conduct which vilifies another;
(e) engaging in conduct which bullies, harasses, or denigrates another (this includes hazing), spreading innuendo, gossip or rumour or engaging in conduct that promotes statements that are disparaging, disrespectful, misleading or untrue;
(f) stalking, whether physical or electronic;
(g) engaging in any illegal activities including using, procuring or selling illicit drugs;
(h) theft or damage to property;
(i) urinating in a public place, or public nudity;
(j) offensive language or behaviour;
(k) displaying or promoting, whether in print or electronically, pornographic material;
(l) using cameras, including mobile phone cameras, in ways that impact on the privacy of others;
(m) use of information technology, including social media, in ways that might cause harm to others;
(n) excessive and/or repeated disruption to the learning of others; and
(o) engaging in any activity which fails to uphold the Values or reputation of the College or may bring the College into disrepute.

5. Consequences

5.1 The consequence for breaching the Student Code of Conduct and its related policies will be determined by the College on the basis of the seriousness of the alleged conduct, the student's past conduct and behaviour and the impact on others.

5.2 Students can expect that any breaches will be dealt with by the College fairly and in accordance with the standards and expectations set out in the Student Code of Conduct and related policies. As a general principle, breaches will have consequences that are proportionate to the seriousness of the breach.

5.3 As set out in the Addressing Concerns and Complaints Policy, the consequences for conduct that may breach the Student Code of Conduct and its related policies may include, but are not limited to:

RESPONSE	DESCRIPTION
Removal of rights or privileges	This might include access to facilities, activities or events, or eligibility for leadership positions and other positions of responsibility.
Moving of rooms	A requirement that a student relocate to another room within the College.
Restitution	A requirement that a student contribute to the costs of repair or compensation for loss or damage which has been incurred as a result of their conduct.
Reprimand	A verbal caution that the conduct has breached the Code (or other related policy), or could lead to a breach. The College's expectations of future behaviour will be re-stated. A student may be required to give an apology to any person impacted by the conduct.
Warning	A written warning that the conduct has breached the Code (or other related policy). A record will be kept on the College's file. The College's expectations of future behaviour will be re-stated. The student may be required to give an apology to any person impacted by the conduct.
Suspension	A requirement that a student remove themselves from College for a set period of time determined by the College.
Expulsion	A requirement that a student remove themselves (and all property) from the College permanently and that they cease to be a member of the College and lose all rights as an alumnus/ alumnae of the College.

Appendix B

Important contact numbers

DEPARTMENTS	NAME	PHONE	EMAIL
Warden	Ms Rose Alwyn	0488 268 892	warden@stjohns.uq.edu.au
Vice Warden	Nicholas Spinks	0412 976 004	vicewarden@stjohns.uq.edu.au
Business Manager	Cathy Schilpzand	07 3842 6600	c.schilpzand@stjohns.uq.edu.au
Director of Advancement	Triona Maddick	07 3842 6600	t.maddick@stjohns.uq.edu.au
Dean of Students	Ben Jenner	0417 336 528	b.jenner@stjohns.uq.edu.au
Dean of Students	Bridget Tonkin	0406 397 524	b.tonkin@stjohns.uq.edu.au
Dean of Studies	Joaquin Kosegarten Villarreal	0426 408 059	j.kosegarten@uq.edu.au
Chaplain	Samuel Dow	0425 252 318	s.dow@stjohns.uq.edu.au
Events & Communications Manager	Sonya Waters	07 3842 6600	s.waters@stjohns.uq.edu.au
Performing Arts Coordinator	Freddie Klein	0474 349 123	f.klein@stjohns.uq.edu.au
Finance Officer	Kiran Vijai Deb	07 3842 6600	k.vijaideb@stjohns.uq.edu.au
Registrar	Rhonda Henderson	07 3842 6600	admissions@stjohns.uq.edu.au
Maintenance	Dan Vella	07 3842 6600	maintenance@stjohns.uq.edu.au
SENIOR RESIDENTIAL ADVISORS			
Sharwood / Hall Patterson	Olivia Hoger	0499 552 236	livhoger@gmail.com
Sharwood / Hall Patterson	Sam Anderson	0488 320 554	samuel12anderson12@gmail.com

EMERGENCIES	
Duty Tutor	0407 453 915
Ambulance/Fire/ Police	000
Poison Emergencies	13 11 26
UQ Emergencies	07 3365 3333
UQ Security General	07 3365 1234

Appendix C

Sexual misconduct policy

1. Introduction

1.1 The Sexual Misconduct Policy guides and governs conduct within and affecting St John's College that falls within the definitions of sexual misconduct (section 5.7) and two sub-categories of sexual misconduct, being sexual assault (section 5.1) and sexual harassment (section 5.3).

1.2 The Sexual Misconduct Policy operates in conjunction with the Student Code of Conduct and to the extent of any inconsistency, the Sexual Misconduct Policy prevails if the conduct constitutes sexual misconduct as set out in this Policy.

1.3 The purpose of the Sexual Misconduct Policy is to:

(a) set out expected standards of behaviour further to those set out in the Student Code of Conduct;
(b) explain clearly the concepts of sexual assault, sexual harassment and sexual misconduct;
(c) encourage College students, staff and visitors to seek help for themselves, or for others, when any situation makes them feel uncomfortable, and report breaches of this Policy;
(d) guide College students and staff in creating a community where informed consent and respect for others' choices are valued, and the principles of the Policy are upheld and actively promoted;
(e) set out the procedures that the College will follow in responding to a disclosure or report; and
(f) make College students and staff aware of the support available to them.

1.4 The College will act on all reports of sexual misconduct and where it reasonably can do so, will take appropriate and proportionate action to address them with impartiality and sensitivity.

1.5 The College acknowledges that sexual misconduct under this Policy may constitute criminal conduct. College students, staff, and visitors are encouraged to report concerns about criminal conduct to the police and the College will support those who do so.

