

Arana College

2025 Resident Handbook



TAKINA TE HOE KIA RITE



Takina te hoe kia rite

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Nau mai, haere mai ki te Kāreti o Arana!

Congratulations and welcome to Ōtākou Whakaihu Waka – University of Otago! On behalf of the team at Arana College, afio mai, tauti mai ki to kaika rua (welcome to your second home). We are super excited to have you join our community in 2025 and we are sure that you will enjoy your stay here.

Being selected to join the Arana community is no mean feat. It's 2025 and we are back after being closed for a year! You will soon be an integral part of a community with a rich history and tradition of excellence and be able to add your own experience to the Arana (hi)story.

Arana provides a safe and supportive community to our residents, ensuring personal development and academic success. Community building is an important part of our journey together. Our college motto, Takina te hoe kia rite (Wield the Paddles Together) exemplifies this. Our journey to success depends on your engagement and participation in the life of the college! *Wield the Paddles Together, we ensure our success!*

We need you to bring your energy, enthusiasm, and Arana pride once you arrive. There is a lot in store for you when you get here, from our tutorials and academic support, O'Week to Inter-College competitions to college meetings, flouse (floors and houses) events, among others. There is a myriad of social, sporting, and cultural activities for you to be involved with. Be pumped, get excited and be ready to enjoy the best year of your life!

We are here to help guide you in this journey and ensure that you are provided with a conducive place for you to enjoy your living and learning environment. Our Arana College Handbook has been designed to provide you with important information about life in the college and what our expectations are. Please keep this with you and refer to it as needed.

We look forward to you joining our community in 2025. On arrival, please feel free to come and see us for a chat or need assistance or have a concern.

Ehara tāku toa I te toa takitahi, Engari he toa takitini
Success is not the work of an individual but the work of many!

Noho ora mai

Johnny Nu'u

Tautiaki (Warden) of Arana College

Our Journey

Arana College is owned by Ōtākou Whakaihu Waka - 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 Director, Campus and Collegiate Life Services for the administration of the College and the welfare of the Residents.

At Arana, 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 students to take responsibility for their own behaviour and co-operate with the guidelines so that the College will be a happy and supportive community for all.

Our history

Arana College opened in 1943 and is one of the original student Residential Colleges at the University of Otago. As such it has a rich and interesting history. The Administration Office building, on the present Clyde Street site was the former home of Sir James Allen, the University of Otago Vice Chancellor 1903-1909 and Chancellor 1909-1912. Sir James was also an important New Zealand statesman, being a Member of Parliament, Minister of the Crown and Acting Prime Minister.

Arana perpetuates Sir James' last name, translated into Māori. Rev. Dr Harold W. Turner was the founder and first Warden of the college. The Turner Wing of the modern Arana complex is named after him and was opened at the beginning of 1994. For many years, the residents of Arana were accommodated in the converted World War II Nissen huts, and it was not until 1962 that the major construction work that resulted in the current 'Main Block' began. Much of this work was paid for by the Colombo Plan, a scheme that was designed to increase intra-commonwealth cooperation through education.

The opening of the Bates and Colombo wings for accommodation in 1968 completed the main design for Arana College. By 1968, the number of residents was around 140, but this continues to grow through the acquisition of property on the streets that surround the main grounds. Today we have over 400 residents because of the building works undertaken in 2002 of the Rawiri and Leith View buildings. Our residents live in a mixture of houses and multi-story buildings. Facilities are steadily refurbished, most recently with the Colombo and Bates Wings completed in the summer of 2013/2014 as well as the dining room/ kitchen facilities in 2005 and Boiler house in 2004.

Arana College has produced many notable high achievers in most of the different fields of human endeavour.

2024 saw Arana have a moe (sleep) while work was being completed. Now, in 2025, we are back and ready to go!

Our Mission

Arana College provides a safe and conducive environment that complements the University of Otago's Mission and Charter and its standards of conduct and policies. We aim to create and sustain a caring community - a community that embraces diversity, is supportive and fully engaged with the life of the college. A community whānau focussed on:

- Promoting well-being and positive student experience
- Providing opportunities for academic success and personal growth and development
- Creating an inclusive community that creates a sense of belonging and encourages cultural excellence

Through the delivery of a balanced program of events and activities that fully supports a fully engaged residents committed to the pursuit of academic, social, sporting and personal excellence. We strongly encourage our residents to be fully involved as we journey together to achieve everyone's potential - Takina te hoe kia rite.



Our People



Johnny Nu'u

Tautiaki
Warden
9.00am – 5.00pm
Variable days of work
Phone: (03) 479 5505



John Coughlan

Tautiaki-Piki
Deputy Warden
2.30pm-10.30pm
Wednesday – Sunday
Phone: (03) 479 5516

Under Recruitment

Tautiaki-kaiāwhina
Assistant Warden
2.30pm – 10.30pm
Saturday – Wednesday
(03) 479 5514

Under Recruitment

Kaiwhakarite Wharepuni
College Administrator
Hours: 8.30am – 5.00pm
Days: Mon-Fri
Phone: (03) 479 5509

Under Recruitment

Kaituitui Rauhaka
Facilities Co-ordinator
Hours: 7.30am – 3.30pm
Days: Mon-Fri
Phone: (03) 471 6091

Brian Galvin

Kaiwhakahaere Ratoka Ka
Food Services Manager
Hours: 7.30am – 3.30pm
Days: Mon-Fri
Phone:

Postal Address

Arana College
110 Clyde Street, North
Dunedin
Dunedin 9016
New Zealand
PO Box 56

How to get hold of us



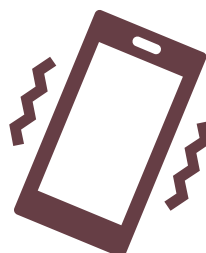
In-Person

Come and see us in
our offices or around
the college



Email us

info@arana.ac.nz



Call or text us

Landline
+64 3 479 5509
Cellphone
021 134 7334

**Arana College
2025 Resident Handbook**

Ratoka Tara-a-Whare (Domestic Services)



Our wonderful Domestic staff are on-site 7 days a week. They vacuum bedrooms, empty rubbish from floors/houses and clean the common and shared spaces. You will have a dedicated cleaner in your area so you will get to know them, and they will get to know you as well! Be sure to say hello when you arrive. They generally work from 7am until 11am.

Te Ratoka Whakataka Kai (Catering)



Our dedicated Catering staff are always up for a laugh and enjoy a bit of banter. They take tremendous pride in getting to know you, and you are encouraged to get to know them. They work 7 days a week to create tasty and nutritious meals for you to enjoy.

Kaiāwhina Whare (Sub-Warden)



These wonderful people are our senior students who live amongst you, providing support for you. They are your biggest cheerleaders and our afterhours support. Being students themselves, they are a great source of advice on how to navigate University and Arana.

