

The image shows a modern, multi-story building with a light-colored facade and large glass windows. In the foreground, there is a decorative entrance canopy with intricate metalwork. The canopy features a large, stylized mask or face sculpture in shades of green and brown. The text is overlaid on a light blue rectangular background in the upper center of the image.

Te Whare Whakamaru  
o Te Rangihīroa  
2026 Resident Handbook



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Te Whare Whakamaru o Te Rangihīroa (Te Whare Whakamaru) is owned by the University of Otago and is operated through the Director of Campus and Collegiate Life Services.

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

The Tautiaki (Warden) reports to the Kaiurungi (Director) of Campus & Collegiate Life Services and is responsible for the administration of the College and the welfare of the Residents.

At Te Whare Whakamaru, we endeavour to provide:

A comfortable, safe environment.

A quiet place for effective study.

A home where discrimination against students on the grounds of gender, religion, ethnicity or sexual orientation is unacceptable; as is any form of bullying, either physically, electronically or verbally.

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

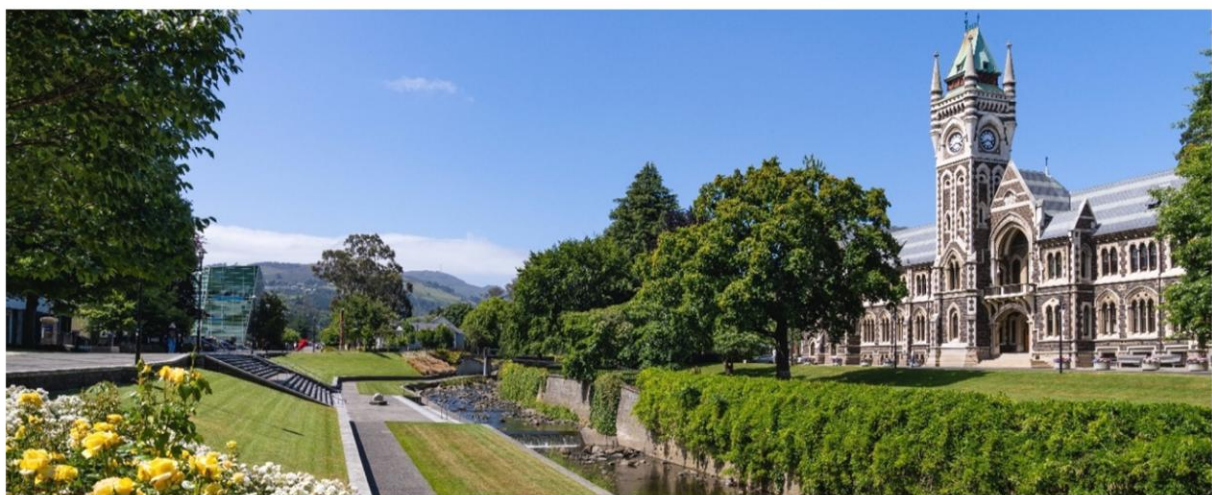
## Privacy Policy

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

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

## Artificial Intelligence Tools

The University may use artificial intelligence tools to assist with certain administrative tasks. All AI assisted processes are overseen by University staff. "



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## Kupu Whakataki | Welcome

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

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

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

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

Nā Kara Whaley

Tautiaki

## Mana Whenua | Local Iwi

Kāi Tahu are the iwi of Ōtākou, named after their ancestor, Tahupōtiki. Through migration and inter-marriage, they have strong historical connections to Kāti Mamoe, Waitaha and Te Rapu Wai.

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



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



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

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

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

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



Te Rangihīroa later became a Member of Parliament and a distinguished soldier who was decorated with the Distinguished Service Order for bravery in the field at Gallipoli and in the Somme, with the rank of Lieutenant Colonel. He later developed a lifelong passion for anthropology with specific reference to the Pacific migrations and the cultures of Pacific peoples. For the last twenty years of his life, he was the Director of the Bishop Museum in Hawaii and was also made a visiting Professor at Yale University. Te Rangihīroa received an honorary Doctorate of Science from the Ōtākou Whakaihu Waka in 1937, and was knighted in 1946.



