

Te Whare Whakamaru  
o Te Rangihīroa  
2025 Resident Handbook



## Contents

Privacy Policy

### ***Kupu Whakataki | Welcome.....4***

Mana Whenua | Local Iwi

Te Kōrero o Te Rangihīroa | The Story of Te Rangihīroa

Mō Mātou | About Us

Te Whare Whakamaru | The Building

### ***Ngā Kaimahi | The Staff.....6***

### ***Te Rā Tuatahi i te Kāreti | First Day at College.....7***

Your Arrival

Academic Term Dates

Te Puna Student Accommodation Portal

Staying late at the end of year

### ***Tō Ruma | Your Room.....8***

Electrical Appliances

Room Security and Insurance

Smoke Detector

Room Inspections

### ***Tō Wāhi Noho | Your Space.....9***

### ***Te Noho ki Te Whare Whakamaru | Living in the College.....10***

Catering

Food Allergens in our College

Room Cleaning and Bed Linen

Security and Keys

After-hours Access

Parking

Sports Equipment / Services

### ***Wheako Nohoanga | Residential Life.....11***

Academic Support

College Tutorials

Noise and Quiet Hours

Communication

Harmful Digital Communication

Room Checks

Visitors and Overnight Guests

### ***Pūnaha Nawe | Making a Complaint....12***

### ***Mahere Ohotata | Emergency Procedures.....13***

Emergency Preparedness

Evacuation

Fire

Earthquake

Pandemic Safety Alerts

### ***Waiporo, Tarukino, Momi Tūpeka Momi Mamaoa | Alcohol and Drugs in the College.....15***

Alcohol

Support Services

### ***Whanonga | Behaviour.....17***

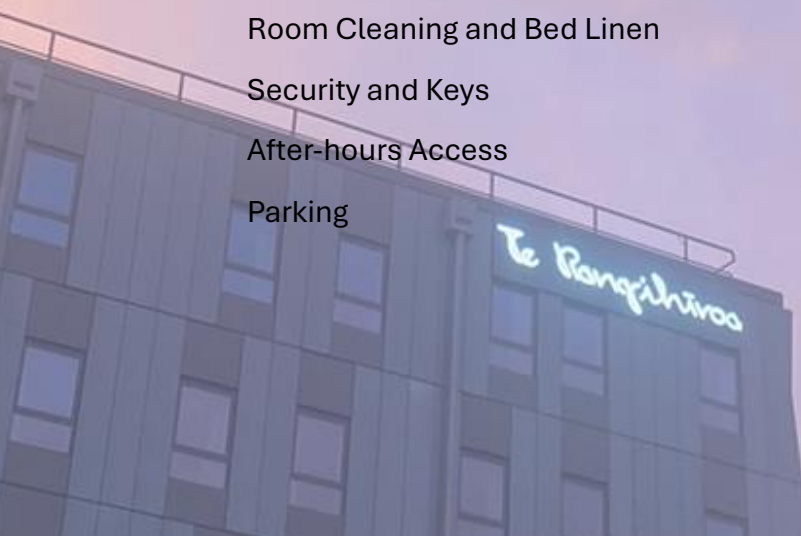
Behavioural

Community

Diversity

Harassment

### ***Footnote.....18***



This section refers to COP page 23 Section 30 (a i)

Te Whare Whakamaru o Te Rangihiroa (Te Whare Whakamaru) is owned by the University of Otago and is operated through 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 kainoho | residents.