1.6 The College cannot make any determination of criminal conduct but it can investigate sexual misconduct matters and take action in respect of breaches of its rules, policies and procedures, including the Sexual Misconduct Policy, the Student Code of Conduct or the Staff Code of Conduct.

1.7 Findings made under this Policy are made "on the balance of probabilities" i.e. whether the alleged behaviour is more or less likely to have occurred than not.

2. Scope

2.1 The Sexual Misconduct Policy covers behaviours that constitute sexual misconduct, sexual harassment and sexual assault, and the procedures followed by the College when such incidents are reported.

2.2 The Sexual Misconduct Policy applies to conduct of a student who resides at St John's College, which:

(a) occurs on land or property owned or occupied by the College;
(b) occurs during, or in connection with, any function, activity or event which is sanctioned by the College;
(c) relates to another College student, staff or visitor to the College;
(d) occurs when a person is representing the College in any capacity; or
(e) otherwise has the potential to affect their suitability to continue as a resident of the College having regard to the wellbeing and safety of other College students, staff or visitors to the College.

2.3 The Sexual Misconduct Policy may apply regardless of whether a student's conduct occurred while they were a resident of the College and may be applied regardless of whether the student no longer resides at the College.

2.4 Where there is a reference to "staff" in this Policy, it includes employees of the College, contractors and employees of contractors to the College.

2.5 For the avoidance of doubt, the Warden has a discretion not to proceed in relation to an allegation of misconduct in accordance with this Policy.

3. Principles

3.1 Everyone who lives, studies or works at St John's College has the right to do so in a safe and inclusive environment, and has a role in creating and maintaining such an environment.

3.2 All College students, staff and visitors are expected to maintain respectful relationships at all times and in all circumstances.

3.3 The safety, welfare and support of all College students, staff and visitors is paramount. The College recognises that sexual misconduct may have an adverse impact on those experiencing or witnessing such behaviour and is committed to responding quickly and appropriately supporting anyone who is affected.

3.4 Confidentiality and information privacy will be upheld, in accordance with the College's legal obligations, policies and procedures.

3.5 The College recognises that sexual misconduct may be experienced by all people regardless of their gender or sexuality.

3.6 The College is committed to providing educational and training opportunities for College students, including those around developing respectful and consensual interpersonal relationships, sex positive sessions, gender equality policies and practices, sexual misconduct prevention, response protocols and processes.

4. Expected conduct

ACTIVE BYSTANDER INTERVENTION

4.1 St John's College encourages and values safe active bystander intervention by College students, staff and visitors to prevent or stop sexual misconduct, including sexual assault and sexual harassment, from occurring or continuing. The College offers active bystander training to students.

4.2 The steps involved in safe active bystander intervention are:

(a) noticing the situation – paying attention to what is going on nearby;
(b) deciding if it is a problem – investigating whether someone might need help;
(c) checking with people around if unsure;
(d) accepting responsibility to take action – not assuming someone else will do something; and
(e) making a plan to step in – indirectly or directly confronting the issue, without being aggressive or putting oneself or others in danger.

OBTAINING INFORMED AND POSITIVE CONSENT

4.3 St John's College expects College students to understand consent and requires that they take proactive steps to obtain informed and positive consent at all times in relation to any conduct of a sexual nature. Failure to take steps to obtain consent will constitute a breach of the Sexual Misconduct Policy.

4.4 A person seeking consent has the responsibility to ascertain consent exists. Consent requires more than just saying yes. Consent must be obtained explicitly and through explicit actions. Consent may also be withdrawn at any time.

4.5 Everyone must understand that informed consent to a sexual act can only be given by those who are:

(a) 16+ years old;
(b) fully conscious, awake and not intoxicated;
(c) not intimidated, coerced, threatened or afraid of harm to themselves or someone else;
(d) free from influence or peer pressure, particularly from an older person; and
(e) aware of all the relevant facts.

4.6 This includes:

(a) being given sufficient information to understand what they are agreeing to;
(b) being given a free choice to opt in or out;
(c) being permitted to change their mind at any time; and
(d) the fact that a person does not say 'no' or does not 'physically resist a sexual act' does not of itself mean that they consent to the act.

5. Conduct which will breach the Sexual Misconduct Policy and the Student Code of Conduct

SEXUAL ASSAULT

5.1 Sexual assault is a term used to describe a range of sexual offences, from kissing or touching another person without their consent to penetrating another person's body with a body part or object without their consent. Forcing someone else to commit or witness these acts can also constitute sexual assault.

5.2 These acts may constitute a criminal offence. The College encourages that potential criminal conduct is reported to the police. The College does not have jurisdiction over criminal complaints or investigations conducted by the police. However, the College will act on conduct that breaches its policies and procedures particularly where the conduct impacts on the safety, health and wellbeing of others.

SEXUAL HARASSMENT

5.3 Sexual harassment is any unwanted or unwelcome behaviour of a sexual nature that offends, humiliates or intimidates an individual or group of people. It may occur as the result of a single incident or repeated incidents, in circumstances where a reasonable person would have anticipated a possibility that the harassed would be offended, humiliated or intimidated.

5.4 Sexual harassment is not interaction, flirtation or friendship which is mutual or consensual.

5.5 Sexual harassment may include:

(a) unwelcome touching, hugging or kissing;
(b) inappropriate staring or leering;
(c) sexual gestures;
(d) sexually suggestive comments or jokes;
(e) displaying, sending or requesting sexually explicit pictures or posters;
(f) giving sexually explicit gifts;
(g) making or distributing a sexually explicit audio recording or photo-shopped image of another person;
(h) repeated or inappropriate invitations to go out on dates;
(i) intrusive questions about a person's private life or physical appearance; and/or
(j) requests or pressure for sexual intercourse, or other sexual acts.

5.6 Sexual harassment can occur both verbally and physically, as well as through email, text, messaging, social media posts and other forms of electronic communication. Acts of sexual harassment may also constitute sexual assault.

