

LINCOLN COLLEGE

STUDENT HANDBOOK

The information contained in this Student Handbook is accurate as of the date of distribution. Lincoln College reserves the right to make changes, additions and deletions to the policies, procedures, regulations, and programs outlined in this Student Handbook, and such changes shall be effective as of the date of release of such changes, additions and/or deletions.

Students are responsible for reading and understanding the contents of this Student Handbook, including all changes, additions and deletions thereto, and to otherwise be informed of all policies, procedures, regulations, and programs related to their role as a student at Lincoln College.

Nothing contained within shall be deemed a limitation upon the expressed or implied powers or duties of the Head of College or the Governing Board of Lincoln College.

Updated February 2026.

A word from the Head of College

Welcome to Lincoln College.

A special welcome to those joining our community for the first time in 2026. We hope that Lincoln quickly comes to feel like home — a place where you are known, supported and where you truly belong. At the heart of residential college life is community, and my hope is that each of you finds your place within it and feels confident to contribute to the shared life of the College.

Living in a residential learning community offers far more than accommodation. It provides opportunities for connection, personal growth and support across all aspects of student life. I encourage you to engage fully from the outset — take up opportunities, try new experiences, and be open to stepping beyond what feels familiar. Allow yourself to be challenged, to learn from others, and to play an active role in shaping the community around you.

Your time at Lincoln is an important period of discovery. It is a time to think differently, to strengthen your values, to build independence and to form friendships across diverse backgrounds and experiences. Within a supportive environment, with clear expectations and shared responsibilities, you are encouraged to develop your own sense of purpose and direction for the future. My advice is simple: get involved, stay curious, say yes to opportunities, and make the most of what is offered.

This handbook has been designed to support you throughout the year. It outlines important information, expectations and policies that help ensure our community remains safe, respectful and inclusive. I encourage you to become familiar with its contents.

The year ahead holds great promise. I hope it brings growth, challenge, connection and achievement. Lincoln College offers a wide range of academic, pastoral, social, sporting and reflective opportunities, and I encourage you to engage with them fully. Most importantly, I look forward to the contribution you will make. Together, through our collective efforts, we will shape the story of Lincoln College in 2026.



Carolyn Mee
Head of College

Lincoln College Staff



Carolyn Mee
Head of College



Dr Donella Piper
Dean of Studies



Dr Jordan Bell
Dean of Students



Allana Southall
Business Manager



Sally Goldsmith
Events, Marketing & Alumni
Manager



Toulia Pantelis
Office Manager



Terri Sandiford
Librarian & Archivist



Mark Dignan
Building & Services
Manager



Hero Chan
Maintenance Officer



Lisa Hatswell
House Keeping
Supervisor



Kym Murray
House Keeping



Nilam Patel
House Keeping



Jenny Grant
House Keeping



Denise McMahon
House Keeping



Murphy
College Canine
Companion



Cassie
College Canine
Companion

The Academic Team



Casey Atkinson
Senior Academic Tutor



Becca Adams
Business, Law &
Economics Faculty



Gemma Vu
Creative Arts Faculty



Robert Kammermann
Engineering, Computer
Science, Maths & Technology
Faculty



Lara Crotty
Health Professions
Faculty



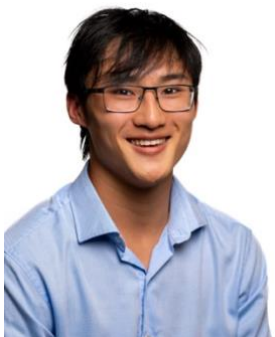
Jani Howatt
Health Sciences
Faculty



Lachlan Johnston
Humanities & Law
Faculty



Ebony Bott
Sciences Faculty



Ethan Low
Medicine Faculty



Will Franklin
Teaching Faculty



Alice Ryan
Nursing Faculty

Residential Advisors



Zara Haygarth
Snr RA Milne



Olivia Griffiths
Snr RA Federation



Jess Pongrac
RA Abraham



Nivedita Gawarikar
RA Hambly 1st



Henry Say
RA Hambly 2nd



Olivia Balk
RA Hambly 3rd



Molly Abbott
RA Scott Ground



Clare Wright
RA Scott 1st



Chey See Kee
RA Scott 2nd



Ashton Kenney
RA Scott 3rd



Vanessa Prunty
RA KMB 1st



Kaitlin Hards
RA KMB 2nd



Lachlan Matheson
RA KMB 3rd

College Club



Cleo Graskie
President



Danielle Hillman
Vice President



Rebekah Wundke
Secretary



Brianna Gillespie
Treasurer



Ethan Franklin
Sports Secretary



Nyasha Mativenga
Sports Secretary



Charlotte Boyd
Social Secretary



Damon Grigg
Cultural Secretary



Jorja Murray
Merchandise Officer



Skyla Halliday
Publicities Officer



Rhys Staunton-Carlile
Sound and Tech Officer



Ella Briggs
Utilities Officer

Head of College/CEO – Carolyn Mee

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

It is also the responsibility of the Head of College to set the tone and create the positive culture that pervades the college community. This is achieved by providing living example and experience of what and how a college community should be.

Dean of Studies – Dr Donella Piper

The Dean of Studies is responsible for the College's academic support program within the College. The Dean of Studies also provides individual and personal support to students and leads the Academic Tutor team. The Dean is available for consultation by arrangement from 9am – 5pm, Monday – Friday and outside of those times by arrangement or in emergencies.

The Dean of Studies is part of the Staff Executive team, responsible to the Head of College. Her office is located on the ground floor of Milne House opposite College Services. Appointments to see the Donella can be made through College Services.

Dean of Students – Dr Jordan Bell

The Dean of Students is responsible for the welfare of all students within the College. The Dean provides individual and personal support to students and leads the College Club team. The Dean of Students lives in the Keith Murray Building (KMB) flat and is available for consultation by arrangement from 9am – 5pm, Monday to Friday and outside of those times by arrangements or in emergencies.

The Dean of Students is part of the Staff Executive team, responsible to the Head of College, whilst also looking after the College after hours. Jordan's office is located on the ground floor of Milne House opposite College Services. Appointments to see the Jordan can be made through College Services.

Business Manager – Allana Southall

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

Events, Marketing & Alumni Manager – Sally Goldsmith

Sally has a range of roles and responsibilities but for the most part manages the exposure of Lincoln College to schools and career expos around the country. Sally also assists with merchandise, conferencing and Alumni.

College Services – Toula Pantelis

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

Property & Maintenance – Mark Dignan

Maintenance and cleaning of the College is managed by Mark Dignan, the Building and Services Manager. The maintenance staff work with electrical, plumbing and other contractors so College equipment functions as it should. Gardens are currently outsourced.

Maintenance Officer – Hero Chan

Hero assists Mark with the day-to-day maintenance of the campus.

Librarian and Archivist – Terri Sandiford

Terri works part time in the library, cataloguing, acquiring and keeping the books collection up to date. She also manages, sorts, collects and files the College history and archives.

House Keeping Staff – Lisa, Kym, Nilam, Jenny & Denise

Our team of House keepers, lead by Lisa, keep the college clean and tidy. They won't pick up after you but will happily clean your tidy room and empty your bin on a weekly basis. The house keeping staff also maintain the cleanliness of common rooms, corridors, laundries, and bathrooms.

College Canine Companions – Murphy & Cassie

Murphy is the resident Border Collie and lives with the Head of College and her family. Murphy is in his gentleman years, is a very slow walker. Students are welcome to take him for short walks by arrangement with the Head of College. He loves pats, is a great listener and never judges.

Cassie is the resident Toy Cavoodle and lives with the Dean of Students and her family. Cassie is just a puppy and is keen to play. She loves pats and cuddles and is usually found in Jordan's Office or on the KMB Lawns.

About Lincoln

Lincoln College is an expression of the pastoral care of the Uniting Church for you as a tertiary student. College provides a comfortable, supportive and secure community environment in which to study while you are away from home. Lincoln College is committed to helping you achieve excellence in all aspects of your life – academic, spiritual, cultural, social and sporting. To achieve this, the College provides you with academic and study assistance, learning resources, access to learning networks, opportunities for sport and recreation, within a diverse and rich social environment.

As a member of the College, you will live and work in a multi-cultural community, in which we are accepting of a broad range of beliefs and value systems. The College encourages you to explore the values by which you live your life and to develop a respect for the personal, professional and shared values of our College community.

The College Motto and Coat of Arms

In 1953, a year after the opening of the College, the Council adopted as the college motto, *Per Litteras ad Fidem*, meaning Through Learning to Faith. The motto was recommended by the Master, Rev. Dr. Frank Hambly. Around the same time a student at the college, John Burchmore, designed the coat of arms.

The design of the coat of arms embodies in heraldic terms, both the origins and the aims of the College. The shield is surmounted by a gold stag, taken from the Arms of Lincoln College, Oxford.



Its quarters comprise:

Left Upper: The symbol of faith; a crimson cross on a silver background from the arms of the Methodist Church in Australia.

Right Upper: Three argent scallops on crimson, representing the Trinity and baptism, taken from John Wesley's crest.

Left lower: Argent Southern Cross on azure as a symbol of Australia.

Right lower: An open book on argent and gold, representing learning and taken from the arms of the University of Adelaide.

Our Purpose

We provide egalitarian access to university in Adelaide, because access to a tertiary education is an engine for social change. We are a home for young adults as they grow to independence within a diverse and connected community. We support the growth of the leaders and the citizens the world will call on in a changing future.

Our Mission

To enrich the lives of our students by offering unique opportunities for development within a dynamic learning community.