At Te Whare Whakamaru we endeavour to provide:

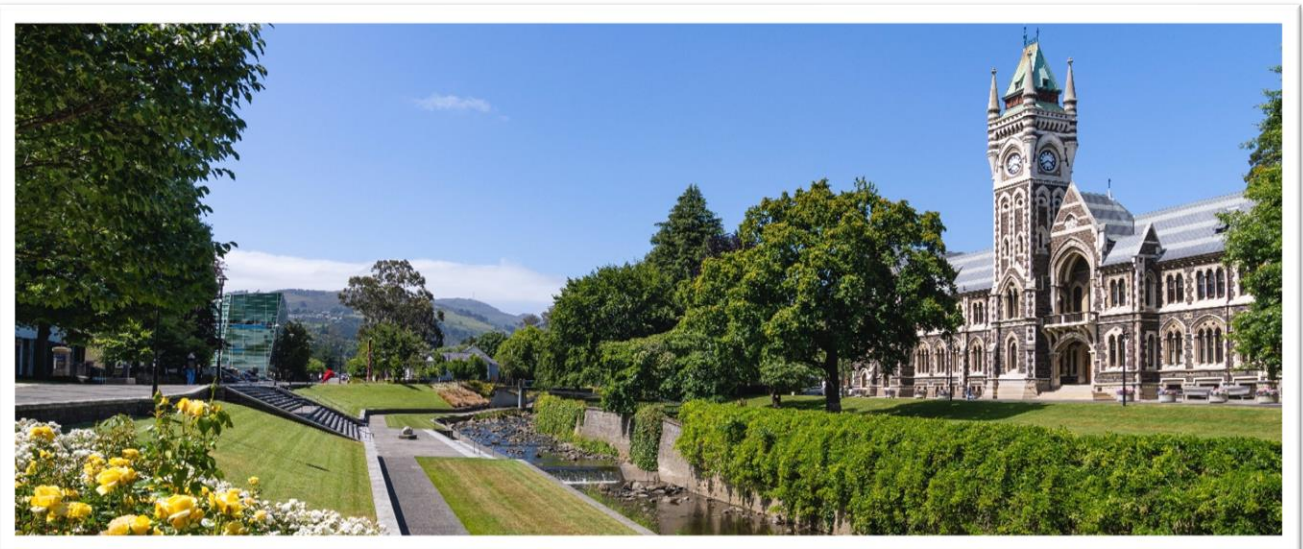
- A comfortable, safe environment.
- A quiet place for effective study.
- A home where discrimination against taura on the grounds of gender, religion, ethnicity or sexual orientation is unacceptable; as is any form of bullying, either physically, electronically or verbally.

Concern for others, care and support are important to us. We expect our kainoho 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 Ōtakou Whakaihu Waka | University of Otago, we care about your privacy. We need to collect and use personal information about the people we deal with – taura (including prospective taura and manuhiri 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 taura.



This College Handbook is designed to help you transition to our collegiate community and should be read with the General conditions of residence. All the rules, regulations, policies, and procedures in this handbook form part of the contractual obligations for those who have accepted the offer of a place in one of our residential colleges

## Kupu Whakataki | Welcome

Nau mai ki Te Whare Whakamaru o Te Rangihīroa | Welcome to Te Whare Whakamaru, the protective house of Te Rangihīroa.

I tipu ake au ki Ōtepoti I raro I te maru o Kāi Tahu, engari, I te taha o tōku kuia, ko Rakaumangamanga te maunga, ko Ngātokimatawahaorua te waka, ko Mōtatau tōku marae, ko Ngāti Te Tarawa te hapu, Ko Ngāti Hine te iwi. I te taha o tōku koroua, ko Māngero te maunga, ko Ōmapere te awa, ko Ngāi Tāwake tōku marae. ko Ngāi Tāwake ko te Waoku te hapu, ko Ngāpuhi te iwi. Ko Kara Whaley tōku ingoa.

At Te Whare Whakamaru you will become part of our vibrant whānau and contribute to the culture of our college. We invite you to make the most of your year at Te Whare Whakamaru by participating in as many events as you can, making connections with other tauira while striving towards your aspirations.

Whakawhanaukataka | relationships and manaakitaka | caring, are the foundations of Te Whare Whakamaru. Kaimahi | staff are committed to creating opportunities that will support your enjoyment and experiences.

We wish you an exciting year of self-discovery, success, and memory-making.

Nā Kara Whaley

Tautiaki

## Mana Whenua | Local Iwi

Kāi Tahu are the iwi of Ōtākou, named after their tupuna |ancestor, Tahupōtiki. Through migration and inter-marriage, they have strong historical connections to Kāti Māmoe, Waitaha and Rapuwai.