Arriving at the College

Make your move-in as seamless as possible by following our easy steps!

- 1 Familiarize yourself with Arana College**
- 2 Check your immunization status**
- 3 Make your payment arrangements**
- 4 Connect with us!**

Do not worry, we will email all new students before they arrive, and we will expand these below!

Step 1: Familiarize yourself with Arana College

It is important that you familiarize yourself with the college before you arrive! Reading the Arana Resident Handbook and the Residents Guide to Colleges is a great first step. Make sure you also read our General Standards of Behaviour, information on our website and all emails that are sent to you.

Step 2: Check your immunization status

We want to make sure that Arana College is a safe living environment, Ōtākou Whakaihu Waka - University of Otago strongly encourages all our students to have up-to-date inoculations for all preventable diseases such as MMR (measles, mumps, and rubella) whooping cough, diphtheria, chickenpox, polio etc. It is strongly recommended that you consider getting immunized for meningococcal disease and Covid-19 as well. Student Health will also send you a reminder.

If you are unsure about your immunization history, please consult your GP before you arrive.

Step 3: Make your payment arrangements

When you accepted your offer, you chose a payment option. It is important that you have a plan for paying your accommodation fees throughout the year. Talk with your whanau and come up with a budget and payment plan.

Step 4: Connect with us!

Prior to your safe arrival, we will send you a Response Pack containing important information regarding your arrival (move in date & time), dietary requirements, parent details, timetable, etc. It is important that you return this to us in a timely manner. We will also let you know how to join our online community!

You can join our online community through our Facebook, Instagram and TikTok group. The link will be in the Response Pack that you will get soon after you sign your residential agreement. This is a great way to get to know your fellow residents and keep up to date with activities and events in the college. Apply to join and one of the staff will accept you to the page

Moving in!

Your move in day is stated on your Residential Agreement, but if you need to move in earlier, please contact us by email at: info@arana.ac.nz and we will do our best to accommodate you. Please be aware that arriving early will result in an additional charge. You can move in with three easy steps:

Step 1: Unload your car - drop off only 🚗

Step 2: Collect your key/swipe 🔑

Step 3: Move in - Haere Mai! 🏠

We will email you more detailed information before you arrive. Make sure you regularly check your emails prior to your move in date.

If you drive to the College, please be aware that there is limited street parking on Clyde Street.

Tips to settle into your new home:

Moving into a new place can be hard. To make it easier for you we have some helpful tips for you:

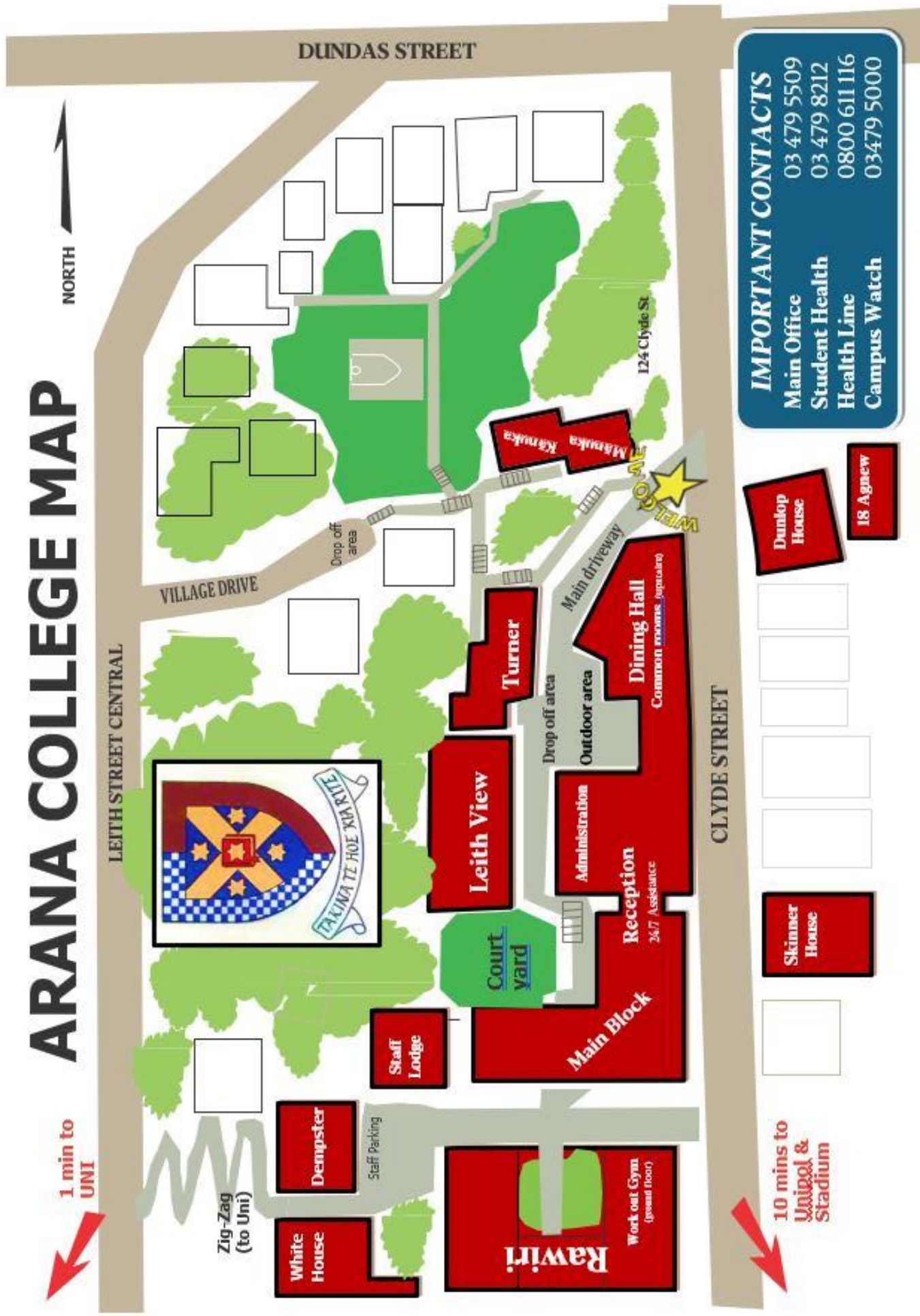
- Bring along plenty of familiar things from home to decorate your room with;
- Walk around the building and introduce yourself to your new college members;
- Find someone to go and explore your new home and city;
- Make sure you meet your Sub-Warden and the other staff members;
- Make sure you get involved with our events and activities;
- Let your whānau and/or Sub-Warden know when you are feeling overwhelmed

Living in the College

Learning to live together will be a huge part of your experience! So here are some helpful tips:

- Learn people's names, it makes them feel special.
- Respect people's personal space, they will do the same for you.
- Clean up after yourself in common areas, a clean environment goes a long way.
- Be mindful when cooking and or preparing food, we all have different tastes.
- Think of others before making a lot of noise. While you may have a day off, someone else may have an assignment to complete.
- Remember to check in with each other, no one will be upset at you for simply asking "Hey, how are you going today?"