SEXUAL MISCONDUCT

5.7 Sexual misconduct refers to any misconduct of a sexual nature, including sexual harassment and sexual assault. It may also be used to describe activity of a sexual nature that is not in and of itself harassment or assault. Where the term is used within this Policy, it should be taken to encompass any inappropriate behaviour, conduct or activity of a sexual nature (particularly where consent is not given), including sexual harassment and sexual assault.

6. Reporting

6.1 The College is committed to promoting a culture of preventing and responding to incidents of sexual misconduct. Should a College student, staff or visitor witness or experience sexual misconduct, they are encouraged to speak to the Vice Warden or to a College staff member. The College encourages College students, staff and visitors to disclose or report any incidents which may be in breach of the Sexual Misconduct Policy.

6.2 Where possible and subject to student safety and wellbeing and compliance with laws, disclosures or reports of incidents will be kept confidential. This means that participants in any process under the Sexual Misconduct Policy will be reminded about the importance of confidentiality and will be expected to adhere to any directions they are given about maintaining and respecting confidentiality.

6.3 Failure to comply with directions regarding confidentiality may constitute a breach of this Policy and the Student Code of Conduct.

6.4 The College's actions to maintain privacy and confidentiality is in no way intended to prevent either the complainant or the respondent seeking other advice, support or guidance.

6.5 Following receipt of a report of sexual misconduct, the College will work with the reporting party to explore options of support and follow-up and to identify procedures for investigation if required in relation to the matter.

6.6 The College encourages any person who has been a victim of sexual misconduct to report incidents promptly. The College will seek to facilitate the efficient handing of any complaint made. Insofar as matters are within the control of the College, the College will seek to deal with any reports in a traumainformed manner and, subject to confidentiality, advise parties to a complaint of progress and outcomes.

6.7 If any student or staff have experienced or witnessed sexual misconduct, they may also wish to contact the police to make a report, see section 12.6 below.

7. Investigations

7.1 If the College becomes aware of conduct that may breach the Sexual Misconduct Policy, it may instigate an investigation. Any such investigation is concerned solely with a potential breach of this Policy and does not supplant, preclude or affect any investigation that may also be undertaken by the police or the university at which a student is enrolled.

7.2 Investigations will be conducted in a fair and balanced manner, in accordance with the principles and procedures set out in the Addressing Concerns and Complaints Policy.

8. Confidentiality

8.1 At all times the College aims to deal with matters arising under the Sexual Misconduct Policy in a confidential manner and in accordance with the complainant's wishes, to the extent that is appropriate in a given case and insofar as the maintenance of confidentiality does not conflict with other obligations and responsibilities of the College (including providing appropriate support to its staff and students).

8.2 Decisions to share information without the consent of the complainant may only be made by the Warden. In such circumstances, the complainant will be informed and given every possible support by the College.

9. No victimisation

9.1 The College encourages students, staff and visitors to make disclosures and raise concerns or complaints when they witness or experience sexual misconduct so they can be heard and the issues addressed.

9.2 The College expects that no person will victimise or otherwise subject another person to detrimental action as a consequence of that person:

(a) making a disclosure or a complaint of sexual misconduct;
(b) providing information about a disclosure or a complaint of sexual misconduct;
(c) supporting another person who has made a disclosure or complaint of sexual misconduct; and/or
(d) engaging in safe active bystander intervention.

9.3 Any victimisation may result in consequences including under the Addressing Concerns and Complaints Policy

10. Acting honestly and with integrity

10.1 Students should act honestly and with integrity. Nobody should make a vexatious or malicious complaint of sexual misconduct or for an improper purpose.

10.2 For the purposes of the Sexual Misconduct Policy, a complaint will be considered vexatious or malicious if it is made knowingly to be false or for a purpose of damaging the College or the person against whom the complaint is made.

10.3 Such conduct may also be considered a breach of the Student Code of Conduct.

11. Consequences

11.1 If the College determines that conduct has occurred which is a breach of the Sexual Misconduct Policy, whether after any investigation or otherwise, it may implement consequences as outlined in this section.

11.2 For students, the consequence for breaching the Sexual Misconduct Policy will be determined by the College on the basis of the seriousness of the alleged conduct, the student's past conduct and behaviour and the impact on others. As set out in the Addressing Concerns and Complaints Policy, the consequences for breaching the Sexual Misconduct Policy may include, but are not limited to:

RESPONSE	DESCRIPTION
Removal of rights or privileges	This might include access to facilities, activities or events, or eligibility for leadership positions and other positions of responsibility.
Moving of rooms	A requirement that a student relocate to another room within the College.
Restitution	A requirement that a student contribute to the costs of repair or compensation for loss or damage which has been incurred as a result of their conduct.
Reprimand	A verbal caution that the conduct has breached the Code (or other related policy), or could lead to a breach. The College's expectations of future behaviour will be re-stated. A student may be required to give an apology to any person impacted by the conduct.
Warning	A written warning that the conduct has breached the Code (or other related policy). A record will be kept on the College's file. The College's expectations of future behaviour will be re-stated. The student may be required to give an apology to any person impacted by the conduct.
Suspension	A requirement that a student remove themselves from College for a set period of time determined by the College.
Expulsion	A requirement that a student remove themselves (and all property) from the College permanently and that they cease to be a member of the College and lose all rights as an alumnus/alumnae of the College.

11.3 For former students, invited guests and any other visitors to the College, the consequences for breaching the Sexual Misconduct Policy may include a permanent prohibition on attending College grounds and/or College events.

11.4 For the avoidance of any doubt, any action by the College does not constitute any finding that supplants, precludes or affects any action that may be taken by the police or, in relation to a student, any university at which the student is enrolled.

12. Where to go for support and information

SEEKING ASSISTANCE AND SUPPORT WITHIN THE COLLEGE

12.1 The College encourages anyone who has experienced or witnessed sexual misconduct to seek support as soon as possible.