Te Whare Whakamaru stands on Kāi Tahu occupied land. This area was historically utilised as a mahika kai | food gathering place. The Owheo | Leith was a source of wheo | blue duck, kanakana | lamprey, weka | woodhen and tuna | eels were collected from Taiari and Kaikarae. The tuna was trapped in hīnaki | fish traps woven from kareao | supplejack that grew all through the area. Ko te Awa Ōtākou | Otago Harbour was a wonderful source of seafood that sustained generations of Kāi Tahu.



There is a strong relationship between Ngāti Mutunga, the iwi of Te Rangihīroa and Kāi Tahu, the people of Ōtākou.

(Mita is the sound and pronunciation of a language. Some of Ngāi Tahu substitute the 'k' for 'ng'. Ngāi Tahu becomes Kāi Tahu. Ranginui becomes Rakinui.)



## Te Kōrero o Te Rangihīroa | The Story of Te Rangihīroa

Ko Taranaki tōna maunga, ko Urenui tōna awa, ko Ngāti Mutunga tōna iwi, ko Tokomaru tōna waka. Ko Te Rangihīroa ia.

In honour of the first Māori graduate, the name Te Rangihīroa was gifted to the Ōtākou Whakaihu Waka in 2013 following permission granted from Ngāti Mutunga, and his surviving family members.

Te Rangihīroa | Sir Peter Buck graduated in 1904 in medicine, and later received an MD in 1910, his doctoral thesis being 'Medicine amongst the Māori, in ancient and modern times'.

Te Rangihīroa later became a Member of Parliament and a distinguished soldier who was decorated with the Distinguished Service Order for bravery in the field at Gallipoli and in the Somme, with the rank of Lieutenant Colonel. He later developed a life

long passion for anthropology with specific reference to the Pacific migrations and the cultures of Pacific peoples. For the last twenty years of his life, he was the Director of the Bishop Museum in Hawaii and was also made a visiting Professor at Yale University. Te Rangihīroa received an honorary Doctorate of Science from the Ōtākou Whakaihu Waka in 1937, and was knighted in 1946.



## Mō Mātou | About Us

Te whētukitanga o te manawawhenua,

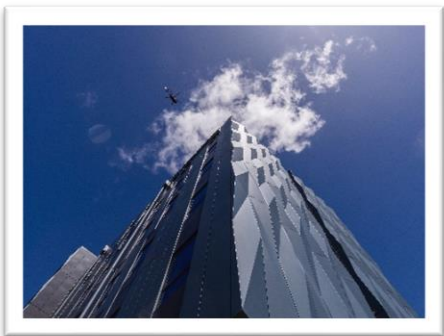
Te whētukitanga o te manawatangata.

The heartbeat of the land is the heartbeat of the people.

Our Whakataukī speaks to the whetuki | rhythm of Te Whare Whakamaru, it represents the beat of the heart of Te Rangihīroa. Through this, he lives on within the building and guides us to have courage within these walls.

## Te Whare Whakamaru | The Building

Te Whare Whakamaru incorporates design input from Ngāti Mutunga and Kāi Tahu.



The four wings of the building are named after characteristics that Te Rangihīroa was known for throughout his life, Manawa Nui (ambition and courage), Manawa Toka (strength and determination), Manawa Tina (resoluteness), and Manawa Roa (resilience), all of which flow from the central pillar, He Manawa Ora He Pou Taiki. This central column is the tensioning post that binds Taranaki and Ōtākou with the

journey of the tauira within their care, guiding and nurturing their wellbeing.



You can also find more details on our website.

## Ngā Kaimahi | The Staff

### ***Kara Whaley - Tautiaki | Warden***

The Tautiaki is responsible for leading and managing all aspects of the Te Whare Whakamaru community. They are responsible for the welfare of all kainoho | residents and kaimahi. They provide pastoral care and support hauora for kainoho. The Tautiaki lives onsite and is based in the office behind reception.