Our Philosophy

Lincoln College believes that a residential college should be a cross-section of the university – a cross-section that integrates the community rather than segregates it. Personal, academic, professional enrichment and development are keys to a fulfilling student life. Collegiate life should also contain plenty of social enjoyment and fun, whilst providing spaces where students can meet each other informally for interaction. College is a space where life-long friendships are formed, beliefs are tested, and resilience is bolstered.

Our environment is one where students feel safe and supported in all endeavours, to be able to develop intellectually, emotionally, socially, physically and spiritually, but where mistakes are seen as learning experiences. A college should be the step between home and independence, where new patterns of thinking, acting and being are forged through conversation, participation, discovery, forgiveness and exploration. College staff are guides, mentors, touchstones and, occasionally, disciplinarians. Whilst emerging adulthood is a time of transition, Lincoln College aims to provide a support system that will help you succeed in your endeavours.

Our Core Values

Lincoln College aims to empower students and help them flourish by focussing on our collective goals:

Student Centered – Students are at the Heart of everything we do.

We provide a supportive and collaborative environment.

Community Orientated – Together we Achieve.

We cultivate enriching relationships and connections with each other and bring people together for success.

Inclusive – Everyone belongs at Lincoln.

We embrace diversity and experience, connect students and create local and global networks.

Educational – Committed to lifelong learning.

We grow academic achievement and open new doors to knowledge.

Egalitarian – Opportunities for everyone.

We enable equal opportunities and access to education.

Higher Education Code Against Gender-Based Violence (GBV)

The Higher Education Code Against Gender-Based Violence is a sector-wide commitment that sets out how universities and colleges should prevent, address, and respond to all forms of gender-based violence, including sexual harassment, sexual assault, domestic abuse, stalking, and discrimination. It outlines the standards institutions must follow to ensure safe, respectful, and inclusive campuses, and provides guidance on reporting processes, support for survivors, and responsibilities for staff and students.

Why It's Important:

- **Promotes a safe learning environment:** The Code helps create a campus where everyone can live, study, and work free from fear, harm, or discrimination.
- **Supports survivors:** It ensures clear, compassionate, and accessible support pathways for anyone affected by GBV.
- **Sets consistent expectations:** By providing sector-wide standards, it ensures fair, transparent, and accountable responses to incidents across higher education.
- **Encourages prevention:** It promotes education, training, and awareness-raising to stop gender-based violence before it occurs.

Why We Support It

Lincoln College fully supports the Higher Education Code Against GBV because it aligns with our commitment to fostering a respectful, safe, and inclusive community. Upholding the Code helps us protect student wellbeing, promote equality, and maintain a campus culture where everyone feels valued and empowered. By adopting its principles, we actively contribute to a university environment where gender-based violence is never tolerated.

Our College philosophy, support structures and policies aim to ensure that students are focused on their academic goals and becoming the best versions of themselves.

Our History

Lincoln College Adelaide is not old in relation to other university residential colleges. It has, however, in the first seventy years of its existence established a unique and significant position with the tertiary education environment. The idea of establishing a residential college associated with the then Methodist Church, for men studying, was first raised by in the 1930s. Lincoln could have had an earlier beginning if not for the second world war. However, this delay did not deter those individuals associated with the Church from pursuing the dream of such an establishment. No individual played a greater part in the efforts than the founding Master, the Rev. Dr Frank Hambly. Lincoln College takes its name from Lincoln College, at Oxford University, England, considered by some as the seat and origin of Methodism and one of the oldest colleges at Oxford University. With an initial intake of 23 residents, Lincoln is now home to 200 residents. From its first year, Lincoln has been home to university students across Australian and the world, including Malaysia and Singapore, and we continue to enjoy a multicultural community of inclusion. While initially only for young men, Lincoln opened its doors to young women in 1973, and we have been proud to be part of positive social change and egalitarianism throughout our history.

Heads of College

1952-1972	Rev. Dr. William Frank Hambly
1973-1984	Rev. Dr. John W Whitehead
1984-1994	Rev. Dr. Geoffrey Scott
1995-2004	Dr. Peter Gunn
2004-2007	Ken Webb
2007-2013	Rebecca Pannell
2013-2017	Linda Bastick
2017-2023	Dr. Paul Tosch
2023 –	Carolyn Mee

Significant Buildings

Milne House: named after its original owner, George Milne, this English & Soward designed home was purchased by the College in the early 1950's. The building formed the earliest part of Lincoln College, when it was extensively renovated and became home to the original 22 students and the Master of the College.

Whitehead Building: Built in 1907 and named in honour of the second Head of College, John W Whitehead. It was the home of A. G. Rymill, and subsequently his son, long serving Adelaide City Councillor, Sir Arthur Campbell Rymill. The Whitehead building has been residence of the Head of College for the last 30 years.

Abraham House: Datuk Dr Samuel Abraham was awarded a Colombo Plan scholarship to study medicine at the University of Adelaide, obtaining an MBBS in 1959, and during this time, was a resident of Lincoln College. After graduating, Dr Abraham became one of the most highly respected medical practitioners in Malaysia, his pioneering work making a profound and lasting difference to the health and welfare of children, the disabled and the marginalised. Previously known as "The Annexe", the building was formally re-named after Dr Abraham in 2008.

Federation House: Undoubtedly one of the earliest grand residences on Brougham Place, overlooking the river and South Adelaide, Federation House was built in the 1850's and sold numerous times over the next 50 years. Richard Chaffey Baker, South Australian Attorney-General, one of the architects of Australian Federation, and the inaugural President of the Australian Senate, purchased the house in 1872 and remained associated with the house until his death in 1911. While he was in residence, the house hosted several meetings of the Constitutional Committee for Federation. The house was sold to the College in 1962 and has been used for student accommodation ever since. While initially known as the East Building, it was renamed Federation House in 2008.

Keith Murray Building (KMB): Keith Murray was the Head of Lincoln College in Oxford, (the very College for which Lincoln College, Adelaide, was named), at the time the building was established. He was also the Chairman of the Universities Grants Commission in England and was "seconded" to Australia to investigate possible grants to assist Australian universities and in particular, university residential colleges. KMB was officially opened in 1963 by the Prime Minister, Right Honourable Sir Robert Menzies.

Hambly Building: was named after Rev. Dr. Frank Hambly, the first Master of Lincoln College (1951 – 1972). The building was opened in 1970 by Sir Henry Basten, former Vice Chancellor of the University of Adelaide. Following a major refurbishment, Hambly Building was officially reopened in April 2016, by Dr Peter Hambly, son of Rev. Dr. Frank Hambly. The Hambly building houses Hambly Dining Hall and the Hambly Common Room.

Scott Building: Built in 1991, this building was named after the Rev. Dr. Geoff Scott, third Head of Lincoln College. Linking the KMB and Hambly buildings, the Scott building was officially opened by the Governor, Her Excellency Dame Roma Mitchell (AC, DBE).

Edgeloe Study Centre: Named in honour of Victor Edgeloe, a Chair of College Council in the late 1960's and the College's first Honorary Life Member. Recently refurbished, the Edgeloe Study Centre (ESC) is an open space, filled with natural light, where students can study independently or in small groups. The ESC is open 24 hours per day and houses computers and printing, free for student use.

Lincoln College Board

Lincoln College is an incorporated association under the Associations Incorporation Act 1985 (SA). The College is governed by a Board which is appointed by the Uniting Church and are subject to provisions of the Constitution. The management of the affairs, finances and property of Lincoln College Inc. is overseen by the Lincoln College Board with day-to-day management of the College delegated to the Head of College and Staff. The Board consists of ex officio, elected and appointed members. The Head of College and College Club President are full members of the Board.



Jason Nelson
Chair of the Board



Carolyn Mee
Head of College/CEO



David Marsh
Board Member



Dr Nicole Beaumont
Board Member



Mardi Conduit
Board Member



Maurice Henderson
Board Member



Amelia Newland
Board Member



Rev Linda Driver
Moderator's Representative



Kelly Pusey
Board Member



Cleo Graske
College Club President

Academics

The Lincoln College Academic Program facilitates a strong academic culture, to support you in your studies and help you to secure directions for your future career. Our pass rates at Lincoln College are consistently above state and national averages.

Senior Academic Tutor – Casey Atkinson

The Senior Academic Tutor organises the Academic Program and oversees the implementation of that program in conjunction with the Dean of Studies.

Academic Tutors

The Academic Tutors are each responsible for co-ordinating a 'faculty'. A 'faculty' is a group of students studying the same or similar degrees.

Expectations and minimum standards

We understand that learning at university is different to school, and that life and other challenges can get in the way. However, it is a condition of residency that you engage with the Academic Program to ensure you meet these challenges and pass your subjects.

To 'engage' means that as a Lincoln College Fresher you are required to:

- check-in weekly with your academic tutor
- attend all study hall drop-in sessions on a Wednesday evening
- attend two supervised study sessions per week
- attend all relevant networking and professional development sessions
- consult with the Dean of Studies if you wish to withdraw from a subject or change your degree
- adhere to any study plan the academic team puts in place for you.

Junior and Senior students are held to a higher standard: There is an additional expectation that you will also assist younger students in your faculty by attending drop-ins and conducting peer and sessional tutorials when requested by your Academic Tutor.

It is a condition of your residency that you maintain a minimum pass average. The Lincoln College Academic Policy and Procedures sets out what happens if you do not pass all your subjects each semester. By way of summary:

- If you fail one subject in a semester you become a 'flagged student'.
- If you fail two or more subjects in a semester you are placed on academic probation.
- Both flagged and probationary students enter the Academic Accountability Program to support them in achieving success in the following semester. This involves committing to a tailored program developed in consultation with the Dean of Studies, the Senior Academic Tutor and attending regular meetings with Dean of Studies.

- If you fail two or more subjects in successive semesters, you will have your residency at College reviewed and will be required to meet with the Head of College and Dean of Studies to discuss plans to improve your academic standing if you are permitted to continue at College.

