



University *Te Kāreti o te Whare Wānaka* College

2025 Handbook



CONTENTS

Warden's Welcome.....	3	<i>Portions and Seconds</i>	15
About University College	4	<i>Halal</i>	15
Whanaukataka	5	Room Cleaning and bed linen	16
University College	6	Balconies	16
<i>Privacy Policy</i>	6	Pets.....	16
<i>Communication</i>	6	Security	16
<i>Te Puna Student Accommodation Portal</i>	6	<i>Security at night</i>	16
Your First day at College	7	CCTV.....	16
Your Arrival	7	<i>After Hours Access</i>	17
Academic Term Dates	8	Keys.....	17
<i>End of Year</i>	8	<i>Maintenance</i>	17
Before you arrive.....	9	<i>Making a complaint</i>	17
<i>What is provided</i>	9	Student Voice	17
<i>What you should bring</i>	9	<i>Student Liaison Committee</i>	17
DO NOT BRING.....	9	<i>Sustainability Committee</i>	17
<i>Electrical Appliances</i>	9	College Services.....	18
<i>Room Allocation</i>	9	<i>Reception</i>	18
Accommodation Areas of Unicol.....	10	<i>Recreation Equipment</i>	18
<i>Room Inventory</i>	10	<i>Mail and Courier Service</i>	18
<i>Room Security and Insurance</i>	11	<i>Change of Personal Information</i>	18
<i>Smoke Detector</i>	11	<i>University Email</i>	18
<i>Room Inspections</i>	11	<i>Facebook and Instagram</i>	18
Your Floor.....	12	<i>Bicycle storage</i>	18
<i>Floor missions</i>	12	<i>Car Parking</i>	18
<i>Common Rooms</i>	12	<i>Printing and Photocopying</i>	19
<i>Bathrooms</i>	12	<i>Lost Property</i>	19
<i>Laundries</i>	12	<i>Internet Access</i>	19
<i>Fire Escapes/Tower Roofs</i>	12	College life, activities and events	19
<i>Damage</i>	12	<i>University College Competitions</i>	19
College Communal Facilities	13	<i>Intercollege Sport, Cultural and Gaming</i>	
<i>Main Common Room</i>	13	<i>Competitions</i>	19
<i>Toast Time</i>	13	<i>Social Sports</i>	19
<i>Mark Parker Seminar Room</i>	13	<i>Formal Dinners</i>	20
<i>Kowhai Room and Tui Room</i>	13	<i>College Ball</i>	20
<i>Library</i>	13	<i>Hops, 'The Big Night In', and Themed Dinners</i>	20
<i>Reading Room</i>	13	<i>Clyde Cup</i>	20
<i>Fitness Centre</i>	13	<i>Clubs and Groups</i>	20
<i>Ground, Courtyard and Patio</i>	13	Awards and Scholarships	20
<i>Arts and Music Room</i>	13	<i>DF Symon Awards</i>	20
<i>College Property</i>	14	<i>Mark Parker Scholarship</i>	21
Food Service	14	<i>Collegian of the Year</i>	21
<i>General Expectations of Dining Room behaviour</i> .	14	<i>The Felis Leo Awards</i>	21
<i>Meal times</i>	14	University College and the Community.....	21
<i>Dress in the Dining Room</i>	14	<i>Community Groups and Volunteering</i>	21
<i>Late Meals</i>	15	Student Services.....	22
<i>Packed Lunches</i>	15	<i>Māori and Pacific Island Students</i>	22
<i>Toast Time</i>	15	<i>Disability Support</i>	22
<i>Special Dietary Requirements</i>	15	<i>International Students</i>	22

CONTENTS—(CONTINUED)

<i>Chaplains</i>	22	<i>Harassment/Bullying/Discrimination/Anti-Social Behaviour</i>	34
<i>Queer Support</i>	22	<i>Footnote to the document</i>	34
Health and Welfare	22	Support Services.....	35
<i>Illness</i>	22	Map	36
<i>Accidents and injuries</i>	23		
<i>Student Health</i>	23		
<i>Te Whare Tāwharau—Sexual Violence Support and Prevention Centre</i>	23		
<i>Pre-Existing Health Conditions</i>	23		
<i>Community Services Card</i>	23		
<i>Harmful Digital Communications</i>	23		
<i>Cyber Safety</i>	23		
<i>Hospital</i>	24		
<i>Exams and Illness, Injury or Bereavement</i>	24		
<i>Smoking and Vaping</i>	24		
Pastoral Care	24		
University College Academic Support Programme 2025 ...	25		
Academic Support Services at the University	25		
<i>Tutorials</i>	26		
<i>Noise</i>	26		
<i>Harmful Digital Communications</i>	26		
<i>Room Checks</i>	26		
Visitors and Overnight Guests.....	27		
<i>Overnight Guests</i>	27		
<i>Frequent Guest Pass</i>	27		
<i>First Week of College opening—Visitors and Parents</i>	27		
<i>When are guests not permitted</i>	28		
<i>Parents/Caregivers/Under 18 Guests</i>	28		
<i>Visitors and Overnight guests in the Dining Room</i>	28		
Emergency Procedures	29		
<i>Evacuation</i>	29		
<i>Fire Evacuation</i>	29		
<i>In Case of Fire</i>	29		
<i>Fire Evacuation from Towers and Annexe</i>	29		
<i>Fire Evacuation from the Villa</i>	29		
Emergency Preparedness.....	30		
<i>Earthquake</i>	30		
Pandemic Safety.....	31		
Alcohol	32		
<i>Residents under the age of 18</i>	32		
<i>Safe practices</i>	32		
<i>Alcohol Free periods</i>	33		
<i>For more information about safe drinking</i>	33		
<i>Consumption times</i>	33		
<i>Alcohol Free floors</i>	33		
The University College Way	34		
<i>General behaviour and expectations (House Rules)</i>	34		
<i>Diversity</i>	34		

WELCOME TO UNIVERSITY COLLEGE

Nau mai, haere mai ki Te Kāreti o te Whare Wānaka. Welcome to University College.

We hope that the coming year is a special experience for you and that University College plays a part in supporting achievement of all your goals for 2025; academic, social, sporting or cultural.



In coming to Dunedin, the University of Otago and University College, you may be living away from home for the first time. While this may have its attractions, it may also be a source of trepidation for some of you. Be assured that others will be having the same feelings and recognise there will be challenges in getting used to a different place to live with over 460 different young people in a new, vibrant environment. The team at University College, many of whom live-in, are here to help you navigate your journey through this rewarding first year experience and achieve academic success.

As with any large group, the University College community functions well when we all show respect for each other and appreciate the privilege that we have been awarded in belonging to the community. By joining us you accept and agree to live here by the values and expectations of behaviour at University College as expressed in this handbook. You are also expected to contribute positively to the college community through participation in events activities.

I encourage you to make the most of the many opportunities available: use the academic support provided; get involved in College activities; meet new people and make lasting friendships; support others in achievement of their goals; and find yourself during your transition from school to greater independence.

This handbook is full of useful information to help you get the best from your first year experience. Please read it before you arrive in February and we look forward to having you join the University College community.

Pauline Donovan
Warden/Tautiaki
University College

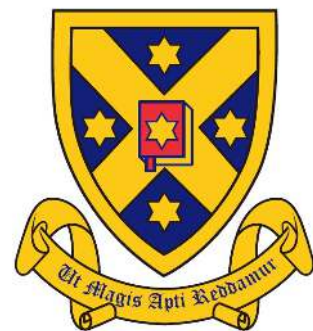


ABOUT UNIVERSITY COLLEGE

University College was commissioned by the University of Otago for the University's 100th birthday and designed by Dunedin architect Mr E J McCoy of McCoy & Wixon. The College was formally opened by the Governor General, Sir Arthur Porritt, on August 9 1969, as part of the University's centenary celebrations. We celebrate the College's birthday each year.

Originally residents were segregated, with male students housed in the South Tower and female students in the North Tower. The College became fully integrated in the late 1980s. The Annexe wings finished in 2004, and the Villa was added in 2021. These additions increased capacity to over 460 bedrooms, making University College the largest residential college at the University of Otago and one of the largest in the Southern hemisphere.

Over the past 50 years University College has been home to tens of thousands of students. You will find ex-Collegians all around New Zealand and around the world working and living in diverse and interesting places and positions. Currently University College is home to 460 predominantly first-year students of the University of Otago.