### ***Jessica McIntyre - Tautiaki-Piki | Deputy Warden***

The Tautiaki-Piki is responsible for the Academic Programme and Kaiāwhina. They provide pastoral care and support hauora for kainoho. The Tautiaki-Piki lives onsite and is based in the office next to the Tautiaki.

### ***George Jackson (live-in) and Deirdre Cooper (live-out) - Tautiaki-Kaiāwhina | Assistant Warden***

Te Whare Whakamaru has two Tautiaki-Kaiāwhina, one of whom lives onsite. The Tautiaki-Kaiāwhina are responsible for Events and Inter-College competitions. They provide pastoral care and support hauora for kainoho. They are based in Te Taupaepae.

### ***Kaiāwhina Whare | Sub-warden***

Kaiāwhina Whare provide manaakitaka to our taura and are actively involved in making sure your experience at Te Rangihīroa is one that you will remember for ever.

Kaiāwhina Whare live on-site and are involved in all events that take place within Te Whare Whakamaru. They are available for conversations about the support and services that are offered by Ōtākou Whakaihu Waka and will guide you if you have concerns.

Kaiāwhina Whare will assist taura with academic, personal, and social concerns and will refer them to the relevant kaimahi and support services when necessary.

### ***TBD - Kaiwhakahaere Ratoka Kai | Food Services Manager***

Keeping the college well-nourished is the goal of the Kaiwhakahaere Ratonga Kai and their team. They are happy to look after any dietary requirements and any other queries about kai | food.

### ***Nikki Stumbles & Jess Dalton – Kaiwhakarite Wharepuni | College Administrator***

They are based at reception and will be your go-to people for college life queries. They are able to assist with fee payments and any other general queries. They are in reception between 8:30am and 5pm on weekdays.



### ***Mark Robertson - Kaituitui Rauhaka | Facilities Coordinator***

The facilities coordinator will be the person who answers any maintenance requests that you put through in Te Puna. They look after the college building and grounds. Please let us know quickly if any repairs are needed so they can be fixed as soon as possible.

## Te Rā Tuatahi i te Kāreti | First Day at College

### Your Arrival

We prefer that kainoho do not arrive before Te Whare Whakamaru opens on Saturday 15th February. If a kainoho has circumstances requiring them to arrive one or two days prior to the opening, the cost to stay at the College is \$75.00 per night including meals. Please note that parking is limited.

No whānau or visitors are permitted to stay overnight within the first 2 weeks of the college opening.

### Academic Term Dates

Semester 1 begins: 21<sup>st</sup> February

Mid-Sem break begins: 18<sup>th</sup> April

Mid-Sem break ends: 28<sup>th</sup> April

Semester 1 ends: 18<sup>th</sup> June

Semester 2 begins: 14<sup>th</sup> July

Mid-Sem break begins: 30<sup>th</sup> August

Mid-Sem break ends: 7<sup>th</sup> September

Semester 2 ends: 8<sup>th</sup> November



### Te Puna Student Accommodation Portal

Te Puna is our online tool to assist you while you are living in Te Whare Whakamaru.

On Te Puna you will find:

- Accommodation - Apply for accommodation.
- Accounts – View your account and make payments.
- Maintenance – Report maintenance issues.
- Shopping Cart – Purchase items and event tickets.
- Time away – Let us know if you are going to be away from Te Whare Whakamaru by recording your departure and return dates. This includes temporary absence during semester time and semester break.
- Self Service – Request a late dinner.
- Complaints and Compliments.
- Check out – to record your leaving date at the end of the Year

Bookmark the following URL to Te Puna:

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

### Staying late at the end of year

To be arranged directly with Kara. There is a cost involved.

## Tō Ruma | Your room

Your room will contain the following items:

- Bed base,
- Mattress, mattress protector, two sheets, a duvet, pillowcase and blanket,
- Wardrobe, drawers and book shelf,
- Study desk and chair,
- Pinboard,
- Radiator.

An inventory check will need to be completed using Te Puna upon your arrival. This is important to ensure you are not charged for missing items at the end of the year.