If you hold a leadership position, it is not acceptable to be on academic Probation. If this occurs, you will be asked to show cause and/or step down from your role.

The Academic Program

Overview

There are several elements to the Lincoln College Academic Program including:

- Student Inductions
- Check-ins with Academic Tutors
- Tutorials
- Study Hall ‘Drop-ins’
- Supervised Study Sessions
- The Academic Accountability Program for those failing courses
- The Elevate program for those wishing to achieve higher grades
- The Mentoring and Professional Development Programs

Academic Assistance (examples)

Orientation Week Induction Sessions: You are grouped into your Academic Faculties and introduced to your Academic Peers, Academic Tutors, the Senior Academic Tutor, and the Dean of Studies. This session is designed to provide you with an overview of the academic program and expectations and is compulsory for all students.

Orientation Week University Walk Tours: The Academic Team will organise university walking tours. This is the perfect chance for you to familiarise yourself with your campuses and how to get to Uni.

Orientation Introductory Tutorials: There will be several tutorials presented on how to navigate university life. These tutorials are compulsory for freshers; however, juniors and seniors are encouraged to attend.

Collegiate Dinner and Academic awards evening: A celebration of academic excellence from 2025, including presentation of College Dux, Faculty Achievement Awards, Year Achievement Awards and Certificates of Commendable Improvement.

Check-ins

You will be assigned to a ‘faculty’ based on the degree you are studying. A dedicated Academic Tutor (AT) leads and administers each faculty. Your Academic Tutor will check in on you weekly and be responsive to you when you reach out at any other time for assistance.

Tutorials

You will also be assigned a tutor for every subject you are enrolled in. This means you may have up to four tutors, depending on the breadth of subjects you are studying and the availability of tutors. Your tutors may be your faculty Academic Tutor, another faculty Academic Tutor, or a sessional tutor (subject expert who is a college resident, alumnus or external expert). Tutorials are usually held on Wednesday nights during Study Hall Drop-ins.

Students studying the same course are encouraged by their Academic Tutor to initiate study sessions, usually around a particularly challenging topic or for assignment and exam preparation. As your Academic Tutor collates the specific subjects of each student in their faculty, they will proactively facilitate an initial peer study tutorials and encourage you and your peers to meet regularly. Your academic tutor will notify you who is studying the same subjects, who in college has studied them previously, and will create a group chat to help you schedule and communicate meeting times.

Study Hall ‘Drop-ins’

Drop-in sessions are held in Hambly Dining Hall (and various other locations if needed) every Wednesday night from 7:30pm for an hour and a half during the term. These sessions are compulsory for Academic Tutors and all freshers and are highly recommended for Juniors and Seniors. Most formal tutorials will be scheduled for this time; however, they are also a chance to check-in with your tutor and ask any questions of an academic nature. Workshops focusing on academic skills such as referencing, assignment writing, academic integrity and artificial intelligence will often be held for half an hour, straight after Drop-ins.

Supervised Study Sessions

Supervised Study sessions provided an opportunity for you to ensure you get into the habit of focusing on your academic work without distraction. There will be two supervised study sessions each day, Monday to Friday, held in the Edgeloe Study Centre and other academic spaces. All probationary, flagged and first-year students must attend two sessions per week, however junior and seniors are also encouraged to attend. The sessions are supervised by Academic Tutors, via a roster system. Attendance is recorded. You can attend whatever session suit you and do not need to attend in the same timeslot each week.

Academic Accountability and Elevate Programs

These programs are facilitated by the Dean of Studies and provides direct and tailored assistance predominantly to at-risk and failing students, via one-on-one weekly sessions. Some students who are not at risk of failing but are aiming for better outcomes, self-select to be a part of the Elevate Program.

Mentoring and Professional Development Program

Professional Panel Sessions: Panel sessions involve bringing together three to four professionals who represent the professions in your faculty (usually Lincoln Alumni) to network with students and provide job-ready advice, tips and tricks, and work experience opportunities. Panel sessions are compulsory for all students in the faculty to which the panel relates.

Fireside Chats: Fireside chats are mini-panels where one professional (usually a Lincoln Alumni) networks and coaches students studying the same degree they study in an informal setting. Fireside chats are planned opportunistically, usually via contact from Alumni or an interested professional, or from a

student's suggestion. Panel sessions are compulsory for all students studying the degree to which the chat relates.

Mentoring: Mentoring involves scheduled one-on-one meetings between a mentor (usually a Lincoln Alumnus) and student. Mentor relationships are tailored to each mentor and students' goals but overall, they all aim to assist you in achieving your academic goals. Mentors may help students with academic, personal, and professional issues, as well as give emotional support when needed.

Professional Development Sessions: These sessions are usually facilitated by external experts and are targeted to all students. They focus on specific professional skills.

Academic Integrity

Academic Integrity confirms we are giving credit, where it is due and producing our own independent work. It is a commitment to act with honesty, trustworthiness, fairness, respect, ethics and responsibility in all academic work. This does not mean you cannot work with others, but make sure you are submitting your own work and referencing where appropriate.

Common breaches of Academic Integrity include:

Plagiarism – presenting work that is not your own without giving attribution (e.g. paraphrasing without a reference) or reusing your own work.

Collusion – presenting work as independent work when it was produced whole or in part with others.

Cheating/Copying – submitting someone else's work, copying another individual e.g your AT's assignment, breaching rules in exams, asking AI to solve a problem you have been asked to solve yourself.

Misrepresentation – where a student presents untrue information with the intention of deceiving or misleading the assessor e.g falsifying the date of a medical certificate or changing the date of a citation.

Solicitation – offering money for assignments to gain academic advantage.

Misusing Artificial Intelligence tools – tools such as ChatGPT, Bard or DALL-E without the permission of your coordinator and without appropriate acknowledgment or citations.

You are reminded that Academic Integrity is a serious offence that is not taken light by the College or the universities. Students at Lincoln are NOT permitted to ask other Lincoln students or academic tutors for copies of previous assignments.

Turnitin software is available at all universities for you to check for unintentional plagiarism by submitting a draft of your work through the Turnitin draft submission box, please ask your Academic Tutor for more details.

If you are notified by your university that there is a suspected breach of their academic integrity policy, please notify the Senior Academic Tutor and Dean of Studies immediately, for assistance navigating the universities investigation and processes.

A finding of academic misconduct may result in being placed on academic probation and depending on the seriousness of the breach, exclusion from college.

Responding to situations that can negatively affect your studies.

Academic Assistance (examples)

Examples of the types of assistance that the Academic Team can provide include:

- Assistance enrolling
- Assistance accessing your course content and resources
- Working out how to get to your class
- Understanding the difference between a lecture and workshop/tutorial and how to prepare for each
- Creating a study schedule
- Tips on how to take lecture notes
- Assistance planning, researching, structuring, writing, or referencing an assignment
- One-on-one content support for a subject(s)
- Exam preparation

SITUATION	RESPONSE
Disability & ongoing health condition	Contact your university's disability team. They will help you navigate the steps to access adjustments to your studies, that consider your individual needs. Adjustments may include extra time for assignments and exams, tailored attendance requirements, advanced copies of readings etc. Any adjustments will be embodied in an Access Plan that you can provide to your course coordinator, and the Dean of Studies, at the beginning of semester, preventing the need for you to seek adjustments throughout the semester. The Dean of Studies can assist you with this process if needed.
Illness	Go to the doctor EARLY in the illness and get a medical certificate. Even if you think you might be improving, go to the doctor to get written evidence of your illness. Email your tutor and course lecturer EARLY to indicate that you are ill and anticipate that you will be too sick to meet the assignment due date. Seek a letter of support from the Dean of Studies if you do need an extension.
Concussion playing sport	Concussion is a mild form of traumatic brain injury and needs to be taken seriously. Most students who get concussed find that they do not feel 100% until around 6 weeks after the initial injury, and this can drastically affect studies. If you have sustained a head injury: seek professional medical advice as soon as possible and obtain a certificate detailing your injury. Seek a letter of support from the Dean of Studies if you do need an extension. Once you have your certificate and letter of support, email your lecturer/tutor immediately informing them of what has happened. Although you may feel 'fine' relatively soon after the concussion, be aware that your brain has sustained an injury and that it is likely that you will struggle to keep up with your normal academic schedule. Symptoms of concussion include headache, the inability to focus, excessive tiredness, dizziness, sensitivity to light (screens) nausea and a general feeling of being unwell. Consult your University Disability Office as they can assist in cases of acute injury as well as chronic or permanent conditions.
Sports Injury	Sustaining a significant sports injury can have more of an impact on your studies than you think. Like concussion, it is essential that you go to the doctor as soon as possible to obtain a medical certificate, obtain a letter of support from the Dean of Studies, then contact your lecturer/tutor as soon as possible to alert them to the situation. This will put you in the best situation to obtain extensions where necessary. Consult your University Disability Office as they can assist in cases of acute injury as well as chronic or permanent conditions.
Personal crisis Family crisis Family illness Car accidents	If you have experienced a personal or family crisis, or a tragedy such as a car accident that has occurred within our community, it is essential that you book an appointment with your campus counselling service as soon as possible. Once you have seen a counsellor, they will issue you with a certificate. Also ask the Dean of Studies for a letter of support. The certificate and letter will enable you to approach your lecturers to request extensions. Without these, you are far less likely to get an extension.
Withdrawal after Census date and remission of fees	If you withdraw for a course(s) after your course census date you will be liable for the full student contribution fee, course fee and will fail the subject, unless special circumstances exist. Special circumstances are situations/illness/accidents/events that are: beyond your control, did not make the full impact on you until on or after the census date, and make it impracticable for you to complete the subject. The Dean of Studies can advise if you fulfil the criteria for special circumstances and assist you in compiling and submitting the relevant documentation.