The College Latin motto is "Ut Magis Aptil Reddamur" which translates literally as "That we may be made more fit"

Our mascot, Leo the Lion usually lives in the Dining room. Lions are known for their courage and strength as well as working for the good of their whanau – characteristics that are admired in our Residents. The University College flower is the kowhai and our official competition colours are black and gold.



WHANAUKATAKA

PROJECT AND KAUPAPA

Whanaukataka is a blend of traditional and contemporary ideals, acknowledging Mana Whenua (people of the land) me Nga Iwi Katoa (all people) who come to the University seeking knowledge and exploring ideas, old and new, combining skills together to guide our own Waka towards higher levels of learning, represented in the form of a Waka heading skyward.

With Waka being such a universal form, people from many cultures can identify with what the Waka represents; travel, pushing one's boundaries, achievement and setting and reaching personal destinations.

The ripple pattern on the inside of the Waka shows the waters may not always be calm, but with knowledge we have the ability to navigate challenges and achieve our goals.

The carved heads on the two halves come together to form the full Koruru (head). This is symbolic of the Hongi, and represents the friendships made by students during their stay at the College. The surface pattern applied onto the Koruru is called Hae Hae Akai and represents the different strands of knowledge being handed on to students.

My acknowledgment to Mana Whenua is depicted in the aluminium forms. The front not only represents the pressing of noses but is symbolic of the Toroa (albatross) fledgling which nests on the Otago peninsula. The form on the back shows the parent bird working hard to provide and look after her young.

The idea of the parent bird providing and nurturing her young also encapsulates the ideals of the College, where people come together and forge friendships in an environment which is conducive to family ideals and provides the care students need to learn and grow.

This is why the name Whanaukataka was given to this piece, it represents all the aspects of a family away from home; warmth, sustenance, friendship and support.

Noho Ora Mai - James York



Key Staff

University College has a large team of engaged staff who are here for your well-being during your stay. All staff work towards making University College a pleasant, safe, and enjoyable environment.



Pauline Donovan —Warden/*Tautiaki*—has overall responsibility for the running of the College and is the liaison between the College and the University. Her working hours are normally during the day but she is often here at meals, in the evenings and at events. Pauline lives on site at the Warden's residence.
Phone [\(03\) 479 5586 / 021 355 386](tel:(03)4795586) or email paulineine.donovan@otago.ac.nz



Chris Jacobs—Deputy Warden/*Tautiaki-Piki*—has a wide range of responsibilities including the residential experience, behaviour and coordinating the activities of the Sub-Wardens. Other responsibilities include academic , health and well-being support of residents. His working hours are in the afternoons and evenings. He lives on-site with his family in the Annexe.
Phone [\(021 278 5990](tel:0212785990) or email chris.jacobs@otago.ac.nz



Cas Saunders —Assistant Warden/*Tautiaki Kaiāwhina*—is a vital part of the management and pastoral care team. They provide academic support, mentoring, event managing, advice and guidance.
Phone [021 279 5923](tel:0212795923) or email cas.saunders@otago.ac.nz



John Coughlan—Assistant Warden/*Tautiaki Kaiāwhina*—is a vital part of the management and pastoral care team. He provides academic support, mentoring, event managing, advice and guidance
Phone [021 279 5922](tel:0212795922) or email johncoughlan.coughlan@otago.ac.nz



Kelly Curtis and Liesl de Jager— College Administrators/*Kaiwhakarite Wharepuni* – have responsibility for a diverse range of administration tasks and is also available for student questions and assistance. For account enquiries, please contact [\(03\) 479 5580](tel:(03)4795580) or email UniCol@otago.ac.nz



Craig Dale and Reuben Brown—Facilities Coordinator and Trades Assistant/*Kaituitui Rauhaka*—Craig and Reuben are responsible for all of the maintenance, repairs and contract management for the College.



Ben Henry and Corey Scott—Food Services Manager/*Kaiwhakahaere Ratoka Kai* and Head Chef/*Kaitao Matua* — Ben, Corey, and the rest of the kitchen team look after all matters related to the Dining room and keep everyone well-fed.

Shirley Smith—Cleaning Supervisor/*Kaiwhakatikatika* —Shirley and the cleaning team keep the College looking its best through the cleaning services they provide.

Night Security— assist with resident safety, security and well-being throughout the night.

University College

University College is owned by the University of Otago and is operated under the direction of the Director of Campus and Collegiate Life Services.

The Tautiaki (Warden) is responsible to the University and reports to the Senior Warden of Colleges for the administration of the College and the welfare of the Residents.

At University College, we endeavour to provide:

- A comfortable, safe environment.
- A quiet place for effective study.
- A home where discrimination against students on the grounds of gender, religion, ethnicity or sexual orientation is unacceptable; as is any form of bullying, either physically, electronically or verbally.

Concern for others, care and support are important to us. We expect our Residents to take responsibility for their own behaviour and co-operate with the guidelines so that the College will be a happy, inclusive and supportive community for all.

Privacy Policy

At the University of Otago Ōtakou Whakaihu Waka, we care about your privacy. We need to collect and use personal information about the people we deal with – students (including prospective students and students visiting from other institutions), alumni, donors, and users of our websites and applications – to meet our purposes. However, we know that we have a duty to care for that information and use it lawfully, fairly and respectfully.

Please refer to the University's Privacy Statement for information about the collection and use of information about students.

Communication

As a student, you will have a lot of information being sent to you from the University and from us. We use a variety of methods to pass on information that you need to know, including:

- Personal communication
- This Handbook
- [Te Puna](#)
- University College Facebook page
- Facebook Messenger
- Email or txt
- Table-top notices
- Newsletters
- College meetings
- Information screens
- Whiteboards and notice boards
- Instagram

If you have any questions before or after you arrive, please contact the office via email unicol@otago.ac.nz or call the duty phone on 021 279 5580

Te Puna Student Accommodation Portal

Te Puna is our online tool to assist you while you are living in the College.

Te Puna has on it:

- Accommodation - Apply for accommodation.
- Accounts – View your account and make payments.
- Maintenance – Report maintenance issues.
- Inventory - Sign off on your room inventory.
- Shopping Cart – Purchase items and event tickets.
- Time away – Let us know if you are going to be away from the College by recording your departure and return dates. This includes temporary absence during semester time and semester breaks.
- Self Service – Request a late dinner
- Check out- to record your leaving date at the end of the year.

Please bookmark the following URL

<https://college-accommodation.otago.ac.nz/StarRezPortalX>

Your first day at College

Your Arrival

We prefer that residents do not arrive before the College opens on Saturday 15 February. In the event that a resident has circumstances requiring them to arrive one or two days prior to the College opening, the cost to stay at the College is \$75.00 per night including meals.

Academic Term Dates

Saturday 15 February	Move-in Day
Monday 17 to Friday 21 February	O-Week
Monday 24 February	Formal lectures begin
Friday 18 April	Mid-Semester Break begins
Monday 28 April	Semester 1 resumes
Wednesday 4 June	Semester 1 Examinations begin
Wednesday 18 June	Semester 1 Examinations end
Monday 14 July	Semester 2 begins Re-O week
Saturday 30 August	Mid Semester break begins
Monday 8 September	Semester 2 resumes
Monday 20 October	Semester 2 examinations begin
Saturday 8 November	Semester 2 examinations end

For updates of Academic Key Dates, you can find it [here](#).

End of Year

Residential fees cover the period **Saturday 15th February 2025 through to 24 hours after your final second semester examination**, or as agreed by the Warden. If you arrive before opening day or leave after the final day of your contract, you will be charged for extra days. No refund or reduction is available in respect of any period of absence from the College during any of the period of residence, unless specially mandated by the University with regards to specific events. Subletting your room is prohibited, as is having guests stay in your absence.

Before you arrive

UniCol provides residents with well-maintained rooms. We expect that when you leave at the end of the year, the room will be in the same condition as it was at the start. Here is a list of stuff to think about bringing with you (or shipping after you move in).