12.2 The College staff who have received appropriate training to assist them to support victims of sexual misconduct include:

(a) Warden
(b) Vice Warden
(d) Dean of Students

12.3 They will listen non-judgementally, provide support, and guide victims to the right services.

12.4 The College will provide both complainants and respondents with referrals for support externally.

SEEKING ASSISTANCE AND SUPPORT

12.5 If a student is at risk of feeling unsafe at College, they may also be at risk of feeling unsafe outside of College (e.g. when attending university classes). To ensure the safety, health and wellbeing of any student, the student may wish to inform those external to College, such as their university, of the potential risk.

CONTACTING THE POLICE

12.6 If any College student, staff member or visitor experiences or witnesses sexual misconduct, they may make a report to the police.

12.7 In the event of an investigation being undertaken by the police, the following principles apply:

(a) the College will support any College student who chooses to make a police report at any time, but will not compel anyone to make a report if they do not want to; and
(b) the College cannot make a report on behalf of a College student but will support any such individual who does so, including accompanying them to the police.

Appendix D

Drugs other than alcohol policy and procedures

Purpose and Scope

1. St John's College fosters a safe living and learning environment where every student, staff member, visitor and invited guest must be respectful and considerate of others.

2. The College prohibits the use of illegal substances and misuse of prescribed medications and other substances e.g. nitrous oxide. It operates on the principle that members of the College community are adults and are responsible for what they consume. The use of such substances can have significant consequences for individual health and well-being. Drug use does not diminish a student's personal responsibility for observing College rules and expectations.

3. All activities at St John's College are subject to the relevant Commonwealth and State laws, and the College's own policies and procedures. Consequently, the College does not condone the use of any prescribed drugs for purposes other than those specified by a medical practitioner. The use of illegal substances or misuse of legal substances by any student, staff member or visitor on the College premises or attending a College event will not be tolerated. The sale or dealing of an illegal substance or prescribed substance by a College student will not be tolerated.

4. This policy applies to all St John's College students and staff, their visitors and invited guests, on College grounds. It relates equally to those attending and/or participating in College events and activities held outside College grounds. Everyone covered by this policy is responsible for familiarising themselves with and adhering to this Policy as well as being responsible for their own behaviour.

5. This policy also outlines support services available to assist students of the College Community with drug-related problems. Where there is drug misuse, students will be supported to seek professional help and advice.

Commitment to an Educative Approach

6. The College will raise awareness by educating its students in the harmful effects of drug misuse including harm minimisation strategies. Consequently, students will be required as a condition of residency, to complete an on-line seminar detailing responsibilities and expectations in relation to drug use.

Seeking Assistance

7. The College encourages anyone who is concerned about themselves or their peers to seek support as soon as possible, so that they can be helped and supported.

8. If you need help or support from within the College, call:

   - The Warden: **0488265892**
   - The Vice Warden: **0412976004**
   - The Dean of Studies: **0426408059**
   - The Chaplain: **0425252318**
   - The Dean of Students: **0406397524 or 0417336528**

9. If you need help or support from within the College, call. Aside from the sources of support at College, there are many other support services related to drug use and addiction. In strict confidence, support persons at College can assist anyone affected to access these services.

   - Alcohol and Drug Support QLD (ADIS) 1800 177 833 (confidential advice/counselling)
   - Headspace
   - The University of Queensland counselling services
   - Queensland University of Technology (QUT) counselling service
   - Griffith University counselling and well-being services
   - QLD Police - Emergency assistance (including ambulance): phone 000; non-urgent police assistance: phone 131 444
   - Legal Services Commission of QLD

Procedures

These procedures apply to drug use and provide guidance to compliance with the policy above.

SAFE STORAGE

10. If a student is prescribed medications by their doctor that can be used for non-medical reasons the College understands that this is private information and suggests that the student:
    (a) keep medications in a locked box in their room;
    (b) keep this information private and do not inform other students or visitors of their medications, unless that person is supporting the student and their medical condition;
    (c) consider informing the Vice Warden or the Warden. This information will be kept strictly confidential; and
    (d) report theft or misplacement of these medications to the College and police immediately.

HARM MINIMISATION

11. In dealing with instances of drug use by students, the College will always remain compliant with Australian law. The College understands that consuming illegal drugs and misuse of prescription medication has the potential to affect decision-making and the personal safety of all students. However, its primary priority will be the health and safety of students through harm minimisation approaches and behaviour management procedures activated once any immediate danger has been addressed.

12. The College may as part of its duty to protect the safety of all students impose consequences for misconduct where necessary.

13. Visitors to College found to be using, selling or dealing illegal substances will be asked to leave and be banned from College. They may also be reported to the relevant authorities.

Responding to incidents of drug use, possession or dealing by a College student

14. If a student of the College is suspected of using, selling or dealing in illegal substances or misusing, selling or dealing in prescribed substances, the Vice Warden or Warden should be notified as soon as possible.

15. Students found to be in possession of or under the influence of illegal substances or misused prescription medications or other substances will be subject to behaviour interventions in accordance with the College's Code of Conduct. In saying that, where the College deems that mitigating factors warrant it, a pastoral approach may be adopted instead of, or as well as, a punitive one.

16. Students found to be selling, dealing or coercing others into taking illegal substances will be immediately suspended and may face expulsion, in accordance with the College's Code of Conduct.

Review

17. This policy and procedure will be reviewed on an annual basis in January of each year, prior to publication in the student Handbook and on the student portal,

Appendix E

Responsible consumption of alcohol Policy and procedure

Purpose of the Policy and its scope

1. St John's College encourages and promotes a responsible attitude toward the consumption of alcohol within its community.

2. The policy is designed to be supportive of responsible practices rather than restrictive and is guided by a number of principles which include:
   (a) that 'harm minimisation', 'moderation' and 'protective behaviour' underpin the supply and consumption of alcohol;
   (b) that education and/or training is a key component of the implementation process;
   (c) that legislative, insurance, risk and legal requirements be adhered to;
   (d) permits responsible consumption of alcohol for adults over 18 years of age;
   (e) the events are well planned to be safe, fun and enjoyable; and
   (f) that the reputation of St John's College is maintained within the university and the broader community.