Academic Facilities

The Edgeloe Study Centre (ESC)

The Edgeloe Study Centre is a learning hub that provides 24/7 open access to suit the needs of our students' varied learning styles and needs. The spacious and comfortable environment allows students to conduct either their individual or group study. This is a quiet study space as opposed to a silent study space. Supervised Study Sessions are held in the Edgeloe.

The ESC contains a range of textbooks, reference books, other non-fiction, fiction, and a small collection of books in languages other than English. To search the Study Centre catalogue, use this link: [Lincoln College Online Catalogue Search \(central.sa.edu.au\)](https://central.sa.edu.au). To borrow textbooks, use the 'Self-Issue JotForm QR Code' in the Study Centre or this link: <https://form.jotform.co/200150222955848>. To return textbooks place them into the return box.

Health Sciences Room

Apart from the current volumes of all major textbooks and some specialist resources, the ESC also stocks specialist equipment and medical kits for our medical, nursing, health professions and health sciences faculties.

Other Study Spaces

Lincoln College has several smaller bookable spaces available for peer and individual study and tutorials including:

- The Little Edge
- Federation Dining Room
- The Chapel
- Hambly Courtyard Dining Area
- Abraham Common Room and
- Dedicated Study Rooms

Online Resources

We have three online databases, Osmosis Geeky Medics and Kenhub, for the Sciences, Medicine, Nursing, Health Professions & Health Sciences faculties. These databases offer a very comprehensive package of learning materials including videos and self-paced learning plans. Please ask your Academic Tutor for the username and password to these databases.

Other Equipment

The Study Centre also has a binder students can use to bind their notes. This is particularly useful for revision and open-book exams. To access the binder materials, ask College Services or the Duty Residential Advisor. Please See the video on the Lincoln College Facebook Announcements page on how to use the binder: <https://www.facebook.com/groups/lincolncollege/permalink/2878093755663839/>

Other tools in the computer room include a stapler and a guillotine (paper cutter).

Academic Awards

Semester One

At the beginning of the year, awards and prizes are presented to those who have performed exceptionally well in the previous year. The awards are determined on grades and marks attained for the whole of the academic year.

- The Lincoln Medal is awarded to the Dux (top student) of the previous year, demonstrated through that student's academic results.
- Lincoln College Board Prizes are awarded to:
 - the winner of the Lincoln Medal (value = \$500).
 - the top first year student returning to college. The fresher must have a minimum GPA of 5 (value = \$300).
 - the top second year student returning to college. The junior student must have a minimum GPA of 5 (value = \$300).
 - the top senior student (third year and above) returning to the college (value = \$300).

Faculty Awards are presented to the top student in each faculty. These awards are determined on the semester two results of the previous year. Each Faculty award winner receives a voucher to the value of \$50.

Certificates of Commendable Improvement are presented to students who, through application to study, have moved up a band in their level of achievement (e.g., from a credit average to a distinction average).

Students who have attained Distinctions and High Distinctions are recognised for their achievement.

Semester Two

At the beginning of Semester Two, awards are presented to those who have performed exceptionally well in the previous semester.

Lincoln College Board Prizes are awarded to:

- the student with the best results in Semester One each year (value = \$300).
- the top fresher in Semester One (value = \$300).

Faculty Awards are presented to the top student in each Faculty. Each Faculty award winner receives a voucher to the value of \$50.

Certificates of Commendable Improvement are presented to students who, through application to study, have moved up a band in their level of achievement (e.g., from a credit average to a distinction average).

Students who have attained Distinctions and High Distinctions are recognised for their achievement.

Wellbeing

The Wellbeing Team: Residential Advisors

Each College floor has a Residential Advisor (RA) assigned to the community of students who call it home. There are two Senior RAs who lead the RA team.

Between the hours of 4:45 pm – 9:00 am, Monday to Friday, and 24 hours on weekends, RA's are available to assist with any issues that may arise (such as wellbeing issues, noise concerns, room lockouts, vacuum cleaner access etc).

Senior Residential Advisors – Zara Haygarth & Olivia Griffiths

The Senior Residential Advisors organise the Wellbeing Program and oversee the implementation of that program in conjunction with the Head of College and the Dean of Students.

Residential Advisors

Residential Advisors (RAs) are responsible to the Head of College through the Senior Residential Advisors and are responsible for the pastoral care and social wellbeing of the students in their corridor. They aim to create a sense of community within the College to make it a fun, safe and harmonious place to live. RAs are trained in First Aid, Mental Health First Aid, fire safety and wellbeing.

Expectations and minimum standards

Making good choices around health and wellbeing is a major step into becoming an adult. Lincoln College aims to provide a learning, working and living environment that supports the ongoing development of physical and mental health for all members of the College community. We are committed to creating and maintaining a community in which you can choose to live a healthy lifestyle. You are expected to contribute to and participate in creating a positive health and wellbeing environment for yourself and others.

The Wellbeing Program

Our programs and services are designed to support students to be:

- Socially connected and responsible
- Mentally stimulated and resilient
- Physically fit and healthy
- Psycho-emotionally connected and integrated
- Culturally and spiritually nurtured and inspired.

Social wellbeing

From day one, Lincoln College provides a wide range of different activities to encourage you to connect with like-minded and diverse groups. You are encouraged to get involved in activities that align with your interests, and to step into your stretch zone to try new things and meet new types of people.

Homesickness: can be quite common in your first months at College. Moving away from everything and everyone you know to start a new phase of your life is a big step. If you are experiencing homesickness, we recommend two approaches:

- Distraction – do something else, preferably with other people.
 - Go to a common space in the College and find other people to hang out with; grab a coffee in the Stag and Hind; watch TV or play a computer game in a kitchenette.
 - Go to the gym and exercise or walk around the nearby horse paddocks.
 - Take your books and go to study in the ESC, the Chapel, or Hambly Dining Hall, somewhere with other people around.
- Connection – link up with people you care about.
 - Call a friend or family member from home and chat.
 - Talk to your RA – they have experience with homesickness and can provide a helpful listening ear.
 - Talk to a new friend – more than likely they're feeling something similar.

Going home often can also make the transition back even more difficult. We encourage you to stay at college for the first term and only return home if necessary. Making connections in the first few weeks and months is a very important step towards feeling a sense of belonging in the community!

Loneliness and social friction: If you find you are having difficulty making friends at Lincoln, or you are having concerns about a friendship or relationship with another person here, we recommend talking to your Residential Advisor as a first step; they can help you make plans to connect with others or support you to resolve any challenges you're experiencing with friend.

Neurodiversity: A proportion of students discover on coming to university that their brains process information differently to others, whether through a diagnosis of autism, ADHD, or other aspects of neurodiversity. We run a Neurodiversity Hub support program for students with diagnosed or suspected neurodiversity. Please contact the Dean of Students for an introduction to this program if you think it may be helpful for you. You do not need to have received a formal diagnosis to take part in this program.

Mental wellbeing

We understand that sometimes University and life in general can be tough and impact on your mental health. Our RA's are here to help you to access support services at university and in the wider community, to help get you on track.

If that is not enough, a referral to a subsidised psychology service is available. If you wish to access the subsidised Psychologist, you will need a Mental Health Care Plan (MHCP) from a GP. You can book an appointment with GPs at the University health services at Adelaide University or Flinders University or of course see your own GP if you already have one. Once you have an MHCP, book in with the psychologist via the Dean of Students and make sure to attend your appointments. If you need support or advice in this process, contact the Dean of Students, Dr Jordan Bell, for assistance.

Lincoln residents can also access low-cost psychological treatment at Psychology SA but need to be referred there by the Dean of Students, Dr Jordan Bell. Contact Jordan on Jordan.bell@lincoln.edu.au if you'd like a referral.

We encourage you to raise any issues or challenges as early as possible, to reduce their impact on your wellbeing and studies. If you have concerns regarding another College member, please have a chat with your RA or the Deans or the Head of College, or advise us anonymously of a Wellbeing concern using the RespectX Platform.

If you are experiencing any mental health concerns, several services beyond College are available to assist with your welfare, including:

Source of Help	Details
University Counselling Service	All three universities maintain an in-house counselling service to support students who are experiencing challenges. Contact the counselling service to make an appointment. Adelaide University https://adelaideuni.edu.au/students/student-services/health-and-wellbeing/
Urgent Mental Health Care Centre	Flinders University https://students.flinders.edu.au/support/hcd/counselling A 24-hour crisis centre for people experiencing high levels of mental health distress – suicidality, thoughts of self-harm, etc. https://umhcc.org.au/
Lifeline	Support for people who are going through a crisis, feeling overwhelmed or having suicidal thoughts. Call 13 11 14 OR Online chat at https://www.lifeline.org.au/crisis-chat/ for support from a trained crisis counsellor 24/7.
Beyond Blue	Information about mental health issues https://www.beyondblue.org.au/

Physical Wellbeing

Healthy Eating: Food provided at Lincoln College meets current Australian Guidelines for Healthy Eating. Information about a healthy diet is available in Hambly Dining Hall for student education.

We encourage you to select a balanced diet from the foods on offer. Please provide College with any dietary requirements by completing this form: <https://form.jotform.co/91880973998886>

You can submit suggestions and feedback to the Kitchen here: <https://form.jotform.co/73391363538866>

Sleeping: Australian Sleep Guidelines suggest that 7-9 hours sleep is appropriate for most young adults, though if you are unwell, going through a stressful time, have a chronic health condition or are recovering from an injury you may need more sleep than this. College quiet hours are from 10pm – 8am on weeknights and 11pm – 8am on weekends; if you find that noise from other students is interrupting your ability to sleep, contact the Duty RA. If you are having difficulty sleeping generally, contact the Dean of Students for advice and assistance.