Arana College Map



IMPORTANT CONTACTS

Main Office	03 479 5509
Student Health	03 479 8212
Health Line	0800 611 116
Campus Watch	03479 5000

Dunlop House

18 Agnew

Skinner House

Skinner House

Skinner House

Skinner House



Working together

As part of our diverse Arana community, we want to work with you, as well as those living around you, to ensure the utmost aroha and respect is both given and received. Below are what you can expect from us and how you can help us uphold these aims as we paddle together toward a successful year here at Arana College.

WHAT YOU CAN EXPECT FROM US	HOW YOU CAN HELP US
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Provide a safe and secure living environment

Please keep your Arana space secured, and to not prop doors open or allow in strangers. Please uphold all security policies and procedures. Violations of policies and procedures put you and others at risk.

Provide a reasonably peaceful and quiet space in which you can sleep and study

Please observe quiet hours, to keep your stereo, television, computer and your voice at a reasonable volume in your living environment, and to remind your guests and others that you expect the same of them

Provide you with privacy and to the fair use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room

Do let your housemates/floormates and neighbours know of your wishes and preference for hours of sleep, study and visitation, and to work through any difference you may have in a peaceful manner. There is more on guest behaviour on page 14 of the Arana Resident Handbook

Co-create a culture, space, environment where it is safe to call out negative community behaviour that impacts on others

Take time to examine your own behaviour and work toward a resolution if it negatively impacts on others

Support you if you reach out for help

Please let someone in the Arana team, or other university staff, know if you are concerned about a fellow member of your community

Inform you what is acceptable and/or inappropriate behaviour in your living environment

Please read the information provided for you by the Ōtākou Whakaihu Waka – University of Otago. This includes, but is not limited to this Arana Resident Handbook, Resident Guide to Colleges, your Accommodation Agreement, Student Code of Conduct and other relevant material. You may report any alleged violation, whether or not you were personally affected by it



Your Room

Arana College 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.

What is in your room

<input checked="" type="checkbox"/> Bed base	<input checked="" type="checkbox"/> Mattress
<input checked="" type="checkbox"/> Mattress Protector	<input checked="" type="checkbox"/> Two sheets
<input checked="" type="checkbox"/> Pillowcase	<input checked="" type="checkbox"/> Duvet + cover + blanket
<input checked="" type="checkbox"/> Wardrobe	<input checked="" type="checkbox"/> Drawers
<input checked="" type="checkbox"/> Desk + Chair	<input checked="" type="checkbox"/> Mirror
<input checked="" type="checkbox"/> Noticeboard	<input checked="" type="checkbox"/> Heater
<input checked="" type="checkbox"/> Rubbish bin	<input checked="" type="checkbox"/> Lamp

What you should bring

Electronic Device - Laptop	Storage Bins
Headphones	Blu Tak
Chargers	Personal clothes, rain jacket
Stationary	Additional items (hair dryer, mobile phone,
Personal First Aid Kit	<u>Wash Items to bring</u>
Mug, Keep cup, Cutlery, Drink bottle	Facecloths/ towels
Coat Hangers	Shower caddy
Umbrella	Personal toiletries
Flashlight	Laundry powder

What not to bring

<input checked="" type="checkbox"/> Candles or incense sticks	<input checked="" type="checkbox"/> Air diffusers/purifiers
<input checked="" type="checkbox"/> Heaters	<input checked="" type="checkbox"/> Loudspeaker system
<input checked="" type="checkbox"/> Oil burners	<input checked="" type="checkbox"/> Fish or other living pets

* Hotplates, mini fridges or other appliances are not permitted unless approved for medical use

Personalisation is allowed and encouraged within common sense limits. All residents must comply with fire safety standards and leave the room how they found it.

Do not fix anything to the walls, ceiling or woodwork by any form of adhesive such as glue or sticky tape.

We expect that you will keep your room at a respectable level of cleanliness. Your cleaner will visit twice per week to empty your wastepaper basket and vacuum your floor.

Ventilate your room for at least one hour per day by opening the window.

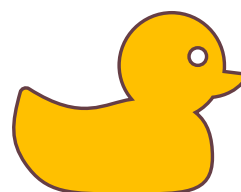
Rooms and their content are the responsibility of the resident. Given this, rooms should be kept locked when the resident is absent.

All damage and losses not attributed to fair wear and tear will be charged to the resident. Please report any damage during the year through the Te Puna (page 15 for more details).

You may not bring your own additional furniture or appliances into the College or substitute any of the furnishings without the express permission of the Warden or their delegated authority.

Arana College will not remove or store any provided furnishing that you may not want to use during your residency.

We expect that any furniture that is in your room upon arrival will be present at the end of the year. Any swaps or changes of furniture must be approved by senior staff. No College property should be removed from the building



Recreation & Common Areas

Gym

We also provide a space for exercise and physical wellness. This is open from 7:00am – 9:00pm and equipment includes:

- ↳ Elliptical trainer
- ↳ Treadmill
- ↳ Rowing Machine
- ↳ Exercycle
- ↳ 3-in-one resistance machine (lateral pull, seated bench press, seated row)
- ↳ Kettle bells
- ↳ Foam rollers, Swiss balls



Study Facilities

5 dedicated common study spaces (including the library)

Library with leisure books and some textbooks for students to use

Library also has computers connected to the University network and a printer connected to your university account.

WIFI is available throughout the College.

Sport Facilities

Arana College has the following facilities for the residents' use. You are encouraged to make use of these facilities when you need a break from study:

- Sports Cupboard with a plethora of sports equipment can be borrowed, at no additional cost, from the front office. You are responsible for the safe return of the borrowed equipment.
- Arana College participates in the Inter-Collegiate competition this includes a sporting section. Above all, Arana stresses the importance of giving it a go!



Music/Arts Facilities

Music room located on the second floor of the main building. You can go to the main office and borrow a Music Room Key if needed. In the Music Room, there are drums, a piano, guitars, ukuleles and more.

Students can also lock away their bulky music equipment in the Music Room if they do not want to store it in their room.

MCR Balcony



Formal Room before the renovation

Main Common Room (MCR) is located above the dining room.

This space is equipped with a pool, foosball, table tennis a large screen TV.

Movie Room located next to the Main Common Room. This space is used for movie nights, gaming, and pizza nights. A wide selection of DVD's can be found here, along with an iPad to access streaming services.