3. The College operates on the basic principle that its students are young adults and are responsible for what they consume. It recognises that safe alcohol consumption in Australia is legally and culturally accepted and students who are students at the College and over the age of 18 are legally entitled to purchase and consume alcohol.

4. The College will effectively discharge its responsibilities towards bringing, supplying, keeping, selling and consuming alcohol on its site in accordance with the requirements of the Liquor Act 1992 (Qld) www.legislation.qld.gov.au/view/pdf/inforce/current/act-1992-021. All activities at St John's College are covered by relevant Commonwealth and State laws, and the College's own policies and procedures.

Education

5. The College aims to prevent alcohol-related injury through harm minimisation. Harm minimisation seeks to decrease impairment resulting from excessive or anti-social consumption of alcohol.

6. By adopting an educative approach towards alcohol consumption, the College will proactively promote the standards of behaviour towards alcohol use it expects from its community on College premises, at licensed premises and of those participating in College events. Its aim is for students to develop responsible attitudes and behaviours towards alcohol and to ensure that consumption does not prevent them from engaging energetically with College life and their university studies.

7. All members of the Student Club Executive are provided with accredited training that incorporates evidence based, safe practices.

8. All students complete online training prior to arrival at College, and face to face training before O-Week starts and during the year.

Seeking support

Where alcohol misuse is found, students will be supported to seek professional help and advice in a sensitive manner. If you need help or support, call:

- Alcohol and Drug Support QLD (ADIS)
- 1800 177 833 (confidential counselling/advice)
- Headspace
- The Warden, Ms Rose Alwyn: 0488 265 892

Responsible consumption of alcohol — procedures

These procedures apply to the responsible consumption of alcohol and provide guidance to compliance with the policy above.

PERSONAL CONDUCT

9. Students and their guests who are 18+ years old and who have chosen to consume alcohol are encouraged to drink at lower and safer risk levels. This means up to two standard drinks per day to decrease lifetime risk of harm and up to four standard drinks on one occasion to decrease acute risk of harm on any drinking occasion.

10. Normal community and legal standards relating to behaviour are applicable in College as they are everywhere else and all student behaviour must be aligned with the Student Code of Conduct.

11. Drunkenness or other intoxication is not a defence for unacceptable behaviour

12. Those who choose to consume alcohol must take full responsibility for their behaviour and those who serve alcohol to students must recognise they have some responsibility for the behaviour of those they serve.

13. Competitive drinking games, which include alcohol and the encouragement or expectation to drink alcohol fast, to excess, or in any other dangerous manner, are not acceptable behaviours.

14. No student is to compel or otherwise exert pressure on any other person to drink alcohol.

DRY AREAS

15. The Library, Gym, Chapel, Block corridors and Dining Hall Kitchen are dry zones and therefore alcohol is not permitted to be consumed in these areas.

THE DINING HALL

16. Formal Dinner, Formal Hall and other College events are special occasions and where appropriate, the College will provide students with limited alcohol to consume with their meal. Students are not permitted to remove this alcohol from the dining hall.

17. Anyone who is intoxicated will be asked to leave the Dining Hall.

STUDENT CLUB EVENTS

18. Event organisers are required to complete an Event Request Form, including the Event Management Form, which is to be lodged with the Vice Warden 21 days prior to the event. Student Club funds are not normally to be used to distribute alcohol free of charge at student functions. Permission for this to occur must be obtained from the Vice Warden. Alcohol should not be available at events in excess of lower risk consumption levels. This means that alcohol should be catered for at a maximum of four standard drinks per attendee.

19. Student activities at St John's must adhere to the relevant Commonwealth and State laws, in addition to the following:
   (a) no person who exhibits signs of intoxication is permitted to be served alcohol at the Event;
   (b) water is to be available and clearly visible at the bar;
   (c) quality non-alcoholic drink options are to be given equal prominence as alcoholic beverages at the bar;
   (d) individuals who serve alcohol are to be accredited with QLD Responsible Service of Alcohol, a copy of which needs to be provided to the Vice Warden;
   (e) alcohol must not be removed from the designated Event area as determined by the Liquor License; and
   (f) it is the responsibility of the event organisers to discuss with the Vice Warden and Caterers to ensure that arrangements are made for food to be provided. These plans should be included in the Event Management Plan.

LIQUOR LICENCE

20. All student-organised events at which alcohol is served must adhere to the Liquor Licence requirements in Queensland.

21. The College will arrange for relevant training in the Responsible Service of Alcohol for members of the Student Club Executive who are in charge of organising an event.

THE BUTTERY/BAR

22. The St John's Club Buttery is situated on the ground floor of the Annexe Block. It operates under a community club licence, as a licenced venue and supplies alcohol through a transaction, i.e. a cash/EFT bar.

23. The Buttery must comply with the Queensland Liquor Act 1992, including the principles of the Responsible Service of Alcohol. These include but are not limited to:
    (a) alcohol is only served to and consumed by those 18+ years old;
    (b) entry or service of alcohol is only granted to those who are not intoxicated;
    (c) activities that promote safer levels of alcohol consumption are encouraged;
    (d) water is to be available and clearly visible at the bar;
    (e) non-alcoholic beverages, low alcoholic beverages and food must be provided and always available;
    (f) quality non-alcoholic drink options are to be given equal prominence as alcoholic beverages at the bar;
    (g) no energy drinks are supplied; and
    (h) there are no takeaway sales.

24. The Vice Warden is appointed as the 'Responsible Manager' under the licence, and must ensure that all legal requirements are met when the Buttery is open. This will ensure that the College maintains its on premises Liquor License and is able to keep the Buttery open for students to enjoy. The Responsible Manager is ultimately responsible for the Buttery and has the final say in the operation of the venue.