What is provided

Bed base	Wardrobe	Heater
Mattress	Set of drawers	Mirror
Mattress protector	Desk and Chair	Rubbish bin
Two sheets	Mirror	Valance, depending on base
Pillow case	Noticeboard	

What you should bring

Computer	Umbrella	Personal electronic device
Headphones	Flashlight	Facecloths
Chargers	Hair dryer	Towels
Stationery	Pillow	Shower caddy
Personal first aid kit	Duvet	Personal toiletries
Mug/keep cup	Blanket	Laundry Powder
Drink bottle		
Coat hangers		

DO NOT BRING

Candles or Incense sticks
Heaters
Oil burners
Air Diffusers/purifiers
Hot plates, appliances or fridges*
Loud speaker systems



Electrical Appliances

It is a health and safety requirement that all your electrical appliances are checked and registered as safe by a certified electrical contractor. Appliances are considered any items that are plugged into a wall outlet. You must have all items tested prior to or once you arrive at the College. Technicians will be available at the College on a specified day to test your appliances.

Room Allocation

Room allocation is organised prior to your arrival so there isn't any advantage in arriving first! You will find out the location and number of your room on arrival at the start of the year. Students who are allocated rooms in the Villa are informed as part of the offer process.

Room changes are only permitted in exceptional circumstances and with the permission of the Warden. Living with new people may sometime be difficult and staff will work with you to make your transition to College life as easy as possible. If you have any concerns or need any assistance in adjusting to life in the College, please talk with a staff member.

Accommodation areas of UniCol

Your room is your home at University College and your responsibility for the year. It is expected that you will keep your room tidy throughout the year. Your room is private to you. It is your personal space and your responsibility. However, to ensure that bedrooms are being maintained and that health and safety requirements are being met, periodic room checks may occur. These visits will normally take place during each of the holiday periods and we will put out general notices to advise you this will occur. We reserve the right to conduct checks at other times as required. Please note that College staff have the authority to enter your room at any time should this be needed for health, discipline, maintenance or College management reasons.

Although the College rooms may vary in shape, size and configuration, each and every room is equipped to a comparable standard.

The North and South Towers each have eight floors above ground level, and a lower ground floor. On each of the floors one to eight there are 18 bedrooms, a common room, laundry and a shower and toilet area. On the ground floor there are 14 bedrooms.

On the lower ground floor of the South Tower there are eight bedrooms with a shared common room, while on the lower ground floor of the North Tower there are six bedrooms and a shared common room.

The North and South Annexes have four floors and are connected to the towers by enclosed walkways.

The UniCol Villa is located on Union Street, across from the Polytech. It has 24 ensuite bedrooms, a common area, and 1 staff member who lives downstairs. Due to the size of the rooms, they are rented at a increased rate for the year.

Room Inventory

When you first arrive at University College, you will be given an inventory form to complete. A staff member will check your room inventory with you and any concerns must be noted on the inventory form. Please give this form to your Sub-Warden when you have completed it.

When you leave at the end of the year, you must leave your room in a tidy state and all inventory items must be present. You will need to complete the Room Inventory Form. Your room will be inspected within 24 hours of your departure. Any missing items or damage to your room may be charged to your account. Please don't bring a fridge, heater, electric jug, electric iron, electric blanket or extra furniture.



Room Security and Insurance

We recommend that your bedroom door is locked when you are out. You are responsible for the contents of your room. The College will not accept responsibility for loss or damage due to theft or accident. Residents are strongly advised to ensure that their possessions are adequately covered by an all risk insurance policy.

Smoke detector

Each room is fitted with a smoke detector which is extremely sensitive. As well as smoke, the following will also set it off: aerosol sprays, dust, water, hair straighteners, vapes and steam.

Please use aerosols and hair curler/straighteners in the bathrooms. Each false alarm call-out costs approximately \$500 and this may be charged to the Resident, whether malicious or accidental.

Room Inspections

We expect that you keep your room reasonably clean and tidy throughout the year. Failure to do so may result in disciplinary action. We will check your room at certain stages throughout the year:

- Prior to your arrival.
- Once per semester – we will notify you before this takes place.
- Prior to your departure at the end of the year.

The College reserves the right to change room allocations during the course of the year if it is deemed necessary. The Warden or delegated authority has the right of access, without prior approval, to any room at any time if the health and safety of any student at the College is at risk.



Your Floor

Your floor is an integral part of your life at University College. You will get to know your floor mates very well over the course of the year. The cleaners work hard to keep the facilities at University College clean and fit for purpose. Please show them respect and help them by making sure that communal areas are tidy. This means that empty bottles, cans, pizza boxes and other rubbish is put into the bins supplied. It is the responsibility of Residents to make sure that the communal areas are in a state that they can be cleaned. Extra cleaning charges (if required) may be distributed amongst the floor residents if the person responsible is not identified.

Floor Missions

Your Sub-Warden will organise floor-related events for you to mix and mingle with your closest neighbours. These can include BBQs, scavenger hunts, beach trips, restaurant visits, movie visits, etc. Talk to your Subbie if you have ideas.

Common Rooms

University College is extremely fortunate to have an abundance of small common rooms scattered throughout the complex. Almost every floor has its own common room. In the towers, ground floor and lower ground floor, Residents share a common room. All Residents are responsible for the cleanliness and care of their common room. Your common room has a microwave, fridge, basic crockery and cutlery, continuous boiling water, TV and DVD player. There is a limit of 13 people in a common room and 12 people on the common room balcony. Annexe and Lower Ground Common rooms have a limit of 13 people.

Bathrooms

There are communal bathroom facilities on each floor. Please respect other Residents when using these facilities and immediately report any issues with cleanliness or maintenance to staff. Drinking is not permitted in the bathrooms. The Villa have en-suite bathrooms.

Laundries

There is a laundry on most floors of the Tower blocks and the Annexe. Laundries contain a washing machine, dryer, iron and ironing board. The UniCol Villa have its own similarly equipped laundry. While use of the laundry facilities is free, you will need to supply your own soap powder. Please follow the instructions for using your machines. Please do not overload the appliances as it will overload circuit-breakers and impact everyone on your floor.

Fire escapes/ Tower roofs

Fire escapes are for your safety and only to be used in case of an emergency. Improper use may result in disciplinary action. Roof access is strictly prohibited.

Damage

Please let us know promptly of any damage you notice to any part of the building or facilities by reporting this to reception. If you break something, talk with a staff member or drop by the office to let us know immediately. Swiftly reported incidents have a higher chance of a good outcome and we encourage you to feel comfortable telling us. Willful damage, however, is a breach of our conditions and any resident involved in such behaviour will face disciplinary action.

College Communal Facilities

We have great community spaces at University College for the benefit of all Residents. As such all Residents are responsible for keeping these areas tidy. Please note that because of our size and location many of our common and study spaces are used during the daytime for University of Otago

Main Common Room

The Main Common Room has TV/DVD/Sky/Play Station with an extra-large screen, sound system, sofas, chairs, and tables. This space also has two pool tables, a foosball table, table tennis tables, snack and drink vending machines.

Toast Time

University College runs the very popular, extended toast time area. Residents enjoy toast and fresh fruit at any time of the day or night.



Mark Parker Seminar Room

The Mark Parker Seminar Room is situated near the main foyer and can hold up to 60 people. This room is used during term time for nightly tutorials. It is also available during the day as a quiet study area for Residents.

Kowhai Room and Tui Room

These smaller study spaces are located along the corridor leading to the South Tower.

Library

The University College Library has computers and a networked printer, resource books, fiction books, DVD's and magazines. Study tables and comfortable sofas and chairs make this a very popular spot with Residents.

Reading Room

Located above the entrance foyer the Reading room has computers and a networked printer as well as study tables.

Fitness Centre

The College has a fitness centre with exercise bikes, rowing machines, cross trainers, treadmills and light weights. Entrance is via your University ID Card through the swipe card reader. Open hours are from 6.00 am to 11.00 pm daily.

Ground, courtyard and patio

You are encouraged to use and enjoy the outside areas. Please keep them tidy. The Courtyard and Patio areas can be booked for functions, BBQs, special gatherings, etc.

Arts and Music Room

The arts and music room is located next to the main common room. There are art supplies and blank white walls that you can paint! There are also several musical instruments available for use including a piano, several guitars, and a variety of other smaller instruments.

College Property

It is expected that Residents will respect all College property. University College property may not be removed from your room or from the College. You are responsible for maintaining the condition of your own room and you may be charged for missing equipment or damages that occur. In the instance where there is missing property or damage in communal areas (where the person responsible cannot be identified) reparation or restitution may be charged across the respective floor or house.

Disabling safety devices will result in disciplinary action. (Window stays, smoke alarms etc.)