The Formal Room is a multi-purpose room that can be used for studying or chit-chat. There is also a baby grand piano in this room.

Each floor has a common room that can be used for recreation or study

Costume closets, we have two of them within the college – try and find them!

Maxine's Diner. there is a chalkboard that can be drawn on – ask the Pastoral Care Team for chalk.



Visitors and Overnight Guest

Visitors are welcome but must be the guest of a current resident or staff member or be on official business with the University. The following rules are necessary so that staff know who are in the college for fire and earthquake safety purposes.

Arana residents are responsible for their guests and their behaviour while they are in the college.

The Warden and Pastoral Care Team have the authority to ask guests to leave the premises.

Any guest that wishes to dine at the college must pay for their meal at the reception.

Should a visitor act contrary to our rules and guidelines outlined below, they will be asked to leave without delay.

Overnight Guests

Your guest may stay for \$25.00 per night for a maximum of two nights or less – any longer, you must talk to the Pastoral Care Team and there may be an additional cost. The cost includes meals and a bedding pack.

Limits on number of overnight guests allowed in the college maybe put in place by the Warden or delegated authority during certain periods/occasions

Guests must be signed in before 10:00pm each evening. Residents who do not sign their guest in may be charged \$50.00.

Guests must be pre-approved by a member of the Pastoral Care Team during the quiet period in the lead up to exams in each semester.

No Visitor periods

- No visitors are permitted to stay overnight within the first week of the College opening.
- No visitors are permitted to stay overnight during the first week of Semester 2 commencing.
- No visitors are permitted to stay overnight at times of significant events without express authorisation from the Warden or Deputy Warden
- Visitor-free periods at other times of the year will be in place when deemed appropriate by the Warden or Deputy Warden





College Services

Kitchen and Dining Facilities

The dining room is conveniently located and efficiently managed by our Food Service Manager. Careful attention is given to nutrition, and hygienic preparation of meals. There is a choice of meals offered at all mealtimes including any dietary restrictions

	<i>Monday-Saturday</i>	<i>Sunday</i>
Breakfast	7.00am-9.30am	8.00am-9.30am
Lunch	12.00pm-1.30pm	11.30am-1.30pm
Dinner	5.00pm-6.30pm	5.00pm-6.30pm

* Seconds are available when catering staff indicate it is time

** We also have a 24-hour toast station in the dining room

To enjoy your dining experience please note the following:

Late dinners and packed lunches are available if academics/extracurricular reasons prevent you from coming to a meal service. Late dinners must be ordered through Te Puna.

Late dinners may only be collected after 7pm

Make your own pack lunch available during breakfast service.

Special dietary needs (vegan, vegetarian, halal, etc.) are available at the college. Please contact us to discuss your dietary needs before accepting your offer of a place at Arana. The kitchen team will make every reasonable attempt to manage a special diet however due to the large number of residents it may not always be possible to cater for all needs.

Guest meal passes can be purchased at reception.

Dining room etiquette

Any resident caught throwing or using food inappropriately may be subject to disciplinary processes.

A clean and tidy standard of dress is required in the dining room.

Footwear must be worn in the dining room

No hats or hoods are to be worn in the dining room. Cultural headwear is allowed.

Please do not remove plates, cups, and cutlery or kitchen items from the dining room – if you do, there will be nothing to eat with!

Sick Meals

Sick meals are available upon request. If you, or a friend is sick, simply go and find the on-duty Sub-Warden or call the Duty Phone at 03 479 5509. They will assist you in organising a sick meal. Your health is our concern, but you will appreciate that we will have no way of caring for you if you do not let someone know you are sick.

Te Puna

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

Te Puna has on it:

- 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 or sick meal
- 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>



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Living Facilities

Arana College is vast and wide. We have over 10 residential buildings and house 342 students across the college.

Off-limit areas are the Warden's Lodge (labelled Staff Lodge), Deputy and Assistant Warden's apartments.

All Arana College buildings are installed with either central heating, heat pumps or electric oil column heaters to keep you warm. However, energy conservation should be always considered for sustainability reasons.

Winters in Dunedin are cold, so consider using a hot water bottle or a wheat bag and wearing 'thermal' underclothes.

Unreported damage in the public areas of the College will be repaired and there may be a charge to all residents in that area.

Most floors/houses have their own communal lounge/kitchenette area which residents are encouraged to use. They have zips/kettle, refrigerator and an oven or microwave.

Residents should supply their own crockery and cutlery for personal snacks.

A view of Arana College from Clyde Street



Rubbish & Recycling

The University is committed to reducing waste and maximising recycling. Please recycle to the fullest degree.

You are responsible for the correct disposal of recycling and rubbish from your room.

You must dispose of rubbish hygienically and tidily.

You must not leave rubbish or recycling material lying around Arana.

We are committed at Arana College to sustainable practices and encourage where possible to recycle unwanted items. Recycle bins are found in each building and outside the houses.

Residents of Arana agree to recycle all glass, cans, plastic and cardboard into the correct bins located throughout the College. It is a series of small steps that can make this college more sustainable and so we ask for your cooperation on this.

There will be facilities towards the end of the year where residents are able to donate unwanted clothing, stationary, hygiene and some food items.

Cleaning

We have a friendly team of dedicated Domestic staff who work throughout the College every morning. They will visit your room twice a week.

One to vacuum and second to empty rubbish bins and lightly clean door handles inside and out. Information advising your vacuuming day will be posted on the floor noticeboards and your bedroom floor should be left clear on this day. When Domestic staff need to enter your room, they will knock on your door before entering. This is one way for us to find out if residents are unwell.

The Domestic staff also clean the bathrooms and common areas during the week.

You will have the same Domestic staff member working in your area every day so you will get to know them, and they will get to know you quite well.

Cleaning Fee

Residents are required to leave their room in a tidy state at the end of the year. A cleaning charge (\$30) will be placed on the resident's account if their room is left in an unacceptably untidy state.

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Laundry Facilities

When using the laundry facilities, please be considerate of others using this space. We provide each student with a laundry basket at the beginning of the year to keep their laundry in and to help keep our laundry space neat and tidy.

Do not turn off dryers or washing machines being used by others before cycles have been completed.

Collect your washing immediately, to avoid clogging up the space.

Each resident must supply their own laundry detergent and pegs. Please take note of whether your washing machine is a top-loader, front loader before purchasing washing powder.

Please do not OVERLOAD the machines.

It pays to separate lights, darks and delicates. This will help protect your clothes.

Rinse muddy sports clothing before putting them into the washing machine.- Do NOT use the washers and dryers for dirty shoes.

Never leave anything to dry on a heater.

Remember to switch off the iron after using it.

You may wish to bring a clothes rack for drying your clothes. These must be kept in your room, not in the hallway

Laundry is like all other skills – practice makes perfect so try and try again!