ADVERTISING AND PROMOTION OF EVENTS

25. The College does not condone the following, and events where this is the case will not be approved;
    (a) promotional activities offering inducements or otherwise encouraging drinking as the major objective;
    (b) customs or activities that exert social pressure on students to drink or to drink to excess, particularly competitive, binge, or excessive drinking practices; and
    (c) alcoholic drinking games and other activities that promote binge drinking or rapid intoxication.

MINORS

26. St John's College is committed to providing an environment that is safe for all children living at or visiting its premises. As such, no person under the age of 18 is permitted to consume alcohol on College grounds or at College events. This includes in the private rooms of students. Furthermore, no student, staff member or guest is permitted to supply alcohol to persons under 18 years of age.

27. A responsible adult must accompany underage guests at all times on College grounds.

VISITORS TO THE COLLEGE.

28. Students are responsible for ensuring that their visitors and guests comply with this Policy.

29. Events where external guests are in attendance need prior approval and a full list of attendees provided to the Vice Warden prior to commencement of the event, including notification of any attendees under the age of 18.

ROLES AND RESPONSIBILITIES

30. The College is responsible for implementing this Policy and responding to reports of alcohol misuse or harm.

31. Every person covered by this Policy (see The Purpose and Scope of the Policy in 2. above) is responsible for familiarising themselves with and adhering to this Policy and are responsible for their own safe decisions regarding the consumption of alcohol.

BEING AN ETHICAL BYSTANDER

32. College students take pride in maintaining their own well-being as well as that of their friends and others at all times. If there is injury or risk of injury resulting from excessive consumption of alcohol, students are encouraged to call for help regardless of alcohol or substance use.

33. To be a proactive bystander, students should:
    (a) NOTICE an incident as one that needs their assistance or awareness.
    (b) Take RESPONSIBILITY for intervening. Students are encouraged to be the leader that steps up and takes on the responsibility for doing something or who engages others in intervening as a group.
    (c) Be READY to intervene by having the skills and practicing or seeking additional support.

ALCOHOL AND INFORMED CONSENT

Informed Consent.

34. Students have the right to make choices free from peer pressure and with a clear understanding of the facts and potential outcomes of that choice. This is informed consent and must be considered when consuming alcohol. Therefore, students should understand the following:
    (a) intoxicated people cannot give informed consent;
    (b) informed consent requires people to be free from the influence or coercion of others; and
    (c) informed consent requires the person to be aware of the relevant facts.

INFORMED CONSENT AND CONSUMPTION OF ALCOHOL

35. All people have the following rights regarding the consumption of alcohol at College:
    (a) to know the alcoholic content and strength of a drink;
    (b) to be given sufficient information to understand what they are agreeing to;
    (c) to be given free choice to opt in or out without fear or pressure; and
    (d) be permitted to change their mind at any time.

ALCOHOL, RESPECTFUL RELATIONSHIPS AND CONSENT

36. Engagement in sexual activity should only ever be undertaken where strong and positive consent is freely given and maintained by all parties involved.

37. Consent cannot be given when a person is intoxicated. Where consent cannot be obtained from all parties, sexual activity must not occur. For further information, refer to the Code of Conduct and the Sexual Misconduct Policy and Procedure.

CODE OF CONDUCT

38. When a student's alcohol consumption is consistently excessive or a student demonstrates unacceptable behaviour resulting from the over-consumption of alcohol, the College reserves the right to take appropriate action in accordance with the Code of Conduct.

SEEKING SUPPORT – WITHIN THE COLLEGE

39. The College encourages anyone who is concerned about themselves or their peers to seek support as soon as possible, so that they can be helped and supported. The following people at the College have received appropriate training in this area:
    - Vice Warden
    - Warden
    - Dean of Students
    - Chaplain

Aside from the sources of support at College, there are many other support services for anyone who would like to learn more about alcohol related harm or to seek support for alcoholism or behavioural issues relating to alcohol consumption. Support persons at College can help anyone affected to access these services.

- Alcohol and Drug Support - QLD (ADIS)
- Headspace
- The University of Queensland counselling services
- Queensland University of Technology (QUT) counselling service
- Griffith University counselling and well-being services
- QLD Police - Emergency assistance (including ambulance): phone 000; non-urgent police assistance: phone 131 444
- Legal Services Commission of QLD

EDUCATION AND TRAINING

40. The College recognises its obligation to take all reasonable measures to ensure that up to date and relevant information is made available to students about the effects, both short and longer term of using alcohol and other addictive substances.

41. All students must participate in College-provided education programs on alcohol awareness and harm minimisation.

TIPS FOR SAFER ALCOHOL CONSUMPTION

42. The following information is drawn from the 2020 Australian Guidelines to Reduce Health Risks from Drinking Alcohol:

43. There is no safe level of alcohol consumption, only relatively higher or lower levels of risk. To reduce the risk of harm from alcohol-related disease or injury, healthy men and women should drink no more than 10 standard drinks a week and no more than 4 standard drinks on any one day. The less you drink, the lower your risk of harm from alcohol. The Australian Guidelines define a standard drink as containing 10g of alcohol (equivalent to 12.5ml of pure alcohol). A serving of alcohol frequently differs from a standard drink.