- What you can bring: personal electrical items such as hair dryer, electronic devices, own preferred bedding, umbrella,
- What you MUST bring: pillow, towels, first aid kit,
- Do NOT bring: heaters, candles, oil burners, diffusers, incense, speaker systems, cooking appliances.

### 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 prior to arrival, or once you arrive at Te Whare Whakamaru. Appliances are any items that are plugged into a wall outlet. Technicians will be available at Te Whare Whakamaru on a specified day to test your appliances.

### Room Security and Insurance

Lock your bedroom door when you are out and when you are asleep. You are responsible for the contents of your room;

Te Whare Whakamaru will not accept responsibility for loss or damage due to theft or accident. Kainoho are strongly advised to ensure that their possessions are adequately covered by an all-risk insurance policy.

### Smoke Detector

Each room is fitted with an extremely sensitive smoke detector. The following things will trigger an alarm:

- Smoke,
- Aerosol sprays,
- Dust,
- Steam,
- Hair straighteners,
- Vaping

Use aerosols and hair curlers/straighteners in the bathrooms.

There is a cost associated with a fire call-out and this may be passed on to kainoho.

### Room Inspections

Your room must be kept tidy so the cleaners can access it to clean safely. 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.

Te Whare Whakamaru reserves the right to change room allocations during the year. The Tautiaki or delegated authority has the right of access, without prior approval, to any room at any time if the health and safety of any taura at Te Whare Whakamaru is at risk.



# Tō Wāhi Noho | Your Spaces

Mahi Tamariki: a shared space for hanging out, playing pool or table tennis, studying or listening to music,



Oranga Tonutanga: a gaming space fitted with Playstation and Nintendo Switch,



Tōpūtanga: a bookable space with a big screen for viewing (approx. 30),



Whakaruru: a music space with bass guitar, lead guitar, drum kit, keyboard, microphones and speakers,



Puanga Kai Rau: our serving and dining area for kai



Te Punawai: a bookable space for tutorials, studying, hui, lectures, whakatau (approx. 100)



Te Titōhea: a bookable space for tutorials, studying, hui, teams conferencing (approx. 16)



Whānau rooms: 2 spaces on each accommodation floor for hanging out and watching TV, studying, playing games



Ruma Horoi Kakahu: a laundry room with 25 washing machines and driers



## Te Noho ki Te Whare Whakamaru | Living in the College

### Catering

Breakfast	7:00am – 8:30am
Lunch	12:00pm – 1:30pm
Dinner	5:00pm – 6:30pm
Sunday Brunch	11:30am – 1:00pm

Packed lunches can be made by taurira from 6:30am – 9:30am.

Late meals are available on request and we provide sick meals for people who are isolating in their rooms.

Toast and spreads are available all day long.

### Food Allergens in our Colleges

We take food allergens very seriously, please disclose any food allergen prior to your arrival so we can fully cater to your needs. We will endeavour to create a safe environment for you, but it is important to be aware of the potential for cross contamination from factors outside of our control.

Our food service staff will work with you to create a safe food programme for you.

**Our kitchens and communal areas are nut free.** Please ensure the safety of others by restricting all nuts to your own bedroom.

### Room Cleaning and Bed Linen

The communal bathrooms and other common areas are cleaned daily. A kaiwhakatikatika | cleaner will enter your bedroom at least twice weekly to clean and vacuum. Kaimahi will give you information about the kaiwhakatikatika schedule relevant to where your room is. Please

ensure the safety of your kaiwhakatikatika by keeping your room tidy.

Two clean sheets and a pillowcase are supplied for you weekly. Linen exchange days are listed on Sunday evening. Please ensure your own safety by using sheets on your bed.

### Sports Equipment / Services

Te Whare Whakamaru has a variety of sports equipment and facilities including:

- Basketball (half) court
- Rugby / Soccer balls / Basketball / Volleyball and net
- Board games
- Outdoor games
- Table tennis
- Pool tables

Access to any roof space is prohibited.