Food Service

The Dining Room is the heart of collegiate life where we come together to dine and socialise. The University College Dining Room is next to the main entrance and provides a healthy, interesting and varied menu prepared on site by our kitchen staff. For breakfast there is a choice of cereals, breads, and fruit. For lunch and dinner, there is a choice of mains with a vegetarian option always available. Fruit, vegetables, self-serve salads, desserts and a variety of drinks help to make meal times enjoyable social occasions. Sunday brunch is a firm favourite with our Residents.

Formal meals, themed dinners and other treats also make a break from routine dining.

General Expectations of Dining Room behaviour

- All bags to be left neatly at the back of the Dining Room.
- Residents will join the end of the queue. If the Warden doesn't cut, you can't either.
- Remove your dishes from the table after every meal and return to the dishwashing area.
- Crockery and cutlery provided are to remain in the Dining Room.
- Use tongs and servers supplied to serve food at all times.
- Guests may only use the Dining Room at meal times if they have purchased a meal voucher. Guests who have not paid for their meals may be trespassed.
- Inappropriate use of food, including throwing of food, is unacceptable.
- Please let us know immediately about any spills or broken crockery.
- The Dining Room may be used as a study area outside of mealtimes.
- Residents must not sit on the tables in the Dining Room.
- Food provided in the Dining Room is for consumption in the Dining Room.
- Any breach of the above expectations may result in disciplinary action.

Meal times

	Monday – Friday	Saturday	Sunday
Breakfast	7.00am – 9.30am	8.00am - 10.00am	8:00am – 11:00am
Lunch	12.00pm - 1.30pm	12.00pm - 1.30pm	11:30am—1:30pm
Dinner	5.00pm - 6.30pm	5.00pm - 6.30pm	5.00pm – 6.30pm
Toast Time	24/7	24/7	24/7

Dress in the Dining Room

A clean and tidy standard of dress is expected in the Dining Room area. For health and safety reasons footwear must be worn in the Dining room. Dirty sports gear such as muddy rugby jerseys is not acceptable.

Late Meals

You can book a late lunch or dinner through [Te Puna](#).

Lunch Cut-off time: 11:00am

Dinner Cut-off time: 4:00pm

Packed Lunches

Packed lunches are available on the morning and are self-service.

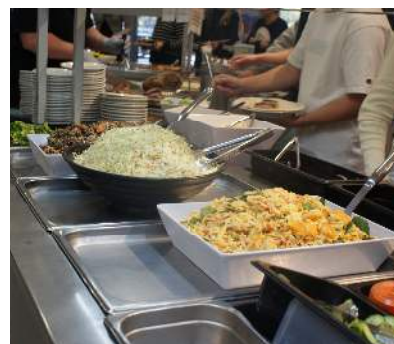
Toast Time

Toast, spreads and drinks are available in the Dining Room. Residents should provide their own mugs for beverages when the kitchen is closed. We ask that you keep this area clean and tidy for the benefit of all Residents. The Dining Room will be opened after 11pm by request. Extended toast time is a privilege that may be withdrawn if abused.

Special Dietary Requirements

At Unicol we take food allergen controls very seriously. Prior to your arrival at our college if you have any form of food allergen, dietary requirement, intolerances or similar, you must contact [Chris Jacobs](#). You can then meet with our [food service staff](#) and discuss your particular food allergy and how it can impact your health and to what degree. We can then work together to map out a safe food programme within the college environment.

While every endeavour is made to manage allergen risks and ensure our College Kitchens are nut-free, we need to acknowledge there is still a risk of cross contamination from factors outside of our control. This may include inadvertent cross contamination of allergens from other students mishandling serving utensils during service. It may also be from the accidental introduction of allergens by other students within the college, or by contaminated supplier ingredients with traces of allergens.



University College is nut free.

Portions and seconds

The protein portion of each meal will be served to you. You will normally help yourself to the other dishes. Serving sizes are generous and based on healthy nutritional guidelines; there is always plenty of bread, vegetables and salads available. Second servings may be available at dinner after all residents have had their first serving. If you would like seconds, watch for the flag near the end of service.

Halal



All meat (excluding pork) at University College is Halal. However, we are not a fully Halal kitchen. We cannot guarantee that the content of processed food is Halal. Foods with pork or wine will be labelled.

Room cleaning and bed linen

The bathrooms and other common areas are cleaned daily. Your cleaner will enter your bedroom at least twice weekly to vacuum and/or empty your rubbish bin. Staff at the College will give you information about the cleaners' schedule relevant to where your room is. Please help the cleaning staff by making sure the room is tidy – their role is to clean, not to tidy.

You are also reminded to keep a window slightly open for 10 minutes a day, to prevent condensation.

Only bed linen supplied by the College is laundered by the College. Clean sheets and a pillowcase is available daily in South Lower Ground. Drop your sheets off and pick up a new one.

Balconies

Access to the balconies outside your bedroom is for maintenance only.

Pets

Cats, dogs, birds, rabbits, rodents, turtles, stray ducklings, lizards and any other animals may not be kept by Residents as pets, nor may they be housed, encouraged or taken into buildings. Well behaved goldfish (of the cold-water variety) may be kept in a small fish bowl. For Health and Safety reasons electrical equipment and attachments (including but not limited to filters, heaters, pumps) to the fishbowl are not permitted. Aquaria are not permitted.

Security

The safety and security of all Residents is important and it is expected that all students will adopt reasonable safety habits. The College is not a public area and people can only come in at the invitation of a resident. Strangers in the College not accompanied by a resident will be asked to leave. Please make arrangements to meet your friends in the front lobby, accompany them into the College and make sure they are aware of the expectations of behaviour at the College. If you feel threatened or uncomfortable with the presence of an unfamiliar person on your floor please contact the office, a Subbie or staff immediately.

Please do not lend your student ID card or your room key to another person. This is a serious breach of security and will be treated as a disciplinary matter.

Security at night

Live-in College staff & Sub-Wardens are usually on duty until 10.30pm. After this time our security guards are on duty generally from 10.00pm to 7.00am. This service is provided by Allied Security. They will regularly conduct a routine walk-through of the College and attend to any matters that are brought to their attention.

The doors leading to the residential areas are locked 24/7 by swipe accessible doors. Please ensure that you carry your student ID on you at all times to avoid getting stuck. The doors may be locked at other times at the discretion of the College management.

CCTV

For the safety of all Residents, the College has a number of security cameras operating in high traffic areas. Security camera footage is only accessed by authorised college personnel and only for the defined purpose of college security and safety.

After-hours access

All of our external doors are locked after 5pm and are opened the morning at 8:30am. During this time, the door can be accessed using your student ID card.

Keys

You will be issued with a room key and tag at the beginning of the year, which should be returned at the end of the year. Lost keys will incur a replacement charge of \$35.00 for a replacement key and \$75.00 for a Villa key card. Once a key has been replaced, no refund will be given if the original key is found.

Maintenance

During the year, please let us know quickly if any repairs are needed so they can be fixed as soon as possible. If your room or floor needs something fixed, file a maintenance request through Te Puna.

<https://College-accommodation.otago.ac.nz/StarRezPortalX>

By sending a request you understand and agree for someone to attend your bedroom/area of the building to begin remedying the issue in a timely manner. You are responsible for any deliberate or avoidable damage to your room whether this damage was caused by you or your guests.

If you have an urgent repair request over a weekend, you can contact a senior staff member or Campus Watch.

Making a Complaint

It is important that concerns or complaints by members of our community are addressed and resolved as quickly as possible. In order to ensure the best outcomes for everyone we aim to work in a fair and consistent manner in the resolution of issues raised. For further information on the complaints procedure, please refer to the Residents Guide to Colleges.

Student Voice

Student Liaison Committee

UniCol is a big college! We are always looking to improve so at the start of the year, we ask for volunteers from each area of the College to sit on the Student Liaison Committee. 2 residents from each block: North Tower, South Tower, Annexe, and Villa, plus a Sub-Warden, the Assistant Wardens and a Deputy Warden, form the committee.

The purpose of the committee is to improve the college experience, discover what initiatives are working, and which aren't, and to provide a pathway for the resident cohort to provide immediate feedback to senior management.

If you are interested in being part of the liaison committee, let your Sub-Warden know.

Sustainability Committee

University College is committed to sustainability. Each year, we ask for volunteers to join our sustainability committee who plan and execute sustainable projects, work through Green Your Scene, organize fundraising events, and provide sustainability insight into ongoing events and procedures at the College. If you are interested in being part of the UniCol sustainability committee, tell your subbie when you arrive.