Ways you can help our Domestic team

- Introduce yourself.
- Any bulky, heavy, wet or unpleasant rubbish should not be left in your room. It should be taken directly to the rubbish skip behind the kitchen.
- Do not leave empty bottles or broken glass in your room. Please take glass, cans, cardboard, etc. to the recycle bins in your area.
- *Condensation* - This may be a problem in some rooms in winter months, especially if you use a clothes airer to dry your washing. Please leave your window open to help circulate fresh air. Your room will be warmer and healthier if you air it out, rather than if you leave it closed with moisture inside.

Laundry tips from our Domestic team

- BYO washing powder and pegs.
- Label all clothing. Every year we donate several bags of unnamed and unclaimed articles to various charities.
- Do not put clothes on room heaters to dry.
- Soak clothing items in the laundry sinks only, not in bathroom hand basins or kitchen sinks.
- Set personal timers for your washing. Do not leave your clothing unattended longer than necessary as it may get mixed up with other people's clothing.
- At your own risk. Arana College accepts no responsibility for any missing laundry items.



Rabbit Courtyard



Property and Building

We expect our residents to respect the College and its property. It is your home for the year.

Respect our whenua

Arana College proudly acknowledges that we are kaitiaki (guardians) of this whenua (Land) and the buildings upon it. We use it and care for it while we are here.

This guardianship extends to all residents of the college. As guardians we must ensure that we use the whenua appropriately, we keep it clean and tidy, and when we leave Arana, we return the whenua and buildings as best as we can to how we arrived.

So what does this look like for you?

It is our collective responsibility to:

- Put things away once we finish using them
- Report any damage that is caused, accidentally or otherwise (see 'Damages' below)
- Avoid disturbing the gardens and flowerbeds
- Do not litter. In fact, put all rāpihi (rubbish) in the allocated rubbish and recycling areas
- Share with visitors, friends and other fellow residents about our kaitiaki responsibilities
- Do not damage any of the artwork on the walls

Damage

You are responsible for your room and its contents.

Report any maintenance issue in Te Puna

You will be held responsible for any behaviour which results in the need for replacement, repair or cleaning of your room or common facilities in the college.

You are responsible for paying for costs involved in cleaning, repairing, or repainting your room if you have not maintained

it to the standards set or the condition of the room on arrival, fair wear and tear excepted.

Please report any accidental damage. If you admit to causing any accidental damage, we will endeavour to keep any remedial costs to a minimum. However, if no-one reports damage or takes responsibility for any damage, individuals, floors or even all residents will be held liable for extra charges.

You are responsible for the behaviour of your guests while on the premises. Damages caused by your guest(s) will be charged to you accordingly.

You are not permitted to replace or make your own repairs to equipment, fittings or furniture provided by the college.

You may not damage walls with adhesives or similar products

Parking

Parking is difficult to find during term time around the College. Given this, we advise that you should not bring a car if you do not have to.

Here are some guidelines to parking at Arana College:

- Arana College only offers street parking for residents.
- Do not park on the loading areas outside reception or dining room – these areas are for delivery and rubbish collection.
- Do not park over any driveways on Clyde Street or surrounding roads – you will most likely be towed.
- The Rawiri Gate is an emergency gate – please do not block this with your vehicle. If you bring a vehicle down, we ask that you please advise us of your vehicle registration

Safety and Security

Arana College is committed to provide a safe environment; however, we need all residents to contribute to keeping the college secure.

Security Guidelines

The following security measures and guidelines are in place:

- Swipe card access to external and main entry doors
- Auto-lock doors after hours
- Contracted after hours security guards on duty
- Electronic visitor sign-in through VPass for overnight guests located at the main entrance.
- Regular external patrols by highly trained residential and security staff and a CCTV security system and emergency evacuation procedures are in place to protect you from foreseeable risks.
- Campus Watch can assist students anytime on campus, on 03 479 5000

Keeping you and your belongings secure

Taura (Residents) must:

- Lock their bedroom doors every time they leave their rooms and sleeping
- Always bring their key and swipe with them
- Hand in their keys to the Office when leaving for an extended period during the holidays to ensure the security of their keys.
- Report lost keys at Reception as soon as possible. There is a charge to get a replacement set of keys.
- Not lend their keys/swipe card to anyone, this is regarded as a breach of security.
- Not allow any non-resident access through a gate/entry when entering or exiting.
- Not jump the fence nor gate after hours for access in and out of the college. Main entrance at Clyde Street is the main access after-hours.

Keys and Access Cards

When you arrive at the College you will be issued with your room key and a temporary access card (Green Card). You will need to get your University ID ASAP as this will enable you to have 24/7 access into the College. If you lose your Green Card, University ID, or key, you must notify the office immediately and pay for a replacement.

Please be responsible with your room key and access card. You are not permitted to give these to anyone else to use

You must report any lost keys immediately. The cost of replacing lost key is \$70.00 and \$30 for the Swipe Card and is charged to the individual resident.



Postal Mail

Mail is received and put in the shared mailbox area opposite the dining room. Pre-paid mail can be posted from the reception. Parcels received that are signed for will be held in the reception and you will get a text advising you it has arrived.



To send mail to the college please use the postal address referred to on **page 5 – Our People**. Please include your first and last name.

* You do not need to put your room number

Lost property

We have 2 locations where possible lost items are kept. Small and/or valuable – held in the Office.

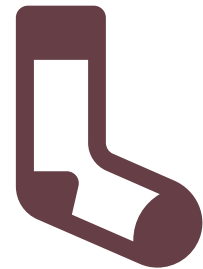


Larger items, such as shoes, clothing can be found in the lost property shelves opposite the dining room doors under the mailbox slots.

Items that are left unclaimed at the end of the year will be donated to charity.

Abandonment of Property

All your possessions must be removed from the college at the completion of the term of your residency.



Any personal property left behind in a resident's room (or storage area, laundry etc) following the end of the Residents' Accommodation Contract will be disposed of according to University Policies.

Bicycles and Bike Sheds

Bicycles are not permitted inside the buildings or houses.

There is covered storage available in the basement of Leith view. Key for the bike shed is available from the Office and there is a \$20.00 annual charge payable upon issuing the key. Bike shed users are required to return the key at the end of the year.



You are encouraged to use a bike lock when storing items in this facility.

Skateboard/E-Scooter Policy

No skateboard or E-Scooter may be used inside any building at Arana, nor may a skateboard be used on any stairs, handrails, curbs, or walls at Arana.

Skateboarding on Clyde Street is not recommended. The wearing of protective clothing and headgear while skateboarding is encouraged.