44. A standard drink contains 10 grams of pure alcohol. The type of alcohol makes no difference. 10 grams of alcohol is 10 grams of alcohol, whether it is in beer, wine or spirits. It does not matter whether it is mixed with soft drink, fruit juice, water or ice.
    (a) Light beer (2.7% alc/vol) 425 mL
    (b) Mid strength beer (3.5% alc/vol) 375 mL
    (c) Full strength beer (4.9% alc/vol) 285 mL
    (d) Regular cider (4.9% alc/vol) 285 mL
    (e) Sparkling wine (13% alc/vol) 100 mL
    (f) Wine (13% alc/vol) 100 mL
    (g) Fortified wine e.g. sherry, port (20% alc/vol) 60 mL
    (h) Spirits e.g. vodka, gin, rum, whiskey (40% alc/vol) 30 mL

45. General tips for safer alcohol consumption:
    (a) quench your thirst with a non-alcoholic drink;
    (b) eat before you drink;
    (c) drink alcohol slowly;
    (d) alternate alcohol with non-alcoholic drinks (especially water);
    (e) count your standard drinks;
    (f) learn to identify when you've had enough;
    (g) listen to your friends when they say you've had enough to drink;
    (h) look after your friends. Let them know when you think they've had enough and should switch to non-alcoholic drinks;
    (i) do something else while drinking. Don't just drink. Don't get involved in drinking games;
    (j) arrange safe transport home;
    (k) never mix alcohol with other drugs such as sleeping pills, tranquillisers or cannabis, as this can be a lethal combination; and
    (l) respect the needs of other students of College and the surrounding community to sleep and study.

POLICY REVIEW

46. This policy will be reviewed on an annual basis in January of each year, prior to publication in the student Handbook and on the student portal, to ensure that it is compliant with best practice management and the College's legal obligations.

Appendix F

Addressing concerns and complaints policy

1. Introduction

- Everyone who lives, studies or works at St John's College has the right to do so in a safe and inclusive environment, and has a role in creating and maintaining such an environment.
- This Policy operates in conjunction with the Student Code of Conduct, the Staff Code of Conduct, the Sexual Misconduct Policy and all other related policies.
- The purpose of the Addressing Concerns and Complaints Policy is to set out:
  - the steps for students who may have concerns or wish to make a complaint about the behaviour or conduct of another student, a staff member, a contractor engaged by the College or someone outside of the College community (section 2);
  - the principles and procedures that will apply in the event of an investigation by the College into allegations about the conduct of a student (section 3 and Appendix A);
  - the principles and procedures that the College will follow in responding to inappropriate behaviour by a student such as discrimination, bullying, harassment or sexual misconduct, or conduct that otherwise breaches the Student Code of Conduct, the Sexual Misconduct Policy or other related policies (sections 4 to 9);
  - the range of consequences that may apply if an allegation about a student's breach of the Student Code of Conduct, the Sexual Misconduct Policy or other related policies is substantiated (section 10); and
  - the review procedure and what may happen after any investigation (sections 11 and 12).
- As outlined in the Student Code of Conduct, students can expect that any breaches of any St John's College policy will be dealt with by the College fairly and in accordance with the standards and expectations set out in this Policy and all other College policies. As a general principle, breaches will have consequences that are proportionate to the seriousness of the breach.

Scope

The Addressing Concerns and Complaints Policy applies to any conduct that might breach the Student Code of Conduct, the Sexual Misconduct Policy or other related policies.

The College may take action under this Policy even if there has been no complaint.

Where there is a reference to "staff" in this Policy, it includes employees of the College, contractors and employees of contractors to the College.

Steps to consider

- Students may find it helpful to talk over a problem with a College staff member (such as the Vice Warden, College Chaplain, Dean of Students or the Business Manager) before deciding how to address a concern.
- Staff may be able to guide students in ways of dealing with some difficult situations and can explain options and avenues for help and support.

Consequences

- The consequence for breaching the Student Code of Conduct and its related policies will be proportionate to the seriousness of the breach and may include consideration of the student's past conduct and behaviour and the impact that the conduct has on others.
- The consequences may include, but are not limited to:

RESPONSE	DESCRIPTION
Removal of rights or privileges	This might include access to facilities, activities or events, or eligibility for leadership positions and other positions of responsibility.
Moving of rooms	A requirement that a student relocate to another room within the College.
Restitution	A requirement that a student contribute to the costs of repair or compensation for loss or damage which has been incurred as a result of their conduct.
Reprimand	A verbal caution that the conduct has breached the Code (or other related policy), or could lead to a breach. The College's expectations of future behaviour will be re-stated. A student may be required to give an apology to any person impacted by the conduct.
Warning	A written warning that the conduct has breached the Code (or other related policy). A record will be kept on the College's file. The College's expectations of future behaviour will be re-stated. The student may be required to give an apology to any person impacted by the conduct.
Suspension	A requirement that a student remove themselves from College for a set period of time determined by the College.
Expulsion	A requirement that a student remove themselves (and all property) from the College permanently and that they cease to be a member of the College and lose all rights as an alumnus/alumnae of the College.

- Prior to any consequence being determined, the student will be provided with an opportunity to be heard in regard to the possible consequences.
- Generally, the consequence will be determined by the Vice Warden (or delegate) and may take into account any recommendation of an external investigator, if applicable.
- In addition to any other consequence, or as a consequence in its own right, students may be required to participate in a conciliation meeting, to be moderated by the Vice Warden, which will be overseen by the Vice Warden and any other person they consider appropriate (which may be a staff member, another student or an external party). The outcome of any conciliation may be that further consequences, if any, may be agreed to by the College and the student the subject of any breach.

Reviews

- If a student disagrees with the outcome of an investigation or the College's response to a breach, they have seven (7) days from the consequence being formally advised to the student in which they may seek a review.
- A review may be requested where the student is able to demonstrate any of the following criteria: they have not been given a full and fair opportunity to participate or raise information relevant to the investigation; or new information of a substantive nature has become available after a decision was made; or they consider that the consequence was disproportionate to the conduct they engaged in.
- Any request for a review should be made in writing to the Warden, within seven (7) days of the consequence being formally advised to the student.
- Following consideration of the request for review, the Warden (or delegate) will consider whether the process was fair and/or the response was appropriate. The Warden (or delegate) may affirm, modify or set aside the original decision, (in whole or in part). This may include a different response to that originally imposed.
- The Warden (or delegate) will advise the student of the outcome of the review.

After an investigation

- After a matter has been addressed, the Vice Warden and Warden may monitor student interaction to support the students involved and to support the return of expected standards of behaviour.
- The Vice Warden and Warden may also consider what else can occur to prevent the likelihood of a similar matter arising again in the College. Further training, communication within the College, and policy updates are the types of things that may be considered.