College Services

Reception

Office hours are from 8.30 am to 5.00 pm Monday to Friday for courier bag purchases, mail delivery, meal vouchers, accommodation payments and a point of contact if you need to talk to senior staff. Subbies will be on duty in the evenings and on weekends to answer questions and deliver mail.

Recreation Equipment

Playstation controllers and games can be borrowed free from the office leaving your ID card until goods are returned.

Mail and Courier Service

UniCol's mail address is:

*University College
PO Box 56
Dunedin
9054*

For deliveries, courier services and online purchases:

*University College
315 Leith Street
Dunedin
9016*

Change of Personal Information

Please notify College Reception immediately of changes to your personal details such as mobile phone number, home address or parent/guardian contact details. You should also update your details on the University's website using eVision.

University Email

E-mails are very important in the University environment. It is important that you check your University e-mail address. This is how your lecturers and tutors will communicate with you. University College will also be communicating with you via e-mail.

Facebook and Instagram

University College has a closed group Facebook and Instagram page—University College 2025 (Official). You should join this group and check the page regularly for information about activities, events and College life. We also have an open Facebook page

Bicycle storage

A limited number of covered, lockable bicycle "cages" are available on a first-come, first-served basis. They are located next to the Fitness Centre and at the Houses. You must provide your own padlock. Please see the office for more information.

Car Parking

There are a very limited number of College car parks available for Residents which are allocated on a first-come, first-served basis. If you wish to park in a College car park, please return a completed Car Park Request Form provided to the office along with the required payment. You will be issued with a car-parking sticker which must be displayed in the windscreen. To avoid removal of a vehicle, you must advise the office immediately if you change your vehicle during the year.

Please note the College takes no responsibility for the safety or security of your car while it is parked here. It is strongly advised that appropriate insurance coverage is in place for any vehicle.

Printing and Photocopying

Networked photocopier/printers are available and are located in the Library and the Reading Room. The cost is 10 cents per copy and credit can be added to your student print/ photocopying account at this [link](#).

Lost Property

Found clothing and books will be placed in a storage bin. More valuable found property is usually handed in to the office or the Cleaning Supervisor. Please check with the office in the first instance about lost property. Lost property storage is in the main common room.

Internet access

Internet access at University College is provided at no additional charge. The wi-fi network was upgraded in 2020 with connectivity provided as an extension of the University's Internet services.

It is important to remember that wi-fi access may slow or become slower or unavailable at times due to heavy demand. The speed is impacted by the number of devices and wi-fi printers that are left connected may significantly impact the quality of the service. If you have localised problems with wi-fi access remember that the College has wireless access available in many common and study areas. The location of University College in the centre of the campus means that Residents have easy access to the internet in other areas of campus such as libraries and common spaces.

Please read the University internet policy which can be found at www.otago.ac.nz/administration/policies/otago018522.html

College life, activities and events

Participating in College activities is a good way to meet people, have fun, exercise and improve wellbeing through a balanced lifestyle. The following is a sample of the activities and events usually provided. We would love to have new ideas from you.



University College Competitions

University College is “world famous” for its competitions. Table tennis, pool, foosball, darts, puzzling, quizzes, board games, poker and many others are held throughout the year. Getting your picture on the University College wall of honour is one of the rewards for competition winners.

Intercollege Sport, Cultural, and Gaming Competitions

An extensive and comprehensive programme of competitions against the other colleges is held throughout the year. University College competes in various sporting events (rugby, soccer, netball, hockey etc.) as well as cultural events such as debating, film-making, musical performance, and gaming events. Competition is fierce and fun with a big awards dinner at the end of the year.

Social Sports

Regular evening activities in a range of sports create opportunities to have fun with your mates while competing against other floors.



Formal Dinners

A Formal Dinner is a chance to dress up for some great photos.

College Ball

Each year the College holds a formal ball, a highlight of the annual social calendar.

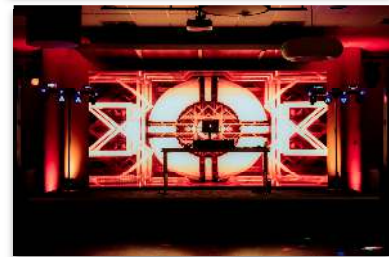
Hops, 'The Big Night In", and Themed Dinners

During the year the College may hold Hops, Theme Dinners and Big Nights In. These themed events give Residents a chance to get creative with their costumes.



Clyde Cup

Each year the College has a sporting interchange with Arana College for the Clyde Cup.



Clubs and Groups

A large number of clubs and groups operate at University College. Sport, culture, community service, drama and many others are available. Your year at the College will be greatly enhanced by participation in these activities. We welcome new ideas for clubs and groups.

Awards and Scholarships

DF Symon awards

The DF Symon awards are given to students who have been high achievers in their first year of study while living at University College. The three awards are given to those Residents who have the highest Grade Point Average in the broad fields of Humanities, Sciences and Commerce and Health Science.



Mark Parker Scholarship

The Mark Parker Scholarship is awarded to a student who has resided at University College for one complete academic year, while attending Otago University and has achieved creditable success with undergraduate academic studies connected with their 'chosen direction'. The successful candidate also needs to have shown leadership qualities, personal integrity, strength of character, and respect for fellow peers. The scholarship is valued at \$5000.

Collegian of the Year

Every year, University College recognizes one outstanding resident who embodies the spirit and the ethos of the College, who has demonstrated leadership within the community, built strong relationships with residents and staff, has shown a commitment to academic achievement, and has contributed significantly to college events.

The Felis Leo Awards

The Felis Leo awards recognize those residents who have made significant contributions to the University College community in Cultural, Volunteering, Sport, and College Spirit.

University College and the Community

There is a big wide world outside the doors of University College. The College doesn't exist in isolation but we are an integral part of the Dunedin and Otago community. The College regularly participates in various events and activities designed to help Residents interact with our community. We have a standing goal every year of completing a minimum of 1000 hours of community service.

Community Groups and Volunteering

Volunteering is a great thing to do. It gives back to the community, makes you feel good and can lead to further opportunities in the future.

Dunedin is full of groups and organisations which are very keen to make use of student volunteers. These can be one-off projects or on-going commitments. Students can find volunteering opportunities through the OUSA and Student Job Search or through the University of Otago Volunteering Office . www.otago.ac.nz/careers/skills/volunteer

The Dunedin Volunteering Society maintains a comprehensive database of volunteer opportunities through www.volunteeringotago.org.nz



Student Services

A robust pastoral care provision is central to creating a strong University College community. If you need help, are worried, are not sure where to get help, or just want to talk about something that has happened, feel free to speak with your Sub-Warden, or any member of the staff.

Māori and Pacific Island Students

We encourage all Māori and Pacific Island students to connect with the [Māori](#) and [Pacific Island](#) Centres available on campus. They have excellent academic and personal support programmes.

Disability Support

We encourage students with disabilities to make contact with the [University's Disability Support Service](#). [Chris Jacobs](#), is the liaison for any student with a disability. Please see him as soon as possible after you arrive to discuss any support you may need.

International Students

A welcome evening for international students will be held at the start of the year so that you can all meet each other. Your main contact person will be [Chris Jacobs](#), the Deputy Warden. Please feel free to call by his office anytime. We encourage you to participate in the orientation and events organised by the International Office at Otago.

Chaplains

University College has a close relationship with the chaplains for the University of Otago. Support or assistance from a chaplain can be arranged should you require it.

Queer Support

[Queer Support](#) provides on campus support for members of the queer community. They provide peer support, advocacy, education, and events and operate the Queer Friendly Staff network.

Health and Welfare

We take our obligations seriously and as such we do not expect our Residents to take part in any behaviour which could be dangerous or cause harm to individuals or other Residents. If you notice a dangerous or hazardous situation within the College, please report these to a staff member urgently.

All members of staff have basic first aid skills and first aid kits are available in the college

Illness

If you are unwell please let us know so that we can care for you, arrange medical appointments and arrange for appropriate food to be delivered to your room if required. We also ask that you keep an eye on others on your floor and that you notify us if someone else is unwell or if you have concerns about another resident.

Contact reception or the duty subbie, on [03 479 5580](#), to let us know you are unable to come to the dining room, or text the Duty Phone on [021 279 5580](#) anytime.