E-Scooters are not to be recharged anywhere at Arana College without express permission of the Warden or Deputy Warden



Academic Support

We endeavor to provide an environment that is conducive to academic excellence and success. We run tutorials in the college and collaborate with other colleges to widen the reach of the tutorials. If you feel the need for a tutorial on any subject or require academic assistance, please do not hesitate to discuss this with us and we will try to make the necessary arrangements to support you.

Self-discipline, time management and 'balance' are important aspects of organising tertiary study and intellectual independence. You are encouraged to create and join study groups, general or subject focused. The residential staff will assist in this wherever possible. You are expected to attend the lectures, tutorials and laboratory sessions for which you are enrolled.

One on One Meetings

At Arana College you will have one-on one meeting with a member of the Pastoral Care Team at least once at the start of the year and follow-up meetings as needed. The purpose of the meeting is to make sure that you are on track with your academic progress and identify areas that you need further support and referrals.

Study Atmosphere

An excellent study atmosphere is a top priority at Arana, and every resident has a responsibility to make this work. Our expectation at the college is that each student respects each other's desire to study and sleep. Quiet hours (10:00pm to 8:00 am daily) exist and are strictly enforced. Please make sure that Arana College is a place for learning first and socialising second.

Tutorials

Arana College provides you access to tutorials. These are held in the evenings and aim to complement your work in lectures and tutorials as well as provide networking opportunities. Sessions are led by Tutors who are normally senior students. More information including schedule will be available at the start of the year and through social media.

Release of Grades

As a condition of residence Arana requires Residents to authorise the University to supply the Warden with academic grades for the time they are in Residence. This enables the College to assist residents more adequately with their academic program and learning support advice.

In addition, professional academic support for you can be arranged through the Student Learning Centre and other support services in the university, talk to a staff member to get this arranged.

Arana College 2025 Resident Handbook

Student voice

Arana College values student feedback and engagement. We encourage our residents to give us timely and constructive feedback especially around facilities, catering, cleaning, student experience, among others.

College Presidents

Every year the college elects its college presidents. The chosen residents serve as the representatives of the students. They feedback to the staff any concerns raised by the students. They make suggestions and recommendations on how to get the students more engaged and participate in the life of the college.

College Survey

Ōtākou Whakaihū Waka - University of Otago undertakes an annual survey of the colleges and provides the students with the opportunity to feedback and comment on their overall collegiate experience.

Food Focus Meetings

These meetings are held at least once a semester and is open to everyone and provides an opportunity for the students to give their feedback directly to the Food Service Manager.

Events

Afternoon / Evening – We host events on-site to build our community and offer opportunities for residents to get to know each other in different settings.

Noise

At Arana College, our designated “Quiet Time” is from 10:00 pm to 8:00 am. Residents are expected to be mindful of noise during this time.

All effort must be made to reduce noise to a minimum.

It is strongly encouraged that headphones or ear pods are used to listen to music.

Extra restraint must be taken when talking or communicating with others in corridors or in bedrooms. This is particularly important after hours.

Any activity that may create unreasonable noise must be moved to the Main Common Room or the Dining Room. Such activity may include group study

Noise and Alcohol Ban

A noise and alcohol ban is put in place two weeks prior to the start of each examination period in an endeavour to provide a quiet and settled environment that is conducive to study. Any student making excessive noise or being found with alcohol and/or intoxicated will be reprimanded by the Warden.

Where to begin... What can be availed from a year's residency at Arana? Of course it lives up to its motto – Tākina te hoe kia rite: “Wield the paddles together” which places strong significance on community. Arana offers a home away from home in which you can be who you always have been within an inclusive and safe space. Indeed, it can be called a kainga rua a “second home”; not because of the facilities, and amenities that are second to none; but because of its people, the wairua “spirit” that endures and continues to be imbued within its halls by the people Arana shelters. Should you also grasp and wield the paddles together with your mates and simply get stuck in to all that collegiate life has to offer; I promise you lifelong friends; some of the best memories of your life and tears of joy at the end of your studies with those to whom you regard as whānau. As you come to realise your unique space within Arana, might you come to hold your experiences in the same esteem as I. Kia manawanui.

2021 Arana Resident

Arana College
2025 Resident Handbook

Inter-Collegiate Competition

We participate in a vibrant inter-college programme of sporting, cultural and gaming events throughout the year in which all the Colleges vie to take out the title of overall inter-college Sporting, Cultural or Gaming Champion. There is a huge range of events and activities in the competition for everyone to get involved in.

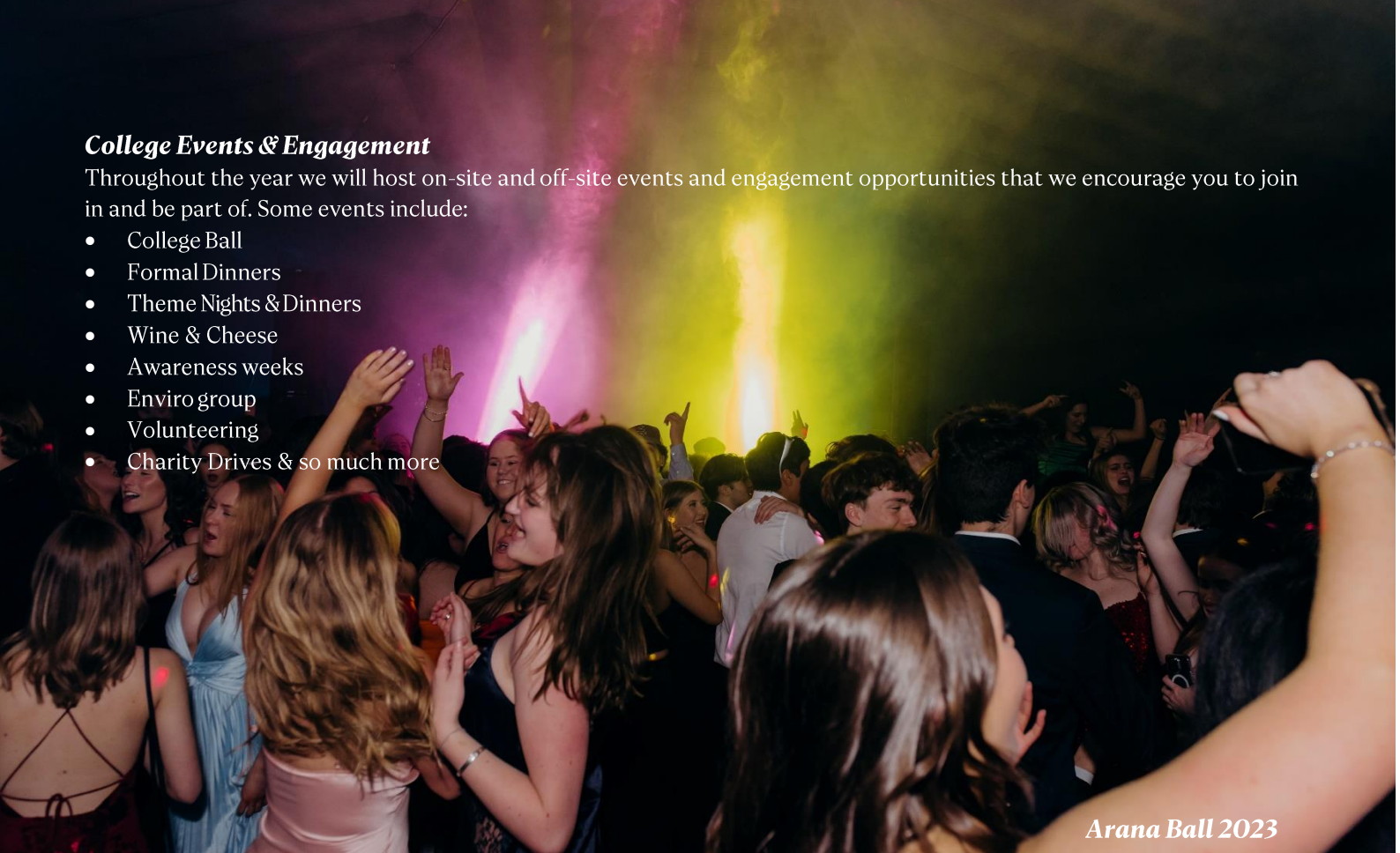
It is not just winning that counts in the competition, there is a large emphasis on participation. Colleges also earn points just for taking part and it's not possible to be crowned Sport, Cultural or Gaming Champion(s) without taking part in all of the events.