### Parking

Onsite parking is not available to taurira. Any unauthorised cars parked in the grounds will be towed at the owner's expense.

### Security and Keys

Our after-hours security service is provided by Allied Security. They work 7 days a week. They will regularly conduct a routine walk-through of Te Whare Whakamaru and attend to any matters that are brought to their attention.

### After-hours Access

Our external doors and gates run on a timed system; they are unlocked from 8:00am – 10:00pm. Our doors and gates can be unlocked using a keycard only.

## Wheako Nohoanga | College Life

We have a wide range of activities and events planned for you throughout the year. Some other helpful information on making the most of your stay includes the following:

### Academic Support

Contact kaimahi if you are requiring additional academic support

### College Tutorials

Our tutors are required to stay up to date with the content being covered in papers and then design their tutorials to support this information. Tutorials are held throughout the semester and the frequency will be increased to support assessment.

### Noise and Quiet hours

College life means being considerate of others.

Quiet time begins on accommodation floors at:

Sunday – Friday      10:00pm

Saturday                10:00pm

During quiet time, all music should be turned down, talking groups should move to the whānau rooms or other communal areas. Corridors, bathrooms and bedrooms should be quiet to allow others to sleep.

Please note that during the study and exam period at the end of each semester we implement a 24-hour noise ban. This means that all reasonable effort is made to reduce noise levels throughout the day.

### Communication

- Email: ensure your email address is current and up to date in eVision.

Important information will be sent you via your taura email address so please ensure you check this regularly.

- Phone: Please ensure you have updated your eVision with your current mobile phone number.
- Notices: Notices are posted on Te Whare Whakamaru noticeboards and/or displayed on the digital screens.

### 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. A recording that shows a person naked or partially naked or involved in any activity (eg showering or toileting) that involves dressing or undressing 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 kainoho has made an intimate visual recording of another kainoho (or any other person) is likely to be treated as serious misconduct and if proven is likely to result in termination of the accommodation contract with no offer being made to rehouse the kainoho in another College.

### Room Checks

If kaimahi have 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 kaimahi 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

Manuhiri are welcome to stay within Te Whare Whakamaru. Te Whare Whakamaru is a home to many people, it is good manners to bring manuhiri to meet us, so we know who is staying in our whare. Please let us know when you have munuhiri coming to stay for an extended period (more than two nights), there are charges that apply for this. These costs cover manuhiri using facilities and services:

First two nights	free
Greater than two nights	\$10/night

Some of your manuhiri might need to hire a bedding pack. This will incur a one-off

charge of \$15. You will be asked which day you will be returning your bedding pack, and you will be charged everyday that the bedding pack is not returned to us.

If you have manuhiri to stay, you are responsible for their behaviour. Please do not allow them to wander through the building unaccompanied.

