

Cumberland College Student Handbook 2025

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NAU MAI, HAERE MAI

Welcome to Cumberland College

Kia ora and Welcome to Cumberland College / Te Kāreti o Cumberland.

For many of you, coming to the University of Otago / Ōtākou Whakaihu Waka means leaving home and living in a community for the first time. Some of you can't wait to get away from home, while others may be a bit more hesitant. It is normal to find the start of the year challenging - getting used to a different place to live, different people, different food and new ways of living in a residential community. The staff are here to help guide you through these challenges. Please don't hesitate to seek help as you need it.

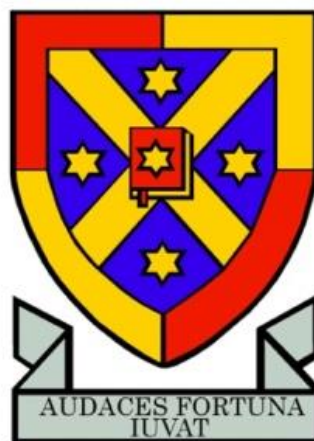
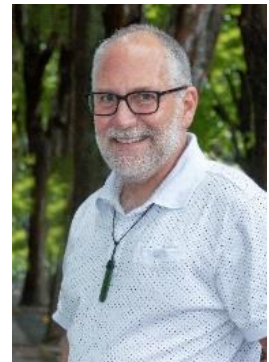
I encourage you to get involved in all the College has to offer. Seize the day when it comes to participating.

It is important to us at Cumberland that you have fun and enjoy yourself, but not at the expense of why you are here (to study). Achieving your academic objectives remains the top priority; we encourage you to aim high and accomplish your goals.

This handbook is a guide for you, containing important information regarding the College and University policies. Read it before you arrive in February and you will be set to go.

Ngā mihi nui

Luke Morrison
Tautiaki/Warden of Cumberland College



Overview

Cumberland College 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 Residents.

At Cumberland 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 Cumberland 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.

Diversity

The Cumberland 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.

Personal Information

At the University of Otago / Ōtākou Whakaihu Waka, we care about your privacy. We need to collect and use personal information about the people we deal with 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 <https://www.otago.ac.nz/administration/privacy>

Meet the Staff

Tautiaki / Warden

The Tautiaki / Warden, Luke Morrison, has overall responsibility for the College, including overseeing the provision of pastoral care for all residents.

Tautiaki-Piki / Deputy Warden

Our Tautiaki-Piki / Deputy Warden, Dasha Joseph Fernandez, oversees the College's academic programme, organises the Kaiāwhina / Sub-Warden team, and provides pastoral support.

Tautiaki-Kaiāwhina / Assistant Wardens

We have two Tautiaki-Kaiāwhina / Assistant Wardens, Zoey Taylor and Claire Stewart. Zoey and Claire take responsibility for the event life of the College, such as sporting activities, and cultural activities as well as assisting with pastoral care and a range of other tasks.

Collectively, the Tautiaki / Warden, Tautiaki Piki / Deputy Warden and Tautiaki Kaiāwhina / Assistant Wardens are known as the senior staff. If you are asked to speak to a senior staff member, it is one of the above staff that you need to talk to. All senior staff live on-site either in the Cumberland building itself or nearby.

Kaiāwhina-Whare / Sub-Wardens

Cumberland College has a team of Kaiāwhina-Whare / Sub-wardens (often just referred to as Kaiāwhina)

- Get to know your Kaiāwhina and the wider team as they are an invaluable source of support and knowledge. The team will be available as your first point of contact for all questions you may have about our College and the University in the first few weeks, and throughout the year.
- Kaiāwhina are involved in a wide range of duties around the College.
- One of the main situations in which you will encounter Kaiāwhina is during their weekend and evening rounds. Evening rounds have several functions. As well as ensuring an appropriate atmosphere for study and sleep, they will be monitoring noise and checking for health and safety risks throughout the College.
- When they are not on rounds, the rostered duty Kaiāwhina will usually be found at the front desk in the College foyer. Each evening at least one of the team will be on duty from 5:00pm until 10:30pm as well as over the weekend.

Wider Team

Supporting this team are our administrator, kitchen staff, facilities co-ordinator, cleaning staff, and overnight security guards.

Duty Phone Number: 021 225 9430

Arrival

Arriving at the College

In 2025, Cumberland College will open on Saturday 15th February.