College Events & Engagement

Throughout the year we will host on-site and off-site events and engagement opportunities that we encourage you to join in and be part of. Some events include:

- College Ball
- Formal Dinners
- Theme Nights & Dinners
- Wine & Cheese
- Awareness weeks
- Enviro group
- Volunteering
- Charity Drives & so much more



Arana Ball 2023

Tuesday Night Sports (TNS)

TNS is one of the many first ways we build positive community through a friendly inter-floor competition.

It is run in Semester one and pits floors in a variety of sports and activities. It is run in Semester one to really help foster our strong Arana identity of working hard for each other, having fun and being committed to our floormates.

It is often one of the most rewarding and unifying events for our college.



Sustainability

The University of Otago is committed to making the university a sustainable place to study, work and live. We whole-heartedly agree with this commitment. We will continually look at ways where we can make an impact toward our sustainability goal. Current initiatives include reducing waste through rubbish and recycling, 'Mindful Mondays' in catering and the Community Garden on-site.

We will also be looking at other initiatives during the year. We invite all our residents to contribute where possible in seeking to achieve this goal.



Arana College 2025 Resident Handbook

Diversity

The Arana 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.

Loneliness and homesickness

Loneliness and homesickness can affect any student during their academic year. By choosing to live in a college, you have already chosen one of the more effective strategies to deal with loneliness and to succeed at your studies. However, it can be easy to feel isolated even in a community. Here are some strategies that may help you overcome loneliness:

- Sit in a common room, not in your bedroom. Watch a little TV and take the opportunity to meet others.
- Invite others to eat with you. One of the biggest concerns for new residents is who are they going to eat with. If you go to the Dining Room alone, mix with people already there.
- It is expected that you will eat all your meals in the Dining Room.
- Get involved with organised activities, attend the meetings, and look out for flyers or posters that announce events.

Talk to one of the Sub-Wardens or Assistant Warden or the Deputy Warden if you continue to feel lonely. They may not be able to fix the problem for you, but they will be happy to listen and give you suggestions of where to go to find the assistance to help you. There are also professional counsellors at the University of Otago campuses who can help.

Personal safety

New Zealand has an international reputation as a safe and friendly country, but you should still take all the security precautions you would take anywhere in the world. Here is some useful and important advice you should follow:

- Make sure you keep your keys on you
- You will have received a room key and your student ID card will get loaded with Arana College access; this gets you into the College after hours, via the main reception door. Please do not give this to anyone else

Essential safety advice

For your own peace of mind, make it a habit to lock your door whenever you are out of your room. If you are walking home at night, go in a group and keep to well-lit streets or take a taxi instead.

If you are unsure about your safety, dial 111. If you are within the University precinct area and need assistance you can contact Campus Watch on 0800 479 5000. Campus Watch is a diverse group of people readily available to offer assistance and advice to students when or wherever it is required.



Shave for a Cure 2022

General Standards of Behaviour

Arana College has carefully considered the guidelines and regulations to create a community that highlights diversity, inclusion, safety, and rights of all residents who reside in our buildings.

The college takes these requirements for communal living seriously and will fully investigate any alleged breaches in a fair and prompt manner and, where necessary, take appropriate action.

Please ensure that the General Standards are read alongside the **Residents Guide to Colleges**, Student Code of Conduct and other relevant Ōtākou Whakaihū Waka – University of Otago policies. All documents are applicable to Arana College.

Manner and Behaviour

At Arana, we expect all our residents to act in a mature manner that fosters a safe and healthy living environment for all students.

We commit ourselves to fostering diversity and as such, discrimination, of any form, against another human being based on age, disability, national origin, sexual orientation, race, gender, or religious affiliation are not tolerated within our multicultural community.

As a college community, we are part of a large whānau that supports, cares for, and assists each other. Arana residents are kind, academically focussed, open-minded and motivated. It is an expectation that these characteristics are part of our culture.

As a member of the community, you must focus on both high academic achievement and inter-collegiate competition participation to maximise a balanced lifestyle.

As a member of Arana, you are expected to conform to the University of Otago's Code of Conduct

Verbal or written abuse, threats, intimidation, violence or other forms of harassment against any member of our community will not be accepted. The Otago University Ethical Behaviour Policy is strictly adhered to at Arana College.

Residential Rules

The Arana College Rules are in place to ensure that our community thrives, and an environment exists that promotes learning, a sense of belonging and pride – a community that is conducive for everyone to study and have a positive social experience. It is about He Tangata, He Tangata, He Tangata. It is the people, the people, the people.

The College will endeavour to keep formal rules to a minimum with the expectation that residents will behave in a responsible and considerate manner.

These rules are in place to ensure the safety and well-being of residents, consideration of the needs of others and the protection of property.

General Behavioural Rules

- You are expected to respect the rights of others in the College and act in a supportive and responsible manner.
- You must not act in an insulting or threatening manner towards residents or staff.
- You must not obstruct any staff and or authorized contractors in the performance of their duties
- You must comply with any reasonable direction/instruction given by a staff member and or authorized contractor
- You may not enter another resident's room without their express permission.
- If you are party to any offence under these rules committed by another resident or guest, you shall be liable to be charged with the same offence and be subject to the same disciplinary proceedings.
- You are accountable for the behaviour of any or all your friends, partner, and guests. This includes any actions which may threaten the safety and wellbeing of residents, their guests, staff members, and/or the College.
- As a University of Otago student, you have agreed to abide by the University's policies and procedures (please refer to the Guidelines and Regulations below)
- Any Criminal act will be reported to the police.