Accidents and Injuries

If you have an accident or suffer an injury, please see your Sub-Warden or Senior Staff member.

Student Health

The University Student Health Centre is on the corner of Walsh and Albany Streets (across the road from the Otago Museum) and provides a comprehensive health service for Residents enrolled at the University of Otago from Monday-Friday from 8.30 am to 8.30 pm. (Wed 9:45am-8:30pm) To contact the Health Centre, dial [03 479 8212](tel:034798212). Residents are encouraged to apply for a Community Services Card to reduce the cost of Health Services. For after hours, students can contact Urgent Doctors on [03 479 2900](tel:034792900). In the case of severe illness or accident, Residents are encouraged to dial 1-111 for ambulance services.

Te Whare Tāwharau—Sexual Violence Support and Prevention Centre

www.otago.ac.nz/te-whare-tawharau

Te Whare Tāwharau is the first centre of its kind in Aotearoa/New Zealand and was created to provide support and prevention services to our campus community. The unique structure at Te Whare Tāwharau blends academic research and expertise with best practice and offers support and prevention services for those impacted by sexual violence.

Pre-Existing Health Conditions

If you have a pre-existing condition please advise staff at the College and Student Health as soon as possible after you arrive. Your information will be confidential and we will be discreet about how we help you deal with your condition.

Community Services Card

Please make sure you obtain a Community Services card so that you pay only the minimum charge for health services. Forms are available on-line or at the office. Appointments with the Urgent Doctor can be expensive.

Harmful Digital Communications

Under the Harmful Digital Communications Act 2015 it is illegal to make a visual recording, on any device, of another person without their knowledge or consent, where the recording shows them naked or partially naked or involved in any activity (eg showering or toileting) that involves dressing or undressing. These are known as intimate visual recordings and are illegal even if they are not shown to other people or shared on social media. Any allegation that a Resident has made an intimate visual recording of another Resident (or any other person) is likely to be treated as serious misconduct and if proven may result in termination of the Resident's contract with no offer being made to rehouse the Resident in another College.

Cyber Safety

Residents are expected to comply with University of Otago guidelines regarding internet and communications usage as outlined in the [Information and Communications Technology Regulations](#) available on the University of Otago website. Residents are also required to comply with the University's Student Code of Conduct which states that students have the right to be safe and free from harm or intimidation in their interactions with others, including interactions via electronic media.

Hospital

If you need to go to hospital you must advise the staff. You should tell us before you go or as soon as possible after you arrive at hospital. We can arrange transport for you. Please be aware that if you are admitted to hospital it is normal procedure that parents/guardians are contacted as soon as possible.

Exams and Illness, Injury or Bereavement

If you are ill or injured during exams or when you have a test please advise the Deputy Warden. You may be eligible to apply for compassionate consideration. If you have a bereavement or illness at a crucial time please see the Deputy Warden to discuss your situation.

Smoking and vaping

The University of Otago is a smoke-free and vape-free campus. This includes all University College buildings and grounds are smoke-free and vape-free. Please ensure that you follow the regulations related to smoking and vaping both at the College and in the wider University area. Any breach may result in disciplinary action.



Pastoral Care

University College prides itself on pastoral care. Our primary purpose is to look after our residents as they transition to university and explore the many wonderful opportunities that being an Otago student has to offer.

We employ a range of staff who all contribute to the pastoral care mission of the college

- *Our senior pastoral care team is comprised of Pauline Donovan—Warden, Chris Jacobs—Deputy Warden, Cas Saunders—Assistant Warden, John Coughlan—Assistant Warden*
- *16 Sub-Wardens serve as a first point of contact for the residents. They are usually second or third year students who live with the residents on their floors.*
- *Our cleaning team checks in with residents twice a week and changes the bins in resident's rooms.*



University College

Academic Support Programme 2025

When you arrive

- Course advice and planning
- Uni101—Transition to University
- Preliminary lectures

Week 1—2

- Initial academic meetings
- Identify Academic Goals and Challenges
- Identify support mechanisms and processes
- Study Skills

Semester 1

Ongoing

- Paper specific Tutorials
- Academic support drop-in sessions
- Assessment preparation

Start of Semester 2

- Academic meetings
- Semester 1 results review / semester 2 goals
- “Back on track” support if necessary
- Course advice and planning

Semester 2

Ongoing

- Paper specific Tutorials
- Academic support drop-in sessions
- Assessment preparation

Academic Support services at the University

Course Advice

www.otago.ac.nz/course-advise

Planning in your first year sets you up for your second, third, fourth, fifth...

Get one-on-one advice that's tailored to you.

Disability Information and Support

www.otago.ac.nz/disabilities

If you have a disability, impairment, injury, or medical condition that affects your ability to study, Disability Information and Support can help you.

Student Learning Development

www.otago.ac.nz/hedc/students

HEDC Student Learning Development provides free and confidential academic development to students studying at the University of Otago. Whether you are working hard to get a pass mark, seeking to gain a top result, all students can benefit from their services.

Career Development Centre

www.otago.ac.nz/Careers

Get ready for your future career with our range of career planning resources.

Tutorials

UniCol provides a comprehensive, free, in-house tutorial programme to add value to courses being studied.

These tutorials are offered in well-equipped tutorial and study areas within the College.

Noise

Residents must always respect their neighbour's right to sleep or study. Noise from your neighbour's room or common rooms, while you are trying to sleep or study, is probably the most common cause of annoyance within a Residential College. Please be considerate of others and act upon request to moderate noise levels from your room.

Within the bedroom areas, we expect that noise will be limited during the day and quiet by **10.00pm Sun-Fri and 10:30pm Sat**. This also includes minimising noise if you return to your room late at night. The Main Common room is open 24/7 for your entertainment and use overnight. Alcohol may be consumed in the common rooms only during normal drinking hours.

Large portable speakers are not allowed to be used within the college.

If you wish to use any device (television, computer etc.) please keep the volume at a level that does not disturb others. Using headphones late at night is recommended. Where a resident has not complied with the above requirement, the equipment may be removed.

Harmful Digital Communications

Under the Harmful Digital Communications Act 2015 it is illegal to make a visual recording, on any device, of another person without their knowledge or consent, where the recording shows them naked or partially naked or involved in any activity (eg showering or toileting) that involves dressing or undressing. These are known as intimate visual recordings and are illegal even if they are not shown to other people or shared on social media. Any allegation that a Resident has made an intimate visual recording of another Resident (or any other person) is likely to be treated as serious misconduct and if proven may result in termination of the Resident's contract with no offer being made to rehouse the Resident in another College.

Room Checks

If a staff member has serious concerns about your wellbeing and safety or that of other individuals likely to be in your bedroom, a Welfare Check will be done whereby a staff member will visit and enter your room. Routine checks are carried out during the year for maintenance, or other reasons but you will be given at least 24 hours notice before the room is entered.

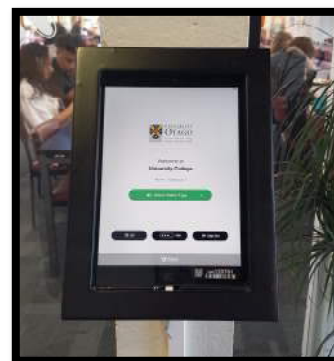


Visitors and Overnight Guests

Your visitors and guests are welcome at University College. As the host, it is expected that you will make sure that your guests are made aware of the standards of behaviour and rules at University College and it is your responsibility to look after guests while they are here. As the host, you must accompany your guest at all times. Unaccompanied guests may be asked to leave.

Residents may entertain their visitors within the College until 10.00pm. However, residents can host **1 visitor** 6pm to 9:30pm Sunday to Friday and 3pm to 10pm on Saturday. Additional guests requires approval of the Warden, Deputy Warden or Assistant Wardens. Please sign them in on arrival and sign them out when leaving. After this time, Residents are not permitted to have visitors on University College premises without the prior permission of the Warden, Deputy Warden or Assistant Warden. Visitors are welcome to join you for meals in the College, which must be paid for in advance.

All visitors are to sign in and out on the VPass Kiosk. They are situated at the Entrance Foyer.



Overnight Guests

- Permission must be sought and approved at least 24 hours prior to your visitor's arrival by filling out the Google form on the pinned post on Facebook, or link in Instagram.
- Overnight Guests Cost \$15/night (Does not include meals) This must be paid before your guest arrives.
- Residents may only have one overnight guest at any time for up to 3 nights in a 7-day period.
- Visitors who stay without prior permission will automatically be charged \$55.00 per night.
- There are a small number of bed packs which may be booked in advance and must be returned when your visitor leaves.
- Please do not book flights until a pass is approved to avoid disappointment. Pre-booked flights do not impact a decision about guest approvals.