Staff, including Kaiāwhina will be waiting to greet you, show you to your room, and help you settle in.

Shuttles are available at the Dunedin Airport terminal building and can be booked ahead of time.

Short-term parking is available at the College on Saturday 15th and Sunday 16th February, but is limited, so we ask that you move your vehicle once all your belongings have been moved into your room.

Keys

Residents will receive their room key on arrival. Loss of key will result in a replacement charge of \$30.00.

Te Puna Student Accommodation Portal

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

The following can be done via Te Puna:

- 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 lunch or late dinner; if you are unwell, you may also request a meal be delivered to your room (only available if you have notified us that you are unwell).
- Check out - To record your leaving date at the end of the year.

Please bookmark the following URL to Te Puna:

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



Your Room

All bedrooms have the following:

Bed and Bedding	Bed base, mattress, mattress protector, two sheets, pillowcase (pillow not included), duvet and duvet cover.
Furniture	Wardrobe, set of drawers, desk and chair, mirror, noticeboard, heater, wall lamp, rubbish bin and laundry bucket. Some rooms may have one or two extra pieces of furniture.

Bring	Don't Bring
<p>Study</p> <ul style="list-style-type: none">• Computer• Headphones• Chargers• Stationery <p>Personal</p> <ul style="list-style-type: none">• Personal first aid kit• Mug, keep cup, cutlery, drink bottle etc• Coat hangers• Umbrella• Flashlight• Storage bins• Blu tack• Personal clothes, rain jacket, etc• Additional personal items (hair dryer, personal electronic devices etc) <p>Washing & Hygiene</p> <ul style="list-style-type: none">• Facecloths and towels• Shower caddy• Personal toiletries• Laundry Powder	<ul style="list-style-type: none">• Candles or Incense sticks• Heaters• Oil burners• Air diffusers/purifiers• Hot plates or appliances or fridges (If you need a fridge for storing medical items, please let staff know prior to arrival and we can provide a small fridge)

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. This can be done without notice, but the staff member will always knock before entering.

Routine checks may be carried out during the year for maintenance, or other reasons. For routine checks you will be given at least 24 hours' notice before the room is entered.

Room Cleaning

The bathrooms and other common areas are cleaned regularly. Your cleaner will enter your bedroom at least twice weekly to vacuum and/or empty your rubbish bin.

Information will be posted on your floor notice board giving you information about the cleaners' schedule for your floor. Please help the cleaning staff by making sure your room is tidy – their role is to clean, not to tidy.

No items (including foods and fluids) are to be disposed of out of windows.

Linen

Only bed linen supplied by the College is laundered by the College. Clean linen is available from the Linen Room on the ground floor near the Cumberland Library.

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. Technicians will be available at the College on a specified day during O'Week to test your appliances.

Room allocation

Room allocation is the responsibility of the Tautiaki/Warden. Prior to arriving, you will be given the chance to answer a number of questions, which help us to decide how to allocate rooms.

Room changes are only permitted in exceptional circumstances and with approval from the Tautiaki/Warden.

The College reserves the right to change room allocations during the course of the year if it is deemed necessary.

Room security and Insurance

We recommend that your bedroom door is locked when you are out and when you are asleep. 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 Detectors

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 curlers/straighteners in the bathrooms only. There is a cost associated to re-setting the fire alarm. This cost may be passed on to the resident whose room was responsible for activating the detector.

Food Service

Our food service in the main dining room provides three meals a day and is the heart of the College and a place where community is built.

	Monday - Friday	Saturday	Sunday
Breakfast	7:00am – 10:00am	7:00am – 10:00am	7:00am – 11:00am
Lunch	12:00pm – 1:30pm	12:00pm – 1:30pm	11:30am – 1:00pm (Brunch)
Dinner	5:30pm – 6:30pm	5:30pm – 6:30pm	5:30pm – 6:30pm

General Dining Room Behaviour

- Please queue considerately
- Remove dishes from the table after every meal and dispose of waste considerately
- Cutlery and plates are not to be removed from the Dining Room
- Intoxicated residents will not be admitted to be Dining Room

Dining Room Etiquette

A clean and tidy standard of dress is required in the dining room. For health and safety reasons footwear must be worn at all times while in the dining room.

Dietary requirements

If you have a special dietary need, religious or cultural food preference, allergies or intolerances you should contact Cumberland to discuss your needs by contacting cumberland@otago.ac.nz. The food service team will make every reasonable attempt to manage a special diet however due to the large number of residents it may not be possible to cater for all needs.