Sport and Exercise: We encourage you to become involved in the inter-college sporting program provided throughout the year and to make use of the College facilities such as the gym and basketball court and engage in an active lifestyle. A weekly group personal training session with an external trainer is also available. Please follow the Gym Coordinator’s announcements at Formal Dinner for information on training times and locations.

Illness: Each of the Universities provides access to general practitioners. The links to book a face-to-face or online appointment as well as the cost can be found here:

University	Link	Fees
Adelaide University	https://universityhealthpractice.com.au/	Gap fees apply, reduced for Adelaide University students when showing student card
Flinders University	https://students.flinders.edu.au/support/hcd/health	Eligible services are bulk billed for Flinders Uni students

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

Injury: The Residential Advisor on Duty or College Services should be informed immediately if you injure yourself on campus. Each Residential Advisor and the College Services hold First Aid kits to manage minor injuries. While our RA’s are first aid trained, they are not medical professionals—in the event of a serious accident or injury, please call an Ambulance (dial 000) without delay.

Emergency Assistance: Should emergency medical assistance be required, College Services (in business hours) or (after hours) the Duty RA can organise an appointment with the Late-night Medical Clinic in Norwood, or a visit to the Emergency Department of the Royal Adelaide Hospital. Under certain circumstances (visibly broken bone, uncontrollable bleeding, unconsciousness), the RA on duty is required to call an ambulance to assess the student. You will be personally responsible for any costs involved; therefore, we encourage you to carry Ambulance Insurance with SA Ambulance Service or your health insurer.

Cultural Wellbeing

International students: Coming to Australia to study represents a huge change and many students experience Culture Shock when first arriving. The International Student Leader can assist you and support you to adjust to life in Australia by helping you get oriented with things like mobile phone accounts, bank accounts and meeting others who understand what life is like as an international student. We also recommend getting involved with university groups and taking part in College activities to make local friends and learn about life in Australia firsthand. If you are really struggling with homesickness, your RA or the Dean of Students are happy to assist. International Night is a night to share your culture with other Lincoln students so please ask your International Student Leader about getting involved.

First Nations Students: We strive to make Lincoln a culturally safe space for First Nations residents. Staff will coordinate a “get to know you” session at the start of the year to enable you to meet other First Nations students at Lincoln. Jordan, the Dean of Students is happy to assist with any issues and it’s a good idea to get to know Donella, the Dean of Studies, as she can support you with communicating with your university if needed. We also recommend getting to know and using the First Nations Student Services at Adelaide University (<https://adelaideuni.edu.au/students/student-services/first-nations-student-services/>) and Yungkurrinthe at Flinders University (<https://students.flinders.edu.au/support/indigenous-student-support>) for services and support that understand your needs.

Spiritual Wellbeing

Lincoln College is affiliated with the Uniting Church, and Brougham Place Uniting Church (www.bpuc.org) is a 2-minute walk across the parklands at the front of the College. Should you be looking for a place to worship, we encourage you to consider this church.

Lincoln College is a multi-faith community. The College requires that you maintain an attitude of open-mindedness and respect for all religions, faiths and value systems practiced by other College members. The easiest way to locate an appropriate place of worship in Adelaide is to speak with other students, or to one of the Deans. Members of your faith within the College Community will be aware of the closest appropriate place of worship and are very helpful in introducing you to local groups. You can also contact religious groups at your university for further advice on locating a place of worship.

Students of practicing faiths (Christian, Muslim, Jewish, Buddhist and others) at Lincoln who enjoy gathering regularly to encourage each other, to study together, and to enjoy each other’s company, are encouraged to do so. Any student may arrange such a group to provide opportunities for religious study, prayer, and fellowship. Speak to the Dean of Students in the first instance for support in setting up such a group.

Other student leaders

Lincoln College appoints several student service leaders to provide for the development of students. You will be introduced to these leaders throughout the year when they speak at Formal Dinner, but they are:

- Charity and Volunteer Coordinator
- Waiting and Dishes Coordinator
- Formal Dinner Host
- Gym Manager

- Music Coordinator
- Social Media Intern
- Sustainability Leader

Social, Sport and Cultural Activities

Lincoln College Club Inc is an incorporated body legally separate from the College. It is responsible for its own finances and management. The Club is an organised body that caters for students' social and sporting life whilst providing services such as sporting equipment, gym equipment, and Lincoln merchandise that can be bought through the College Shop website (<https://shop.lincoln.edu.au/>). All students are required to be members of the Club and pay the fee approved by the Board, which is then levied by the Club and collected annually, on their behalf, by College Services each year.

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

The Club Executive Committee consists of the following:

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

The Club President, as a member of the Lincoln College Board, reports on student activities to the Board at each meeting.

All positions are voluntary and are held by senior students. Election for these positions occurs in September/October each year.

Ordinary General Meetings

The Club holds an Ordinary General Meeting (OGM) at least once each term at which all Club members can participate. These meetings are held near the beginning of each term and attendance is compulsory. Failure to attend will incur a fine of \$30 unless a written apology regarding academic commitments or unavoidable absence is given to the Club Secretary before the meeting.

Social events

University life is diverse and provides the opportunity for you to form lifelong friendships in a safe and accepting environment. College provides many events for students, including, but not limited to:

Orientation Week	Barn Dance, Scavenger Hunt, Glow Party Collegiate Dinner*
Term 1	International Night, Wine Tour
Term 2	Music Night, Wings For Life, LAN Party, Reconciliation Dinner
Term 3	Collegiate Dinner*, Music Night, Lincoln Ball, Battle of the Bands, LAN party
Term 4	Valedictory Dinner*

*Denotes compulsory events

Sporting events

The Lincoln College Club is a member of SAAUCC (the South Australian Association of University College Clubs). It is this body that arranges for the inter-College sporting competitions and other social events throughout the year. Sporting events for 2026 are as follows:

Term 1	Swimming, Tennis, Debating
Term 2	Football, Netball
Term 3	Hockey, Basketball, Volleyball, Soccer
Term 4	Table Tennis, Athletics

Participation in such events is highly encouraged. Planning and try outs for each team occur approximately 3 weeks before the event. Students who are not in the are strongly encouraged to attend as a spectator to encourage the team and show your support for Lincoln College.

Corridor Cup

The RAs run a yearlong competition between the 13 Corridors including activities such as Dodgeball, Minute to Win it, Squid Games, Craft Wars, Lawn Games and Pictionary. Compete for the glory of winning the Corridor Cup!

Moving in and making the space your home

Arriving

When you arrive to move in, the Head of College, Deans and members of the academic and residential teams will welcome you and take you through the check-in process.

Room allocation

Rooms are allocated based on seniority, but always at the discretion of the Dean of Students. Other factors can influence the allocation of rooms, including gender balance, and year levels, as the College aims to have a mix of men and women and students from all year levels in each corridor or floor. All first-year students are allocated rooms upon entry to Lincoln College, to ensure a balanced mix of students in each corridor.

Seniority is determined by points, which are allocated in the following way:

For each full semester of residency at the College	1 point
For each full semester of service as a Residential Advisor/Academic Tutor/College Club	2 points
For each full semester of service in a minor leadership role	1 point
Satisfactory engagement in the residential program	3 points
For each semester of full-time study where passes or better are attained in all subjects initially enrolled	1 point
For each semester where 50% D's or HDs are achieved	2 points
Lincoln medal (Dux)	1 point
Faculty Dux in Sem one of Sem Two	1 point
Best academic results for a 1st year	1 point
Best academic results for a 2nd year	1 point
Best academic results for a senior (3rd year or above)	1 point
Best academic results in semester 1 (first year students in semester 2)	1 point
Satisfactory engagement in the Academic program	3 points
Participation in two or more sporting teams	2 points
Participation in five or more sporting teams	2 points
For each sports team you have coached/captained	2 points
Participation in Battle of the Bands	1 point
Completion of 5 hours of charity work	3 points
Lincolnite of the Year	3 points
Outstanding First Year Resident	3 points
Male or female sportsperson of the year	1 point

Keys

You will be given a building key, which provides access to most buildings, all public common areas and laundries, etc. and a personal room key. Additional keys are available on request for the bike shed and music room. For safety and security reasons, you must not give your keys to anyone. If you lose or damage any College key you should notify College Services immediately, or the Duty RA after hours. You will be issued with a replacement key and given 48 hours to return it. Keys that remain lost after 48 hours will incur an administration and replacement charge.

Internet connection

Lincoln College provides free unlimited Wi-Fi to all rooms as well as an ethernet port in every student's room. Please bring an ethernet cable that is compatible with your computer for use in your room, should you choose to use it. You will be granted access upon check-in. If you have any questions or concerns, please contact College Services for technical support.

Making the space your own

Making your new room feel like home is a must and is perfectly fine as long as no damage occurs to the walls or other building structures. Hang things up and move things around – just make sure you leave everything the way you found it before you go, as charges apply if you don't. (Hint—take a photo of your room on move in day to remind yourself). Indoor plants are a lovely addition to your room, just remember to place them on trays or other containers and avoid watering them in the shower or sink. This will help you avoid charges for stain removal or plumbing problems.

Room lock outs

Lock outs happen from time to time, so if you find yourself locked out of your room, please come to College Services or call the duty RA (after hours). Take good care of your keys, as charges can apply if you regularly need RA's to let you in after hours. If you make it a habit and are locked out on more than three occasions in one month, you will be fined \$50 per subsequent lockout. Please be aware, staff may not always be able to leave the office.