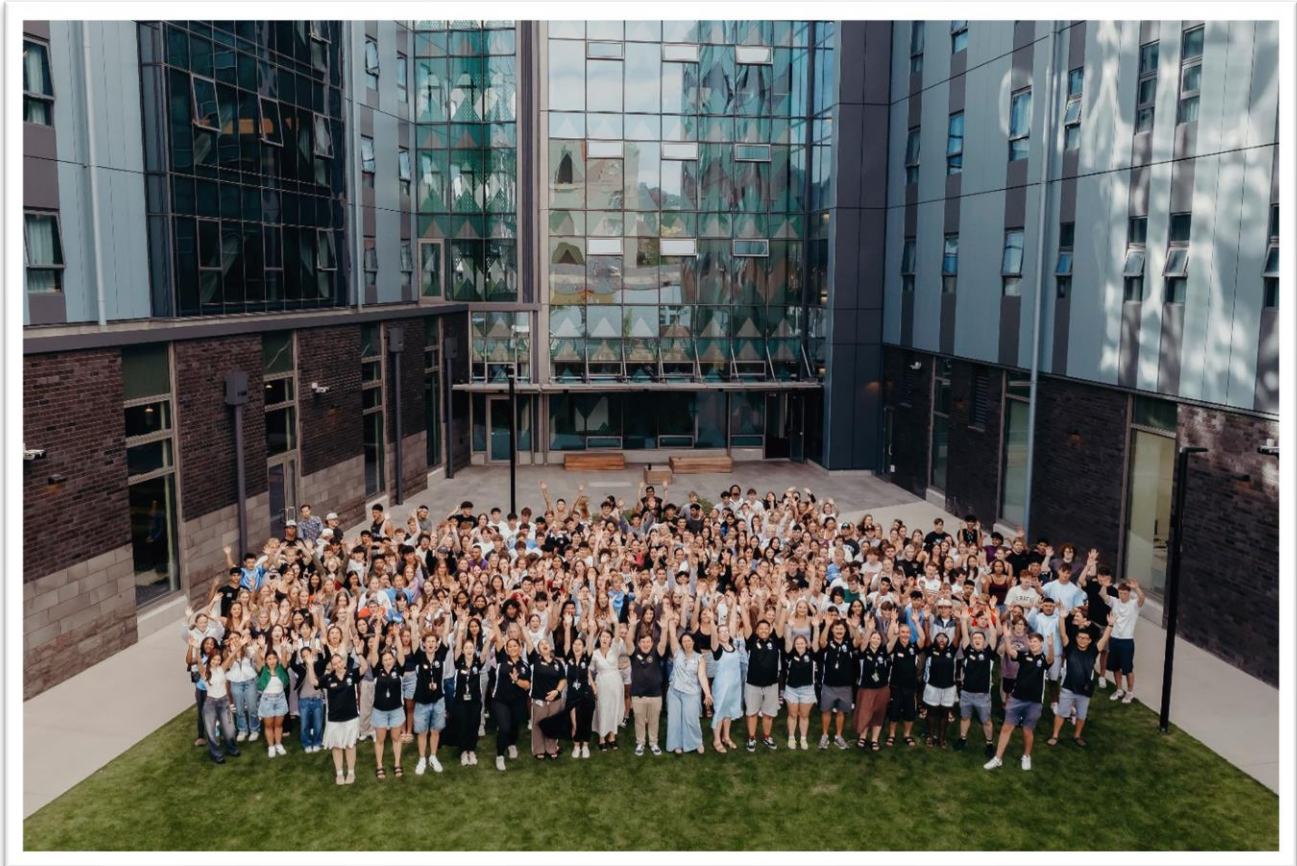
Manuhiri must not drink alcohol at Te Whare Whakamaru.

Manuhiri are welcome to eat with us, but they must pay for their meal.

Breakfast	\$8
Lunch	\$10
Dinner	\$12

### Pūnaha Nawe | Making a Complaint

We would like to resolve all concerns and complaints as soon as possible. For further information on the complaints procedure, please refer to the Residents Guide to Colleges.



## Mahere Ohotata | Emergency Procedures

This section refers to The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021: Page 21 Section 24 (e)

### 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
- Personal medications
- Hand gel or antiseptic wipes
- Survival blanket
- Bottle of water
- Muesli bars or similar energy food

In case of an evacuation, make sure the following items are handy:

- 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

### Evacuation

Evacuation notices are posted in throughout the common spaces in Te Whare Whakamaru. Please read these and take note of instructions given by kaimahi at the beginning of the year.

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.
- Leave the building using either the stairway or the fire exit.
- Do not use the lift.
- Assemble with other members of your floor at the designated meeting area.
- Kaimahi and/or Emergency Services will check your rooms after you have vacated them.
- Do not re-enter the building until kaimahi advise it is safe to do so.

It is a criminal offence to remain in a building during a fire evacuation.

Kaimahi are trained fire wardens, it is important that you follow their direction.

### Fire

If you discover a Fire:

- Operate the nearest fire alarm call point
- Ensure the Fire Service is called on 111, tell them:
- Name and address: Your name and 15 Forth Street, Central Dunedin.
- 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.

## Earthquake

DROP down onto your hands and knees. This position protects you from falling but allows you to 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.

Keep away from windows and other items that may fall on you. Responding quickly in an earthquake may help protect you from injury.