Arana College 2025 Resident Handbook

Alcohol Guidelines at Arana

At Arana College we respect the rights of individuals to consume alcohol in a legal and responsible manner.

We strongly encourage personal responsibility in decisions around alcohol use or abstinence and that this decision is based on personal values and social responsibility, conform to New Zealand laws, and support the health and welfare of yourself and others.

To encourage responsible use of alcohol, the following rules are in place:

- Only those who are 18 years old and over can drink alcohol
- The dining room and formal room are alcohol free. In addition, spaces that would cause health and safety risk are also deemed alcohol-free, such as but not limited to balconies, bathrooms, hallways, etc.
- Self-regulation behaviour is expected around consumption and quantities purchased. Spirits, liqueurs, fortified wines, kegs, yard glasses, drinking bongs, other drinking implements, drinking games and home brewing are not permitted.
- We expect that when there is a social gathering, that residents are civilised in their behaviour
- Visitors and guests are also subject to these rules
- The Warden, Deputy Warden and Assistant Warden reserve the right to require immediate departure of any guests not abiding by the instructions and General Standards of Behaviour.
- Gross intoxication is regarded as a fundamental breach of the General Standards of Behaviour. If found to be grossly intoxicated on repeated occasions will result in a pastoral care intervention
- Deliveries of alcohol to residents are not permitted in any area of the College or attached houses.
- There is a limit of 12 small bottles/cans of beer or RTD's or 2 bottles of wine per resident at any one time.
- Large bottles of beer are not permitted at Arana College.
- Wine is to be in bottles only.
- Full strength spirits/ hard liquor is not permitted in the college
- Open vessels of alcohol are not permitted when walking around the College.

There will also be designated quiet times at certain times of the year during the build up and up to the exam period.

Residents Under the Age of 18

Anyone under the age of 18 years is not permitted to carry, store or consume alcohol within the Arana College community. 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

Drinking within the college must be done in a mature and civilised manner so that the rights of other residents are not compromised. We have set the following guidelines to follow that we feel are acceptable for a young person to adhere to:

- Compliance with statutes regarding alcohol use, possession, and distribution;
- Making informed decisions about whether and/or when to use alcohol;
- Knowing your alcohol tolerance limits and not exceeding them;
- Behaving in a way that is not disruptive or otherwise harmful to you or others when you are consuming alcohol;
- Assuming accountability for your actions while under the influence of alcohol;
- Avoiding binge drinking;
- Not coercing or forcing anyone of any age to consume alcohol;
- Refraining from engaging or participating in drinking games.

Consumption Times

Consumption of alcohol in the college is permitted from 4.00pm to 10:00 pm. No consumption after 10pm.

Alcohol Free Periods

Alcohol-free periods may be imposed college-wide in the period leading up to and including exams.

Individuals or areas/houses in the college may also be designated alcohol-free as part of a discipline process. This will be at the discretion of the Warden and or delegated staff.

Alcohol Free Floors

Each year Arana has designated (alcohol free quiet floors and/or houses). If you would like to live in an (alcohol free quiet area), then please indicate this when you accept your Accommodation Contract. This does not mean you will not be able to socialise along with others at college functions.

Emergency Procedures

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 College Address (110 Clyde 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

Evacuation

Evacuation notices are posted around main entries to buildings (including houses) and hallways where a manual call point is located. Please read these and take note of instructions given by the 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, 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.
- Assemble with other members of your floor/house/ stairwell at the designated meeting area.
- Staff and/or Emergency Services will check your rooms/ houses 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.

Personal Emergency Kit

You should have a “grab bag” that is relatively small with items that are not used for anything else.

Minimal requirements, according to University Health and Safety:

- Emergency contact details – a written copy as well as on your cell phone!
- Torch and spare batteries
- Strong outdoor shoes
- Supply of personal medications
- Antibacterial hand gel, or antiseptic wipes
- Survival blanket
- Bottle of water
- Some muesli bars or similar
- Have close at hand ready to grab in case of an evacuation:
- Warm clothing (jacket or similar)
- Your cell phone
- Additional extras that would be useful:
- Personal toilet items
- Supermarket bags/rubbish bags
- Whistle and light sticks
- Copies of important documents

In an Emergency – Dial 111

Evacuating from Blocks/Houses

House/Building	Emergency Meeting Point	Note
Skinner House	Below house on Clyde Street	
Rising Sun House	Below house on Clyde Street	Fire exit is also accessible from the balcony.
Main Block (Bates Wing)	Rabbit Courtyard	Do not use elevator.
Main Block (Denmead Wing)	Kitchen Courtyard	Do not use elevator.
Rawiri	Rawiri Courtyard	Do not use elevator.
White House	Rawiri Courtyard	
Dempster House	Rawiri Courtyard	
Leith View Block	Kitchen Courtyard	Do not use elevator.
Turner Block	Kitchen Courtyard	Residents at lower levels can exit from lower fire exit.
Kanuka/Manuka	Above house on Clyde Street	

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Illness or Injury

Always contact a member of staff in the case of illness or injury no matter what time of the day or night. This may save a life. The Warden or a member of staff should be informed when students are unwell or have been injured so that proper care may be given.

A **First Aid Kit** is kept in the Office and ice is available from the Kitchen.

Parents will be notified in the event of a Resident being taken to hospital.

It is important to seek assistance for medical conditions before they become too serious, as illness can spread very quickly in a group living situation.

If you are involved in any form of accident or injury on-site, you must let a member of staff know promptly. Staff have undergone first aid training and can help with injuries on-site.

After the event you will be required to fill out an incident report which is forwarded to the University Health and Safety department. This is an Occupational Health and Safety requirement.

If you call an ambulance for any reason, inform staff immediately so that we can ensure paramedics have access to the building and can be directed to the right area.

Student Health

The University of Otago Student Health and Counselling Service is situated on Walsh Street and provides a full service to students who are currently studying at the University of Otago.

Hours: 9am - 5pm, Monday - Friday:

Contact: 479 8212

Food Allergens in our College

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.

Healthline

Residents can contact Healthline 24hours a day for advice from trained registered nurses on (1) 0800 611 116

After Hours Doctor

There may be a time when you require emergency, after hours care. There are a multitude of reasons for this. Contact details as follows:

After Hours Doctors - 479 2900

Address: 18 Filleul Street

If you need First Aid, see a member of staff

This concludes our Arana College 2025
Resident Handbook



Footnote to the document

The University 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.