All lamb, beef and chicken at Cumberland is Halal. Foods with pork or alcohol will be labelled.

Late Meals

Late lunches and late dinners are available every day via Te Puna, Self Service.

You can only request a late lunch or late dinner for the current day (not in advance) and need to have your request completed by 11:00am for lunch and 4:00pm for dinner.

Packed Lunches

If you will be away from the College at lunchtime you are able to make yourself a packed lunch in the morning during breakfast hours Monday to Friday.

Toast Time

Toast and spreads are provided from 10.00 am until in to the evening.

Visitors at mealtimes

If meals are required for any visitor of residents, the visitor's meal must be paid for in advance at reception.

Overnight guest charges include meals, the guest should come to the meal with their host resident and have their guest pass ready to show to dining room staff.

Sick Meals

Meals can be delivered to residents who are unwell, on request. If you or a friend is sick, notify a staff member or call the Duty Phone 021 225 9430.

Food Allergens in our Colleges

In our colleges we take food allergen controls very seriously. Prior to your arrival at our college if you have any form of food allergen it is in your best interest to declare this allergen condition to College management. 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.



Visitors and Overnight Guests

Day visitors

Visitors are welcome to visit residents in the College. All visitors must be signed in at reception by their host resident, and the host resident is responsible for their visitor's behavior. Visitors must depart the College by 10 pm.

There may be occasions during the year when visitor hours are reduced, or where the College does not permit visitors. When this occurs, residents will be notified in advance.

Overnight Guests

Permission to have an overnight guest must be obtained from a senior staff member or from the College Administrator, prior to the guest's arrival. Current charges for overnight guest are \$20.00 per night, which includes a mattress and meals. The normal maximum length of stay is 3 nights – any stay of more than three nights requires approval of the Tautiaki/Warden.

Guest Free Periods

Cumberland College has periods where overnight guests are not allowed in the College.

In 2025, overnight guests will not be permitted on the following dates:

15 February – 23 February	O Week
14 March – 17 March	St Patrick's Day and weekend immediately prior
19 May – 18 June	Semester One Study Zone and exam period
6 October – 9 November	Semester Two Study Zone and exam period
Other dates as may be advised	Major events or activities taking place in Dunedin (for example, some music festivals, dates still to be announced)

Whenever you wish to have a guest stay overnight, it is recommended that you consult with Senior Staff or the College Administrator, prior to your guest's travel arrangements being finalized.

Partner Pass

Students may apply for a partner pass enabling a partner or regular visitor to stay at the College up to 3 nights per week. Partner passes cost \$75.00 per semester.

These guests are not eligible for meals - meal vouchers may be purchased at reception.

Any breach of College rules by holders of partner passes will be referred to senior staff and may result in the partner pass being revoked.

Alcohol

Alcohol is permitted at Cumberland College. We respect the right of residents to use alcohol responsibly within the College's alcohol rules as outlined below. The following are not allowed at Cumberland College: kegs, drinking implements including funnels, snorkels, etc., drinking games, home brewing.

Anyone under the age of 18 years is not permitted to carry, store or consume alcohol within the College. Any resident found to be in breach of this condition may face disciplinary action. Any resident supplying alcohol to a resident aged under 18 years may also face disciplinary action.

Alcohol Free Periods

An alcohol free period (Study Zone) occurs at the end of each semester to aid exam focus. The College enters Study Zone approximately 2 weeks before exams begin in each semester and the College is alcohol free during this time.

The Tautiaki/Warden has the right to impose an alcohol free period on individual residents, where appropriate, as a result of a disciplinary process.

Alcohol Consumption Times

Unless otherwise specified, alcohol may only be consumed between 6.30pm and 10.00pm.

Alcohol Consumption Locations

- Alcohol may be consumed in bedrooms (apart from on alcohol free floors).
- With prior approval from senior staff, alcohol may be consumed in some common spaces.
- There may be occasions where the College will run events which permit drinking in a particular common space.
- Consumption of alcohol is never permitted in bathrooms, toilets or balconies.
- Alcohol may not be consumed in the Dining Room.
- The drinking of alcohol is not permitted in hallways, but open alcoholic drinks may be carried in hallways when moving between rooms.
- If others are drinking alcohol in your room, you are responsible for their behaviour.