Frequent Guest Pass

Residents may apply for a frequent guest pass enabling a frequent guest to stay at the College for up to 3 nights in a seven day period. Frequent guest passes cost \$50 for the year and can be purchased from reception with the agreement of the Deputy Warden.

Please remember that visitors and overnight guests:

- Must vacate the building if asked to do so.
- Should at all times be accompanied by their host when moving around the College.

First Week of College opening—Visitors and Parents

At the start of the year we are getting to know our Residents and they are getting to know each other. This is an important time for Residents as they settle into life at University College. For this reason, non-residents are not permitted to stay during Orientation Week.

When are guests not permitted

There are other periods of the year when overnight guests will not be permitted to stay at University College. These dates include but are not limited to:

- First week of Semester One
- St Patrick's Day
- First and Second Semester Examination Period
- Hyde St & Agnew Street Party Weekends
- First Week of Semester Two
- All Black Rugby Games
- Tertiary Open Day Weekend
- Baseline and Southern Sounds Festivals
- Any other dates at the Warden's discretion

It is recommended that you consult with a member of the management team prior to confirming a guest's travel arrangements as arrangements made prior to notification of the ban will not be considered as an exception.

We reserve the right to ask any visitor or guest to leave University College at our discretion.

Parents/Caregivers/Under 18 Guests

Parents/caregivers are only permitted to stay at University College under exceptional circumstances which is at the discretion of the Warden.

Any guest who is under the age of 18 must have approval of parents/guardian confirmed by email 24 hours prior to their arrival. Guests under the age of 18 are not allowed to possess or consume alcohol at any time within the College. Visitors under 16 are not permitted to stay at University College.

Visitors and Overnight Guests in the Dining Room

You are welcome to invite family and friends to dine at the College however your guest must pay for a meal voucher at Reception and present it to the servery staff before dining.

Meal vouchers may be purchased from the office during normal office hours or when Subbies are on duty. Currently, Breakfast is **\$8.00**, lunch is **\$10.00**, dinner is **\$14.00** and Sunday brunch is **\$10.00**.



Emergency Procedures

Evacuation

Evacuation notices are posted around the College, stairwells, lifts and bathrooms. Please read these and take note of instructions given by the staff at the beginning of the year.

Fire Evacuation

In the event of a fire or if the fire alarm sounds, You MUST leave the building and:

- Shut window, turn off electrical equipment if it is safe to do so. Do not put yourself at risk to achieve this.
- Put on shoes and leave your door unlocked but closed
- Place a pillow outside your door to indicate that you have vacated the room
- Leave the building using the fire exit.
- Do not use the lift.
- Assemble with other members of your floor at the designated meeting area.
- Staff and/or Emergency Services will check your rooms after you have vacated them.
- Do not re-enter the building until staff advise it is safe to do so.

Staff are trained Fire Wardens and it is important that you follow their direction.

In Case of Fire

If you discover a Fire:

- Operate the nearest fire alarm call point
- Call 111, ask for Fire Service and then tell them:
 - ⇒ Your Name
 - ⇒ University College, 315 Leith Street
 - ⇒ The nature of the emergency
- Leave the building via your designated escape route.
- Report to your designated assembly area.
- Do not return to the building.

Fire Evacuation from Towers and Annexe

- In the event of a fire or if the fire alarm sounds, leave your room.
- Move directly to the fire escape at the south end of each floor and vacate the building via the fire escape.
- Do not use the lift or the central stairwell.
- Assemble with other members of your floor at the front of the College on the lawn.
- Please stay off the drive area. Staff will check your rooms/ houses after you have vacated

Fire Evacuation from the Villa

Residents in the Villa should exit down the stairs and meet in the parking lot outside.

Emergency Preparedness

For emergency preparedness you must have a small personal emergency kit (grab bag) that is kept in your room as per the following recommendations:

Minimum requirements:

- Emergency contact details – a written copy as well as next of kin listed on your cell phone
- Torch and spare batteries
- Strong outdoor shoes
- Supply of personal medications
- Hand gel or antiseptic wipes
- Survival blanket
- Bottle of water
- Muesli bars or similar energy food

Have close at hand ready to grab in case of an evacuation:

- Warm clothing (jacket or similar)
- Your cell phone if you have one

Additional extras that would be useful:

- Personal toiletry items
- Small plastic bags
- Whistle and light sticks
- Copies of important documents

Earthquake

DROP down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.

COVER your head and neck (and your entire body if possible) under a sturdy table or desk (if within a few steps of you). If there is no shelter nearby, crawl to an inside corner of the room and cover your head and neck with your arms and hands.

HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around. The shorter the distance to your safe place, the less likely it is that you will be injured by furnishings that become flying debris during the shaking.

Practice drop, cover, and hold in each safe place. Drop to the floor, take cover under a sturdy piece of furniture, and hold on to a leg of the furniture. If suitable furniture is not nearby, sit on the floor next to an interior wall and cover your head and neck with your arms. Keep away from windows and other items that may fall on you. Responding quickly in an earthquake may help protect you from injury. Practice drop, cover, and hold at least twice a year. If you are inside you should remain inside, if you are outside you should remain outside but take shelter clear of buildings, trees, power lines and other potential hazards. If you are instructed to evacuate, or if the alarm sounds, head to the nearest safe evacuation meeting area and await instructions from staff or emergency service personnel.

Pandemic Safety

The University will follow Government advice and guidelines in the event of outbreaks or changes in alert levels.

Masks: The University continues to *highly recommend the use of masks in teaching spaces and settings where physical distancing is difficult to achieve*. They can also be worn by those who feel more comfortable doing so and we would ask that decision to be respected by our community.

In the event of a Pandemic all Residents are expected to be prepared and adhere to:

- Ministry of Health Directives and Guidelines
- [Ministry of Education Directives and Guidelines](#)
- University of Otago Guidelines
- Instructions from College and University staff
- Social Distancing Guidelines and Restrictions
- Sanitising Requirements

You should have your own medical kit and masks.

During a pandemic (e.g. COVID-19) University College will remain open unless closed by the Ministry of Education.

It is imperative at all levels that you advise a staff member when you are feeling unwell and if you have any symptoms we strongly encourage you to seek a COVID-19 test. You should follow the medical advice you receive and isolate in your room until your negative test result is returned to you. When you are isolating a staff member will deliver your meals and check on you. Should you need anything whilst in isolation contact the Duty Phone on **021 279 5580**

University College will act in accordance with up-to-date advice from the Ministry of Health, Ministry of Education and University of Otago management.

Alcohol

The sensible use of alcohol is acceptable at University College, and any departure from moderation will be regarded as unacceptable. Residents who live outside of the designated alcohol free areas are permitted to drink alcohol in University College at the times specified below. This is at the discretion of duty staff and permission may be withdrawn at any time.

Those residents who wish to consume alcohol are expected to drink sensibly and safely. This means that residents do not endanger themselves or other people and are at all times respectful of the needs of others. This means that noise should be kept to acceptable limits at all times. It is often the case that noise levels rise when groups of people are consuming alcohol. Common rooms have a limit of 13 people and 12 on the balconies. Annexe and Lower Ground Common Rooms have a limit of 13 people. Bedrooms are limited to 8 max. Unacceptable noise levels, regardless of numbers, will not be tolerated.

To ensure a suitable environment is maintained within University College staff will ask residents who wish to continue to consume alcohol outside of the hours stated above to socialise somewhere away from the College. Alcohol may be consumed in the Main Common Room at the Warden's discretion. Unless special permission is given in advance from the Warden, alcohol may not be consumed in any outside areas of the College including gardens, courtyards, patios, or the front of the College.

Residents under the age of 18

Anyone under the age of 18 years is not permitted to carry, store or consume alcohol within the University College community. All residents aged under 18 years at the start of the year will be required to meet with College management to discuss this alcohol restriction. Any resident found to be in breach of this condition will face disciplinary action. Any person supplying alcohol to any resident in this category will also face disciplinary action.