Investigation Procedures

INVESTIGATION STEPS:

STEP	COMMENT
1. College receives a complaint or becomes aware of an act requiring attention	The first step in the process involves the College becoming aware of relevant conduct, either through a complaint or otherwise
2. Decision to investigate	The Vice Warden will make a decision to investigate, or not, depending on the circumstances and what information is made known to the Vice Warden. If no further investigation is required, proceed to Step 5
3. Decision to conduct internal or external investigation	The Vice Warden will decide, based on the information then known, to proceed with an internal investigation, which they (or their delegate) will conduct, or to engage an external investigator
4. Steps of an investigation	The investigator will gather the relevant facts, which may include interviewing students and making reasonable requests of students for documents/images/ recordings (either hard copy and electronic, including screenshots). Any interview will preferably be held face-to-face and which may be in a safe and private space (this may be offsite). The general principles about investigations apply here. A respondent can expect to be given a fair opportunity to respond to allegations against them. An intermediate conciliation may be undertaken, with the consent of all parties. The investigator may ask the complainant to detail their concerns in writing.
5. Consideration of the facts and decision	The investigator will consider the relevant evidence and facts. For an internal investigation, the Vice Warden will make a decision about whether there has been a breach of any code or policy and also the consequence for the student of the breach. For an external investigation, the external investigator will make a recommendation to the Vice Warden, who will consider the evidence, facts and recommended consequence, but then make their own decision, taking the recommendation into account. The investigator will consider the information before them. Findings are made "on the balance of probabilities" i.e. whether the alleged behaviour is more or less likely to have occurred than not. The standard of proof in criminal proceedings, being "beyond a reasonable doubt", is not applied by the decision maker.
6. Notification to Warden and students	The Vice Warden will notify the result of the investigation and the consequence to the Warden and the student who is the subject of the investigation. Depending on the circumstances, the Vice Warden may, but is not required to, also notify the outcome to any student who made a complaint or brought information to the attention of the College.
7. Consequences	Upon notification to a student that they have breached the Student Code of Conduct or a related policy and the consequence, the Vice Warden will provide the student with an opportunity to be heard on the proposed consequence and to provide any further information that may be relevant to the imposition of any consequence. If the consequence is to be expulsion, the Vice Warden must notify the Warden and provide the Warden with full details of the investigation and process, with the decision to expel being solely one for the Warden to make, although it may be communicated to the student by the Vice Warden.
8. Final conciliation	Depending on the circumstances, as a final outcome or as a step preceding the imposition of any consequence, the College may require students to participate in a conciliation, which will be overseen by the Vice Warden and any other person they consider appropriate (which may be a staff member, another student or an external party). The outcome of any conciliation must be agreed between the relevant students.
9. Review	A student has seven (7) days of the consequence being formally advised to the student to seek any review, as set out in Section 13.

Appendix G

Fines and penalty charges 2023

Code	Issue	Penalty
1.1	Replacement of Chair	150
1.2	Repair of Chair	100
2.1	Replacement of Mattress	200
2.2	Cleaning of Mattress	100
2.3	Mattress not returned to original room	100
2.4	Repair of Bed	150
2.5	Replacement of Bed	350
3.1	Replacement of Curtains	100
3.2	Cleaning of Curtains	50
3.3	Replacement of Curtain Bracket	50
4.1	Repair of Carpet	200
4.2	Replacement of Carpet (square only)	50 per square
4.3	Replace of Carpet (full room)	500
4.4	Cleaning of Carpet	200
5.1	Removal of Blue Tack on Walls	100
5.2	Removal of Blue Tack on Ceiling	150
5.3	Cleaning of marks on Walls	150
5.4	Cleaning of marks on Ceiling	150
5.5	Cleaning of food/drink on Ceiling	150
6.1	Replacement of Fan	200
6.2	Repair of Fan	150
7.1	Repair of Window Latch	50
7.2	Replacement of Window	500
8.1	Removal of non College Items in room upon vacating	200 per item

Appendix **H**

Map



Appendix I

Social Media Policy for Students at St John's College, University of Queensland

This social media policy outlines the expectations and responsibilities of students at St John's College regarding their conduct on social media platforms. Adherence to this policy is mandatory for all students to maintain a respectful and positive online environment within our college community.

1. **Appropriate Conduct:** Students must act appropriately and responsibly on social media platforms, ensuring that their interactions, posts, comments, and shared content align with the values of St John's College.

2. **Responsibility for Output:** Students are responsible for their online activities and content they post or share on social media platforms. They must ensure that their online presence reflects positively on themselves and the college.

3. **Prohibited Content:** Content shared by students on social media platforms must not be defamatory, sexist, racist, homophobic, discriminatory, harassing, threatening, or otherwise inappropriate. This includes content that promotes violence, illegal activities, or violates any laws or regulations.

4. **Respect for Privacy**: Students must respect the privacy and confidentiality of others. Sharing private or confidential information about fellow students, staff, or the college without proper authorization is strictly prohibited.

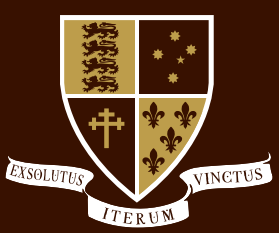
5. **Complaints:** If complaints are made about a student's social media output, the College reserves the right to investigate pursuant to the Addressing Concerns and Complaints Policy.

6. **Consequences of Violations:** Violations of this social media policy may result in disciplinary action, including but not limited to:
   - Written warnings and probation.
   - Suspension or expulsion from St John's College, depending on the severity and recurrence of the offense.

By enrolling at St John's College, students acknowledge and agree to comply with this social media policy. Failure to adhere to this policy may lead to consequences, and students are encouraged to seek clarification or guidance from the college administration if needed.



For more information visit
stjohns.uq.edu.au



St John's College
Within The University of Queensland