Alcohol Free Floors

There may be floors within the College that are designated alcohol free. No alcohol is to be consumed on these floors. Residents of these floors are permitted to consume alcohol (so long as they are over 18) in other parts of the College, in accordance with the alcohol rules above.

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-uni/>

<https://www.hellosundaymorning.org>

Further information on alcohol and drug policies can be found in the Residents' Guide to Colleges.

College Life

After Hours Access

Apart from emergencies, the only access into and out of Cumberland College is the main front door. This is locked daily from 7pm to 7am. During these times, you can access the college by swiping your University ID card.

Academic Support

The College runs study sessions throughout the year in a range of subjects, and senior staff may also have academic meetings with residents.

As a condition of residence, Cumberland residents have agreed to allow the University to supply the Tautiaki/Warden with academic grades for the time they are in residence. This enables the College to more adequately assist residents with their academic programme.

Vehicle Parking

A small number of parks are available for hire during semesters - the cost is per University rates. Cars parked illegally will be towed away. All residents agree to operate their vehicle in a safe and responsible manner at all times on College grounds.

Noise/Disruption

Noise can be a significant issue in a Residential College. Please be considerate of others and act upon any requests to moderate noise levels from your room to an acceptable level. Residents should always respect their neighbour's right to study and sleep.

The College should be quiet by 10.00pm every night. Quiet means that no noise should be audible in corridors, or through room walls.

Residents using speakers, televisions, computers and other such equipment should ensure that the volume is at a level that does not disturb residents in neighbouring rooms. Residents may be required by the College to use headphones should noise be a problem. Large speaker systems are not permitted in the College. Where a resident has not complied with the above requirement, the equipment may be removed. Please be considerate of others if you return late at night.

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.

Communication

It is important that you check your university e-mails regularly, as this is how the College will notify you of important College information.

Notices are also posted on College noticeboards and/or displayed on the digital screens.

Harassment/Discrimination/Anti-Social Behaviour

The Cumberland community aspires to be an inclusive community and any discrimination against another resident on the basis of gender, age, ability, nationality, sexual orientation, religious affiliation or any other reason is considered as unacceptable behaviour. We do not tolerate any form of harassment, abuse (including via written or electronic media), 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; sexual assault; sexual harassment, exclusion and/or derogatory comments and language. Both Cumberland College and the University of Otago view harassment and anti-social behaviour very seriously. Any case of such behaviour may be reported to the University Proctor and/or University Mediator through the University Ethical Behaviour Policy <http://www.otago.ac.nz/administration/policies/otago003161.html>

Any proven incident of harassment may result in the offending resident being excluded (termination of residency) from the Cumberland community. 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 Kaiāwhina or senior 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 <http://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 in the Residents' Guide to Colleges.

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 is likely to result in termination of the resident's contract with no offer being made to rehouse the resident in another College.

Emergency Procedures

Evacuation

Evacuation notices are posted in hallways throughout the building. Please read these and take note of instructions given by staff 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 and 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 the stairways to the closest fire exit.
- Do not use the lift.
- Assemble with other members of your floor on the lawn in front of the College.
- Staff and/or Emergency Services may check your room after you have vacated it.
- Do not re-enter the building until staff advise that it is safe to do so.

Staff are trained fire wardens and it is important that you follow their direction.

If you discover a Fire

- Operate the nearest fire alarm call point
- Ensure the Fire Service is called on 111, tell them:
 - Your name
 - The address, ie, Cumberland College, 250 Castle Street, Dunedin
 - The nature of the emergency
 - Answer any questions they may ask
- Leave the building via your designated escape route.
- Go to the assembly area at the front of the College, talk to the staff member in charge to let them know that you are the one who triggered the alarm and tell them what you know.
- Do not return to the building until staff advise that it is safe to do so.

Earthquake

DROP down onto your hands and knees (before the earthquakes 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.

Emergency Preparedness

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

<p>Minimum requirements:</p> <ul style="list-style-type: none"> • 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 	<p>Have close at hand ready to grab in case of an evacuation:</p> <ul style="list-style-type: none"> • Warm clothing (jacket or similar) • Your phone <p>Additional extras that would be useful:</p> <ul style="list-style-type: none"> • Personal toiletry items • Small plastic bags • Whistle and light sticks • Copies of important documents
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Pandemic Safety

In the event of a pandemic, the University will follow Government advice and guidelines.

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 Cumberland College will remain open unless closed by the Ministry of Education.

It is imperative that you advise a staff member when you are feeling unwell.

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 (Māori 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

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.