Room Changes

Where rooms become available during the year they may be advertised. That is, expressions of interest are invited, and allocation will be made on seniority and /or at the Dean of Student's discretion. If you are returning for a further year, you may indicate your preferences for rooms on your application for re-admission. Every effort will be made to accommodate such requests, subject to seniority, availability, gender balance and the social mix of corridor groups. Room allocation is at the discretion of the Dean of Students.

Pets

No animals are permitted at College for residents however some exceptions may be made for small low-maintenance pets (eg fish) by prior discussion with the Head of College. Staff may keep pets; for example, Murphy, a Border Collie who lives on campus with the Head of College, and Cassie, a Cavoodle who lives on campus with the Dean of Students.

Visitors and Guests

Guests are permitted on campus, however it is your responsibility to ensure they abide by all rules and regulations set out by the College. All usual College policies regarding noise, alcohol and behaviour apply.

The below guidelines will help make sure your guest does not out stay their welcome.

- Submit a request for your guest prior to informing your RA if you are having a visitor stay the night at College.
- Submit a guest request form at the following link <https://form.jotform.com/260348507482056> prior to 3pm, Monday – Friday with at least 24 hours notice prior to your guest arriving. Guests are not permitted to stay without approval from the Dean.
- Ensure your visitor does not stay for more than two nights in a four-week period. It is unreasonable and unfair to paying students when guests stay every weekend.
- When you bring a guest into the Lincoln Community, all normal college rules and expectations apply to them. You are responsible for them at all times, and they should always remain with you. They are not permitted to wander around the campus without you, even to the bathroom or to exit across the lawns.
- If your guest wishes to eat in Hambly Dining Hall, they are welcome to do so if meals are paid for. Log their meal on the guest register in the servery and a charge for the meal will be placed on your account.
- If you would like your guest to come to a College function, ensure they are pre-approved by the Dean of Students or the Student President beforehand.
- If your guest becomes disruptive to other residents, they will be asked to leave.
- Please keep any visits to a reasonable number.
- Do not invite friends or family members over the age of 25 to stay on campus. Guests under the age of 18 are not permitted.

Guests cannot stay at college during:

- Orientation week
- Focus weeks,
- SWOTVAC or exam periods
- During the weekend of major events, such as Marksensfest or Valedictory Dinner.

Lost Property

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

Meals

Hambly Dining Hall is open for service of food during the following hours:

Breakfast	Monday – Friday	7am – 9am
Brunch	Saturday & Sunday	11am – 12.30pm
Take away sandwich Bar	Monday to Friday	7.00 - 9.30am
	Saturday & Sunday	7:30-9:30am
Lunch	Monday – Friday	12 noon – 1:30pm
Formal Dinner	Monday	6pm-7pm
Dinner	Tuesday - Sunday	6:00pm – 7.15pm

Please note: These services times alter on Public Holidays and during university semester breaks and the changed times will be publicised on the entrance of Hambly Dining Hall.

Continental breakfast is available every morning. A hot breakfast is served Monday to Friday with a full Brunch service on Saturday and Sunday.

If you will be away from College all day, you can prepare your own lunch. A variety of breads, fillings, salad and fruit is available in Hambly Dining Hall from 7am – 9am, Monday – Friday of the academic year.

If you cannot make dinner, you can order a late meal up to 5pm, on the day it is required, via the late meal form <https://form.jotform.co/80868314338867> Your late meal can be collected from the refrigerator in The Stag and Hind (opposite Hambly Dining Hall) after 7pm. All meals are labelled with the name of the person who ordered them. **Please do not take a meal that is not yours!** The Stag and Hind is open 24/7 and provides a place for students to make toast and hot drinks.

Ramadan: Students observing a fast for Ramadan may speak to the Dean of Students to arrange to take a second substantial serving at dinner to reheat as a filling suhoor. Where Ramadan falls during daylight savings and Hambly Dining Hall closes before iftar can be eaten, a student may take two substantial meals to eat at the appropriate time.

Do not remove plates, glasses, mugs or cutlery from Hambly Dining Hall or Stag and Hind. Residents who are found to have taken plates, glasses, mugs or cutlery from the Hambly Dining Hall will be fined \$10 per piece: a plate, knife & fork = \$30 fine

Kitchens and Common Rooms

Each floor has a kitchenette and attached common room to use for activities such as meal preparation, social gatherings or just somewhere for you to relax and watch TV. Microwave ovens are provided in all kitchenettes for heating small items such as pizza or soup. Kettles are available for to make tea, coffee, hot chocolate or instant noodles. Basic cooking utensils and crockery are provided. Please respect the others using the kitchenettes, wash your dishes and clean up any mess you make immediately after use.

There are other cooking spaces throughout College, including Federation Kitchen and Hambly Kitchen. You are welcome to use them to practise your cooking skills and hold social functions. Please do not cook anything in your room (eg with a kettle, rice cooker, air fryer, similar electric appliance, or open flame), for fire safety and hygiene reasons. Each of these kitchens are equipped with an oven, microwave, toaster, kettle, fridge and basic crockery, cutlery and cooking utensils. To pre-book either of the rooms please contact College Services between 9am and 5pm or complete the booking form online. Should you wish to have an impromptu booking, you can contact the Duty Advisor to book the room, provided it is not already occupied.

The Hambly Common Room

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

The Common Room has a bar that is maintained by the College Club. Alcohol may be consumed in the common room if it has been purchased from the bar, but it must not be removed from the licensed area. The College provides an in-built projector and sound system for use at official functions and social events. To make use of these facilities in the Common Room, contact College Services or the Duty RA after hours.

Laundry Facilities

Washing machines and dryers are available in each College and are free to use—but you will need to supply your own detergent. A helpful hint is to use a timer on your mobile phone to remove your clothes from the machine as soon as possible. If you discover clothes have been left for some time in a washing machine or dryer, please place them in the owner's laundry basket.

Basketball hoop, ball sports and gymnasium

Ball sports: The College has a basketball hoop that you are free to use between the hours of 8am and 10pm Sun-Thurs and between the hours of 9am and 11pm on Fri-Sat during term time and holidays. Outside these times the noise of the ball disturbs the rest of students in the Scott building. You can play other ball sports on the KMB and Federation Lawns during the same hours, but please be careful not to damage College property and or to disturb nearby students.

College Gym

The Lincoln College gym has recently been expanded and upgraded. Please use a towel while working out and wipe down equipment once you have finished using it. If you are not sure how to perform an exercise safely, seek advice and instruction before attempting it. Please return weights to their storage location when you have finished using them. Turn off lights and air conditioning if you are the last person leaving the gym.

Maintenance

All requests for repairs or replacements in your room can be easily submitted via the online maintenance request form and will be attended to Monday to Friday. If something urgent comes up during business hours, you are also encouraged to call College Services to help speed up the process.

For maintenance issues that arise at night or over the weekend, please call the duty Residential Advisor and they will authorise a repair if they believe it is urgent. Please do not try to fix anything yourself as we would hate for anyone to get hurt! We encourage residents to report any maintenance issues as soon as possible so that we can attend to them promptly. By logging a maintenance request, you are authorising a maintenance staff member to enter your room.

Online Forms

Most of the forms you will need, such as Maintenance request, late meal order, Hambly Dining Hall feedback, room booking, and more, as well as other useful links for information about the college can be found on the college website through the student portal. <https://lincoln.edu.au/student-portal/>

Recycling and Waste




Please take note of the various coloured bins in your room, common areas and bathroom and follow the instructions written on them when disposing of waste accordingly.

Vehicles and Car Parking

Car parks are allocated based on seniority, but always at the discretion of the Dean of Students. You are welcome to have a car at college however on-street parking is the most practical option for most students. The surrounding streets are varied in time allocation but are free, varying from unlimited to 2 hours Monday to Friday. The map below provides basic information about the surrounding streets. Please always check the signposts when you park. All students park their cars at their own risk.

Suggested parking on streets surrounding Lincoln College



-  24 hour unlimited parking
-  2 hour parking M - F 8am - 6pm
-  10 hour parking M - F 8am - 6pm

Departing College

End of contract departure

Prior to the end of your contract, you will be asked to confirm the date you will be vacating your room. Unless given notice by you, we will assume you are leaving on the end date of your contract.

Upon vacating, your room must be left clean, with all rubbish and belongings removed. Furniture and equipment must be placed in its original position. Food in the fridges and cupboards should be cleaned out and/or thrown away. You are responsible for all furniture, fittings and appliances within your room. If any items are missing, according to the room inventory agreed on the day of moving in, the missing items will be billed to you after departure (Hint—refer to the photo you took on move in day!).

All personal belongings must be removed from your room by 12pm on the day of departure (after this time, you will be charged for an additional night). Your bedroom door should be locked, and keys returned to College Services. If departing outside of office hours, please leave your keys on your desk, lock your door behind you and contact your Duty RA. Note that before leaving at the end of your contract you must complete a Room Inspection Check with a College staff member or RA. If your room or requires additional cleaning, these costs will be passed on to you.

Termination of Residency

At the initiation of the Student: You sign a contract when you join College, to maintain your residence at the College for the period agreed – typically an Academic Calendar year of 41 weeks. You are legally bound to pay until the end of the contract, or until the room is re-let to a new student. However, occasionally, serious issues may require that this contract end date be re-negotiated, and under these circumstances, you are encouraged to talk over their situation with Head of College to come to a fair conclusion for you and the College. Typically, this will be agreed in writing and is at the discretion of the Head of College and is usually not less than all monies owed and a six-week breaking of contract fee.

At the initiation of the College: If you breach any of the College's policies and/or the Code of Conduct your contract may be terminated, if the breach is serious and if such action is deemed to be in the best interest of the College. It is also important to remember that you live in a community environment, so if your behaviour begins to impact negatively on other College members' physical and psychological wellbeing, College has the right to terminate your accommodation and/or may not welcome you back for another year.