Safe Practices

The Standard Drinks measure is a simple way to work out how much alcohol you are drinking. It measures the amount of pure alcohol in a drink. One standard drink equals 10 grams of pure alcohol. If you drink a 330ml can of beer or a 100ml glass of table wine you are drinking approximately 10 grams of alcohol (one standard drink), depending on the alcohol percentage. However, a 335ml bottle of RTD spirits at 8 percent is equivalent to 2.1 standard drinks. Further advice on safe drinking will be provided at the College.

The following are not permitted within the University College Community as they are inconsistent with the expectations of sensible and safe drinking:

- Spirits, liqueurs, fortified wines & premade shots
- Alcohol in a glass container excluding wine.
- Large bottles or crates of beer
- Home brewing including beer/wine/spirit making or home brewing equipment
- Drinking games or apparatus and paraphernalia associated with drinking games and/or binge drinking (including shot glasses)
- Drinking in some communal areas, such as dining hall, study rooms, car parks
- Storage of alcohol vessels (full or empty) on window ledges, in view of windows or in public areas within the College

As the items listed above are not considered consistent with moderate behaviour involving alcohol, any such items located within the College property will be confiscated.

For safety reasons, a maximum of 13 people can consume alcohol in a common room and 12 on the balcony. Annexe and Lower Ground common rooms have a limit of 13 persons and 8 in a bedroom.

Alcohol Free periods

The Warden or Deputy Warden has the right to impose an alcohol free period or an alcohol restriction or modify the alcohol rules for any individual, group or the whole College at any time without warning and at their discretion. Noise, offensive behaviour and damage to property are the most likely reasons that an alcohol restriction would be imposed.

Additional alcohol restrictions will be put in place prior to and during the exam period, and may be put in place at other times throughout the year as deemed necessary by the Warden. Please note that should there be any change in Government legislation regarding alcohol we may review and/or change our alcohol policy and guidelines if and when we deem it necessary to do so.

For more information about safe drinking

[Is your drinking OK](#)

[Hello Sunday morning](#)

[How to stay safe at Uni](#)

Consumption Times

At University College you may consume alcohol in specified areas of the College within the following timeframes:

From 6.00 pm—9:30 pm—Sunday to Friday

From 3.00 pm—10:00 pm—Saturday

Alcohol free floors

Some Residents may prefer to live in an environment where the effects of alcohol are minimised. University College offers accommodation on an alcohol-free floor. There is an expectation and understanding that Residents in this space will:

- Abstain from using or possessing any alcohol on the “floor”.
- Return to the “floor” in a quiet, civilised manner if alcohol has been consumed elsewhere.
- Assist in holding others accountable for maintaining this environment.
- Take responsibility for any personal guests visiting the “floor”.



The University College Way

Members of University College are treated as adults and are expected to act as such. As a large College community we are part of a large family, one that supports and helps each other. Students at University College are expected to be responsible, accountable, respectful, caring, enthusiastic, successful and loyal to the College and to each other.

We embrace the richness that diversity brings and the College is an environment where all members of the community can be themselves.

If you or another member of the community are unwell, it is important this be communicated to a resident staff member. Call or text the Duty Phone **021 279 5580** to report illness or other concerns.

General behaviour expectations (House Rules)

University College is a vibrant community and we want all Residents to have a great first year experience. You are going to be living, eating, studying and experiencing all of residential college life with 460 other young adults. All Residents are likely to go through a period of adjustment to adapt to College life. This is an important part of the College experience and you will achieve significant personal growth through embracing this time enthusiastically and with an open mind.

Probably the largest adjustment to make is learning that your behaviour has an impact on those living around you. Most people will not have experienced another living situation in which you have such a high level of contact with people who may or may not have different interests and who will present you with such a large number of differing viewpoints on life.

As an adult and member of the College community, we expect you to recognize that boundaries and policies are essential for the smooth operation of the College. It is also expected that you willingly accept these boundaries and treat both the people in the College community and the buildings with respect.

There are three principles that underpin our expectations of behaviour. Residents are expected to:

- Take responsibility for their own behaviour and their own health and safety.
- Be aware of the impact of their behaviour on the health and safety of others
- Engage in behaviours that add to the residential experience of others and refrain from behaviours that adversely impact the residential experience of others.

Success in academic programmes of study is unashamedly the top priority and residents are expected to respect and show consideration for the rights of others and their need for study time and rest.

If a resident's behaviour is bothering others, then that student is expected to respond affirmatively to requests from staff and fellow students.

Diversity

The University College community consists of a wide range of people and we respect all members of that community. Discrimination against any other human being because of age, physical disability, national origin, sexual orientation, race, gender or religious affiliation is not tolerated within our multicultural community.

Verbal or written abuse, abuse by imagery, threats, intimidation, violence or other forms of harassment against any member of our community will not be accepted.

Harassment/Bullying/Discrimination/Anti-Social Behaviour

The University College community aspires to be an inclusive community and we believe that all members of the community have the right to study and live in an environment that is free from any form of anti-social or malicious behaviour.

Bullying is any repeated unreasonable behaviour that is directed toward a person, or a group of people, that can lead to physical or psychological harm. This includes cyber bullying.

We do not tolerate any form of harassment, abuse (including via written or electronic media, physical, spoken or published), assault or anti-social behaviour. Examples of behaviour we deem to be anti-social includes but is not limited to: name calling; disruptive behaviour; abusive language or behaviour; any form of physical violence; unwanted physical contact; unwanted non-verbal contact; unwanted electronic messages; harmful digital communications; intentional or reckless intimate visual photos or recordings; stalking; sexual assault; sexual harassment, exclusion and/or derogatory comments and language. We will not accept any form of behaviour that harms, causes concern or violates a person's dignity through: bullying; harassment; abuse; coercion; intimidation; assault; or behaviour that may be deemed to be anti-social or malicious in nature.

Any proven incident of harassment may result in the offending Resident being excluded (termination of residency) from the College.

If you feel you have been subjected to any of the behaviour listed above, we recommend you take the following steps:

- make sure you are safe
- talk with a staff member to decide if you wish to make a complaint
- seek advice and get support from a staff member
- or you can check out the other support services available at the University of Otago at www.otago.ac.nz/services

We also expect that you will undertake to uphold and maintain a standard of good conduct in or at all other University of Otago residential colleges. You can expect that any behaviour or conduct that raises concern or is deemed inappropriate while present at any other University of Otago college will duly be reported to us. This may initiate a conduct process, as outlined.

Footnote to the document

The College reserves the right to institute additional rules or regulations or change the current rules and regulations as necessary for the safety and security of the College, the Residents and the staff. All Residents accept this fact and agree to abide by any such regulations which are changed or implemented.



Support Services

AskOtago	0800 80 80 90 (03) 479 7000	www.otago.custhelp.com/
Campus Watch	(03) 479 5000 0800 479 5000	www.otago.ac.nz/proctor/campuswatch/
Career Development Centre	(03) 479 8244	www.otago.ac.nz/careers/
Chaplains	(03) 479 8497	www.otago.ac.nz/chaplain
Disability Information and Support	03 479 8235	www.otago.ac.nz/disabilities
Dunedin Public Hospital	03 474 0999	
Dunedin Urgent Doctor and Accident Centre	03 479 2900	www.dunedinurgentdoctors.co.nz/
Healthline	0800 611 116	
International Office	03 479 7000	www.otago.ac.nz/international
Lifeline Aotearoa	0800 54 33 54 Text 4357	www.lifeline.org.nz/
OCASA Dunedin	03 474 1592	www.ocasa.org.nz/
OUSA- Support OUSA Club and Socs	0800 12 10 23 03 479 5960	www.ousa.org.nz www.ousa.org.nz/clubsandsocs
Pacific Island Centre	03 479 8278	www.otago.ac.nz/pacific
Social Impact Studio	03 479 8631	www.otago.ac.nz/social-impact-studio
Suicide Crisis Helpline	0508 82 88 65	
Student Health	(03) 479 8212 0800 479 821	www.otago.ac.nz/studenthealth
Student Learning Development	03 479 8801	www.otago.ac.nz/hedc/students/
Te Huka Mātauraka (Maori Centre)	03 479 8490	www.otago.ac.nz/maoricentre
Te Whare Tāwharau Sexual Violence Support and Prevention Centre	0800 479 379 03 479 3790	www.otago.ac.nz/te-whare-tawharau/
Unipol/ Recreation Services	(03) 479 5888	www.otago.ac.nz/recreation/
1737	Text or call 1737	1737.org.nz

University College from above