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 kaimahi or emergency service personnel.

## Pandemic Safety / Alerts

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) Te Whare Whakamaru will remain open unless closed by the Te Tāhuhu o te Mātauraka | Ministry of Education.

It is imperative that you advise kaimahi when you are feeling unwell and if you have any symptoms, we strongly encourage you to seek a COVID-19 test. Please be mindful of the community you live in and follow all medical advice you receive. If you chose to isolate in your room kaimahi will deliver your meals and check on you.

If you need anything while isolating, please ring the duty phone – 03 479 5540.

Te Whare Whakamaru will act in accordance with up-to-date advice from the Manatū Hauora | Ministry of Health, Te Tāhuhu o te Mātauraka and Ōtākou Whakaihu Waka management.

## Waiporo, Tarukino, Momi Tūpeka Momi Mamaoa | Alcohol and Drugs in the College

During your time at university, you must understand the consequences of risky behaviour such as drinking and drug use. Excessive use of alcohol or drugs may result in physical injury, sexual misconduct, brain damage, involvement with the Courts, or harm to others. Intoxication does not excuse offensive or criminal behaviour. If you are concerned about your binge drinking or drug use, confidential medical and counselling help is available through Te Ratoka Hauora Ākoka | Student Health Service.

### Alcohol

Anyone under the age of 18 years is not permitted to carry, store or consume alcohol within the Te Whare Whakamaru. Taura in breach of this condition will face disciplinary action. Any person supplying alcohol to any kainoho in this category will also face disciplinary action.

Manuhiri are not permitted to bring alcohol into Te Whare Whakamaru.

For further information on the Alcohol or Drug policy, please read the Residents Guide to Colleges which outlines the

policies, procedures and related information.

In Te Whare Whakamaru, the following areas are alcohol free:

- Puanga Kai Rau,
- Papa Tuarima | Level Five,
- Papa Tuawhā | Level Four (if required).

#### Alcohol Free Floors

For a variety of reasons, many taura have requested to stay in alcohol free areas. To ensure this, no alcohol is permitted on Papa Tuarima, and if required, Papa Tuawhā.

For more info about safe drinking

<https://www.alcohol.org.nz/help-advice/is-your-drinking-ok>

[https://www.drinkaware.co.uk/advice/staying-safe-while-drinking/how-to-stay-safe-at-](https://www.drinkaware.co.uk/advice/staying-safe-while-drinking/how-to-stay-safe-at-uni/)

[uni/ https://www.hellosundaymorning.org](https://www.hellosundaymorning.org)

Standard withdrawal policy applies should you choose to withdraw from your residential agreement.

COP page 21 Section 24 (d ii)



## Support Services

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





## Whanonga | Behaviour

House rules protect the rights of kainoho and ensure that they can live in an environment that is considerate and peaceful. There is an expectation that kainoho will behave in a responsible and mindful manner.

### Behavioural

- Respect the rights of others.
- Treat kainoho and kaimahi with respect and dignity.
- Respect other people's rooms and property.
- Follow all reasonable instruction given by kaimahi.
- Manage your own behaviour and the behaviour of your manuhiri.

Any criminal act will be reported to the police.

### Community

- Observe quiet time – everyone deserves a decent sleep or the right to study in peace.
- Respect Te Whare Whakamaru – this whare is your home.
- Leave campus to smoke or vape.
- Fire doors are to be used for emergency evacuation only.
- Only pets or animals cleared by Titi are permitted within Te Whare Whakamaru.

### Diversity

The community of Te Whare Whakamaru 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

Te Whare Whakamaru 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 kainoho being excluded (termination of residency) from the Te Whare Whakamaru.

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 kaimahi to decide if you wish to make a complaint

- seek advice and get support from kaimahi
- or you can check out the other support services available at the University of Otago at: <http://www.otago.ac.nz/serviceS>

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

## Footnote to the Document

Te Whare Whakamaru 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, kainoho and kaimahi. All kainoho accept this fact and agree to abide by any such regulations which are changed or implemented.