Academic related termination: If you are not enrolled at a university or other course provider you are not entitled to reside in College. Special circumstances will be considered and need to be approved by the Deans and Head of College. You are expected to pass your courses. If you fail two or more subjects in successive semesters, you will have your residency at College reviewed and will be required to meet with the Head of College and Dean of Studies to discuss plans to improve your academic standing IF you are permitted to continue at College.

Cleanliness

It is your responsibility to clean your room and to tidy after yourself in shared living spaces. When removing rubbish, do not leave it in common areas, hallways or beside bins. The College has external bins you can drop your rubbish in. Leaving rubbish outside the bins can end up as lunch for our wildlife, so make sure rubbish bags go in the bin!

The House Keeping staff are employed by Lincoln College and they maintain the cleanliness of student rooms, common rooms, corridors, laundries, and bathrooms.

Your room

You are required to maintain a level of personal hygiene and cleanliness consistent with community living. Please keep your room in a tidy state and allow the cleaner access to access your room on the day it is scheduled to be cleaned.

You **must** use bed linen on your bed. A mattress protector is provided by the College and should be used under a sheet (i.e. do not lie directly on the mattress or mattress protector). You will be charged for a replacement mattress if you fail to use mattress protectors and appropriate bed linen. Where you do not have your own linen, the College can supply a linen pack, for a fee. The cleaners clean your room each week by vacuuming, dusting, and changing your bins. You cannot skip the weekly room clean, as we need to make sure that the facilities are well maintained. You are responsible for making your own bed, laundering your own clothes and bedlinen and keeping your room tidy between cleanings. Where extra cleaning must be undertaken there will be a charge applied.

Common spaces

Shower and toilet areas are cleaned Monday to Friday by the housekeeping staff. Please ensure you remove your toiletries after each visit to the bathroom and be mindful of others using this space. The cleaning of kitchens and kitchenettes is the responsibility of those using them and students are expected to clean these areas promptly after use. Hambly Dining Hall and other food preparation and collection areas are a place of companionship, conviviality and courtesy. Please clear your eating utensils after you have finished your meal.

General Behaviour and expectations:

If it is illegal off campus, it is illegal on campus.

Alcohol, smoking, vaping and drugs

Lincoln College adheres to the law, and the principles of the responsible service of alcohol. If you are under the age of 18 you are not permitted to consume alcohol while a member of the College (whether on- or off-campus). In addition, you must 'check in' each night with the Duty RA and must be on the college campus by midnight every night, until you turn 18.

If you are over 18, it is expected that College members and their visitors will consume alcohol in a moderate and sensible manner if they choose to partake. Consumption of alcohol should only take place in pre-booked spaces or bedrooms. You are permitted to drink alcohol in the Hambly Common Room and Kitchen, and the Federation Kitchen and Dining room.

To book these rooms in advance using this form: <https://form.jotform.co/91571014733856> and submit a risk assessment form for approval and nominate a responsible sober person.

Students are NOT permitted to drink alcohol in Hambly Dining Hall or adjacent BBQ area or any other college location, unless the Head of College has arranged a College function in these spaces.

Brewing of alcohol on campus is not acceptable under any circumstances.

There may be certain times of year that are alcohol free periods, for example, it is normal practise for there to be alcohol free days during Orientation Week. In addition, Focus weeks and SWOTVAC and exam periods are typically expected to be alcohol-free.

The College maintains and enforces a smoke and vape free environment throughout the entire campus.

The possession, supply, cultivation, use and distribution of illegal or non-prescription drugs is illegal and prohibited. Medicinal Cannabis usage is to be disclosed at the time of application and a protocol tailored to individual needs and college policies will be developed and implemented.

Breach of any college policy relating to alcohol, vaping, drugs and medical cannabis may result in expulsion from college and possible police intervention.

Common Room Bar

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

- The Head of College has granted permission for the event.
- A Responsible Person is always present.
- A person who has completed Responsible Service of Alcohol training is present behind the bar.

- All bar staff are certified with Responsible Service of Alcohol qualifications, they are not drinking, and over the age of 18.
- Alcohol not purchased at the College bar may not be brought into the Common Room
- Drinks purchased at the College bar should not be removed from the Common Room

Drinking alcohol in the Common Room under any other circumstances is a breach of licence conditions which means:

- You could be personally fined \$5,000 by the Alcohol Licensing Commission
- The College Club will be fined \$20,000 by the Alcohol Licensing Commission
- The College Club could lose its Alcohol Licence
- Students who breach the licence conditions may be asked to leave the College.

A named “Responsible Sober Person” must be always present, at a booked event when there is alcohol.

The individual who completes the booking form is responsible for all guests and the final condition of the room. They must notify the Duty Residential Advisor at the start and end of their booking. For a full list of regulations for the room please refer to the booking form <https://form.jotform.co/91571014733856>

Other Prohibited Items at College

Please do not bring the following items to College:

- | | |
|------------------------------------|---------------------------|
| • Humidifiers | • Candles |
| • Bottled gas | • Hazardous materials |
| • Flammable or combustible liquids | • Hotplates or air fryers |
| • Hookah/shisha | • Floor heaters |
| • Incense | • Oil lamps or burners |
| • Smoke bombs | • Fireworks |
| • Brewing still | • Electric blankets |
| • Weapons of any kind | • Rice cookers |

Damage and Vandalism

Sometimes accidental damage happens. If damage occurs, please report this immediately to a Residential Advisor or College Services. In cases where the damage is caused by an individual, the cost of repairs may be passed onto that student. In the case where a single person cannot be identified (eg. damage occurs in a common space), the cost of repairs may be charged to a group of students.

Theft is not a major problem within our College, and this is helped by residents locking their bedroom doors when they are not home and ensuring entry doors are closed securely.

Noise

College is both a home and a social environment, so we expect some noise will be present. Be considerate of fellow students by maintaining an appropriate level of noise, ensuring the College environment is favourable for study, sleep and relaxing. Quiet hours from 10pm – 8am Sun-Thurs and 11pm – 8am Fri-Sat are observed within the College. However, excessive noise can be reported to the Duty RA at any time.

You can help reduce noise by:

- keeping your door closed when you have visitors.
- not shouting, especially while gaming.
- not slamming doors.
- wearing headphones if you are listening to music or watching TV in your room
- closing your window to minimise carried noise.

Other noise related information:

- Playing musical instruments is permitted in the College but is subject to the same conditions as any other form of noise
- If your neighbours disrupt your study or sleep with high noise levels, politely ask them to bring their noise level down. Please contact the Duty Residential Advisor if this does not work.
- There is a noise curfew in place, including common areas: Avoid making noise between 10 pm and 8 am Sunday to Thursday (including Public Holidays) and between 11pm and 9 am on Friday and Saturdays.
- During Focus weeks, Swot Vac and Examination periods a 24/7 noise curfew exists. Activities within College are restricted and if you breach noise curfew more than once you may have your residency terminated.
- Private parties and loud gatherings are to be held off site.

During Swot Vac and Exam periods:

- Ball sports are allowed only 30 minutes before and after lunch and dinner, and during mealtimes.
- Drum practice is not permitted at any time.
- No overnight visitors are permitted in the College
- No parties or large gatherings are permitted on site

Your Responsibilities

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

Policies

The College has a suite of policies that allow us to define what is acceptable and what is unacceptable behaviour. All students and staff should be familiar with the policies to understand the standards that are expected when living in the Lincoln community.

By way of general guidance, Lincolmites aspire to be a community of adult learners shaped and guided by values, including qualities such as respect, care, fairness, honesty, inclusion, justice, kindness, gratitude, forgiveness, resilience, trust, self-control, empathy, and peace. This translates to a code of behaviour based on mutual respect and personal responsibility. You are expected to show respect for yourself, your fellow students, members of the wider community (including our neighbours) as well as for property, possessions, rules and regulations. You are expected to take full responsibility for your behaviour and to accept the consequences that flow from this behaviour.

Lincoln promotes healthy relationships. Students and staff may not bully, harass, harm, demean, 'haze', or endanger one another – physically, electronically, emotionally or psychosocially. NO member of the college is to suffer discrimination on grounds of age, race, sexual identity, disability or religion. If you engage or support any such harmful behaviours, you risk the sanction of termination of membership of the College. Students who witness or are subject to this behaviour at Lincoln can report via the online platform RespectX (<https://www.respectx.com.au/>), anonymously if they so prefer, and staff will respond.

Participation

Lincoln College is founded on a strong sense of community, a friendly and caring culture and outstanding academic, sporting and cultural traditions. All students are encouraged to participate in College life. This includes SAAUCC sporting and social events, Corridor Cup, College Club and RA events, Supervised Study Sessions and Academic Drop-ins, and other events such as Music nights and cultural events. It is a condition of your residency that you fully participate in the orientation, academic, wellbeing and kitchen service programs and attend weekly formal dinners, Collegiate Dinners and Awards evenings.

Formal Dinner

Weekly formal dinners are held on Monday evening and are an important means of building community and sharing information. You are expected to attend unless you have the permission from the Head of College to be absent. You should dress neatly and wear your academic gown. Be present in Hambly Dining Hall by 5:55pm, stand silently for the entry of the High Table and remain standing until the Head of College officially welcomes all to the meal. Formal Dinner ends with thanksgiving and recessing of those on the High Table. Use of your mobile phone during formal dinner is seriously frowned upon.

Kitchen Service Program

All students contribute to the Kitchen Service program. An exception is made of the members of College Club who provide generous service to the College in other ways. The kitchen service program is a way of students providing service to the community and is not a punitive measure.

The program works on a roster basis. You can nominate times that suit you best, and you will be fined \$50 if you miss your scheduled duty and do not organise a replacement to take on your duty. If you fill in for someone (who does not turn up for their duty), you will receive a \$40 payment.

The following is a short description of how the Kitchen and Hambly Dining Hall Duty operates:

Formal Dinner – Monday night

- All students report for duty, no later than 5:45pm
- A late dinner is available for those on waiting duties

- The High Table is served first, usually with individually plated meals. Plates are cleared after main course and dessert, after everyone on the high table has finished eating.
- The High table should be served in the following order: Head of College, Deans, guests (if any present), other staff, students.
- Serve from the left, pick up from the right.
- Wait on the general tables; deliver platters or plates and collect empty platters and plates and scrape clean.
- Check with High Table if additional jugs of water or other items are needed
- At the conclusion of Formal Dinner, waiters also collect the jugs and glasses and place on the table closest to the scullery, ready for washing.

Non-Formal dinner nights: Friday, Saturday, Sunday

- Students are to report to the kitchen staff no later than 6:15pm
- Wash dishes, dry and stack crockery, cutlery and glassware, wipe down tables and reset tables, clean the servery area.
- Wipe down the scullery benches, empty rubbish bins, return clean crockery, cutlery and glassware to its place.
- Empty dishwasher

Security and Safety

Property: Privacy & Possessions

Students have the right to privacy and the security of their possessions. Therefore, you may not enter another student's room without their express permission. Nor may you take or use another's possessions without their permission. This includes the use of another student's identity, computer, phone or internet passwords. Passwords and phone numbers used for the student portal and campus access **must not** be shared with anyone external to our student community, (including family members), as this will compromise the safety of our students.

Buildings: care and safety

You are asked to take great care of College property and buildings. There are also safety protocols that you need to observe. Specific requirements include:

- Students are not to play football or any other ball game in corridors or inside any of the buildings.
- Drinking alcohol or smoking/vaping on any balcony is not permitted.
- Students are not permitted to walk on any roof of the College.
- We understand that accidents happen, so please be open about any accidental damage – students are responsible for the replacement cost of any items that are accidentally damaged. Any student who deliberately damages College property will be charged for the cost of the repairs and will also be subject to disciplinary action.

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

Electrical Equipment

Equipment that you bring into the Colleges is required to be tested and tagged to ensure it works properly with Australian standards. This is to prevent tripping the power supply (which may incur charges). The Maintenance Team will provide free test and tagging opportunities at the start of each Semester – please contact College Services for more information. A four-plug power board is recommended for running more than one electrical device off a single plug. They must have automatic surge protectors and reset buttons.

Fire Fighting Equipment

Firefighting appliances are installed in the College for the safety of everyone. You may not use them for any other purpose than to extinguish a fire in an emergency. If you tamper with fire-fighting equipment, given the potential for risking the lives of others, your residency at College will be reviewed. You will be charged the cost of replacement of the equipment and/or the call out fee of the MFS. For your safety, open flames, candles and bar heaters are not permitted at College.

Fire Procedures

Residential Advisors and Staff are trained in fire safety and evacuation procedures. When the alarms sound, all students and staff must vacate the building and gather at the dedicated assembly points. All students are responsible for their own evacuation during a fire drill or an emergency. All students and staff are under the authority of the Chief Warden (white hat) during such times. The College drills several times per year on evacuation procedure, but if you hear the alarms, assume a need to evacuate promptly.

Administration, KMB, Scott, Chapel and Whitehead: assemble on the KMB lawns, in the centre of the lawns away from doors and buildings.

Abraham, Federation, Hambly Dining Hall and Kitchen, Common Room and Hambly: assemble on the East Lawns, in the centre of the lawns away from doors and buildings.

When the alarm sounds:

- Leave your room quickly, closing but not locking the door behind you.
- Do NOT stop to gather items.
- Make your way to the nearest safe exit alerting others as you go (use the back of your hand to knock on the doors and call out to others including all bathrooms, stay low if there is smoke)
- Gather at the appropriate Assembly Point (according to the building you are in)
- Do NOT use the lift.
- Do not under any circumstances return to your room or a building until the Chief Warden (white hat) has given all clear to the Wardens (yellow hats). **Failure to comply with these instructions may see your residency terminated.**

If you discover a small fire, you may endeavour to put it out using the appropriate equipment and then tell someone about it, or if you lack the confidence to attack the fire, immediately tell someone about it and call the duty phone. Small fires must be reported to the Duty Advisor or College Services. The fire precautions below exist mostly because people have accidentally started fires this way in the past.

Fire Precautions

- Read and thoroughly familiarize yourself with the Room Safety instructions posted on the notice board in your room.
- Never leave your room without switching off all heaters, lights and other appliances. To do so reduces both electricity costs and the risk of fires.
- Cooking and ironing in rooms is prohibited.
- Candles, incense or aromatic oils are prohibited inside any building.
- Please do not place anything on your in-room heater – it will catch on fire!
- Familiarise yourself with the location of nearby fire extinguishers and make sure you know how they work, how to use them and for what kind of fire they are to be used.
- Familiarise yourself with alarm points and fire exits.

Balconies

Please take great care when on balconies. Consumption of alcohol on any balcony on the college campus is prohibited.

Bikes

Please keep your bike locked up in the College bike shed when not in use. Bike shed keys are issued by College Services. No responsibility is accepted for loss or damage to bikes.

Personal Safety & Security

Absence from the College

In the interest of your safety, the College needs to be able to account for your whereabouts in the event of an emergency, such as fire evacuation. Please inform your RA if you intend to be away from the College for more than 24 hours. If you are absent for more than three days (72 hours) without notice, or one of your fellow College students reports that you have not been seen for 72 hours or more, College has the authority to enter your room to check you are not ill or injured. If you cannot be located, we will call the police and if are under 18 years of age, we will also contact the person you have nominated as parent or guardian.

Generally

- It is the primary responsibility of all students in the Lincoln community to act in ways that protect the safety of themselves and all others in the College community. Students are advised to always walk in groups of three or more in the neighbourhood at night. This includes all parklands surrounding the College and the city.
- You are responsible for the behaviour of any person whom you bring onto the campus.
- You must always keep your keys secure and ensure they do not fall into the hands of others who may represent a threat to the College community.
- **Do not put your name or room details on your key ring.**
- You prop open your door at your own risk. External doors to buildings may not be propped open other than for temporary or approved purpose. The exception to this is the main door of Milne House, leading into College Services, which is open during office hours.

- The on-duty RA will check that all external doors are locked during their evening rounds. Propping open external doors breaches security – please make sure the doors and gates always close behind you. This includes doors to public and shared rooms such as the Laundry, the Library and the Chapel.
- Perimeter gates on Ward Street, Brougham Place and Margaret Street should always be closed behind you. The gates outside Federation Building, Whitehead Building and Milne House (on the Brougham Place side) are padlocked shut at 5pm each night and reopened at 7am. Afterhours access to the college via Brougham place is by phone call to open the automatic gate, please make sure you have saved the relevant number into your phone.
- Your own room should be kept locked while you are not present, if you wish to be covered by the Insurance provided by the College.
- During the academic year, Adelaide Metropolitan Security (AMS) also conducts late night rounds across the Lincoln site.

General Information

Accommodation charges

All the information about your college accommodation fees was sent to you prior to you signing your contract. If you have any concerns about your accommodation fees, please contact College Services. Failure to meet payment requirements as outlined in your contract can result in termination, but arrangements can usually be made for genuine circumstances. Come and talk to us!

Your fees do not cover the summer break. If you are staying over the summer vacation, your room allocation will be at the Dean of Student's discretion, and reasonable daily Summer room rates apply.

Financial Assistance and Scholarships

The Board of Lincoln College offers financial assistance and several scholarships each year. More information is available from College Services and the College website.

Other Charges, Fines and Incidental Costs

Most fines and other incidental charges are payable within 14 days of the receipt of notification. They will be clearly itemised and charged to your account. Example item costs listed below are subject to change without notice.

Late fees (payable within 7 days)	\$20 per week calculated on a weekly basis
Direct debit bounce (payable within 7 days)	\$20 per bounce
Vandalism fee	\$200 plus the cost of the damages and maintenance
Lost, stolen or damaged key	\$66 per key
Lost Gate Remote	\$120
Lock out	More than three occasions in one month, you will be fined \$50 per subsequent lockout.
Cleaning fee	\$50 per hour, minimum 0.5-hour charge
Carpet cleaning	\$220 (regular room)
Mattress replacement	\$500
Mattress stain removal	\$100
Mattress protector replacement	\$30
Fire equipment damage or misuse or callout	Replacement cost
Fire alarm call out	\$975
Visitor (per night)	\$10 approved/ \$100 unapproved (maximum two nights)
Visitor meals	\$20 per meal or \$35 per day, including breakfast, lunch and dinner
Damage – repairs/replacements	Repair/replacement cost
Failure to attend Kitchen duty	\$50
Removal of crockery, glasses and cutlery from the Dining Hall	\$10 per piece: a plate, knife & fork = \$30 fine
Vehicle towing for unauthorised parking	\$500

Insurance

Room Contents Insurance is included in student fees when they enter or re-join the College community. Students are covered for the loss of personal items including mobile phones, laptops, bikes, surfboards, sporting equipment, musical instruments etc. Loss of jewellery is not covered under this policy. There is no coverage for items once they are outside of the room, in the public areas of College, or if the room is not locked.

If your room is unlocked, your insurance cover is invalidated. The College's insurance policies will not pay for any damage students cause to College property. Anyone causing damage to College property will be required to pay for such damage themselves.

Any loss should be reported at a police station, where you will be issued with a Police Report Number which is required on the Insurance Claim Form.

Insurance Claim Forms and further information regarding claim maximums can be obtained from College Services. Staff and students carrying out work for the College are covered either by Workcover or other insurance arrangements. The College holds a public liability insurance policy.

College Map