## Mō Mātou | About Us

Te whētukitanga o te manawawhenua,

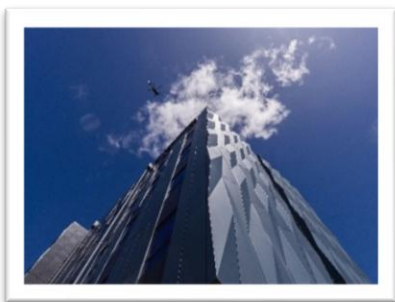
Te whētukitanga o te manawatangata.

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

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

## Te Whare Whakamaru | The Building

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



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

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

You can also find more details on our website.

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## Ngā Kaimahi | The Staff

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

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



### ***Rhys Foster - Tautiaki-Piki | Deputy Warden***

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

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

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

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

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

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

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

### ***Dylan Henry - Kaiwhakahaere Ratoka Kai | Food Services Manager***

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

### ***Nikki Stumbles & Jess Dalton | Kaiwhakarite | Administrator***

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



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

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

# Te Taenga ki Te Whare Whakamaru | Arriving at the College

## Your Arrival

No taura are to arrive before Saturday 14th February.

No Visitors (including parents/caregivers/whānau) are permitted to stay overnight within the first 2 weeks of the college opening.

## Academic Term Dates

Semester one: 23<sup>rd</sup> February – 26<sup>th</sup> June

Semester two: 20<sup>th</sup> July – 20<sup>th</sup> November

## Te Puna Student Accommodation Portal

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

Te Puna has:

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



Bookmark the following URL to Te Puna:

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

## Late Departure

Accommodation arranged outside of the contracted dates will be at the discretion of Kara, the Tautiaki. If approved, there will be a cost involved.

## Tō Ruma | Your Room

Your room will contain the following items:

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

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

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

### Electrical Appliances

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

### 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. Kainoho are strongly advised to ensure that their possessions are adequately covered by an all-risk insurance policy.

### Smoke Detector

Each room is fitted with 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. There is a cost associated to re-setting the fire alarm. This cost may be passed on to the kainoho who caused the activation or from whose room was activated.

### Room Inspections

We expect that you keep your room reasonably clean and tidy throughout the year. We will check your room at certain stages throughout the year:

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

### Entering Rooms Without Prior Consent

The Tautiaki or delegated authority has the right of access, without prior approval, to any room at any time if the health and safety of a taurira at the College is at risk.

## Tō Wāhi Noho | Your Spaces

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



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



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



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



Puanga Kai Rau: our serving and dining area for kai,



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



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



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



Ruma Horoi Kakahu: a laundry room with 25 washing machines and driers, **Please do not OVERLOAD the machines.**



## College Services

### Catering

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

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

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

Toast and spreads are available all day long.

### Food Allergens in our Colleges

The University's colleges are committed to providing a safe, inclusive, and enjoyable dining experience for all students. To help us support your needs, it's essential that students with food allergies notify their College team before arriving and continue to communicate openly once in residence. If you have a food allergy, please make sure to speak directly with a staff member at the dining area counter each mealtime. Special dietary meals can be provided and are prepared separately to help reduce the risk of exposure to allergens.

While our catering team follows strict food safety protocols, shared dining environments do carry some risk of cross-contamination. This can occur through shared serving utensils, accidental contact with allergens, or trace ingredients from suppliers. For this reason, students with known allergies should avoid consuming food directly from the dining room servery.

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For students with severe allergies, it is extremely important to work closely with the College and catering staff to carefully plan and manage meals. This proactive partnership is the best way to reduce risk and ensure that you can fully enjoy the experience of collegiate living in a safe and supported environment.

Our staff are well trained and here to help. By working together and maintaining open communication, we can create a dining experience that is both safe and welcoming for everyone.

### Room Cleaning and Bed Linen

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

Only bed linen supplied by the College is laundered by the College. Up to 2 sheets and a pillowcase are available on a weekly basis. Linen exchange days are listed on your cleaner's schedule.

Please ensure your own safety by using sheets on your bed.

### Security

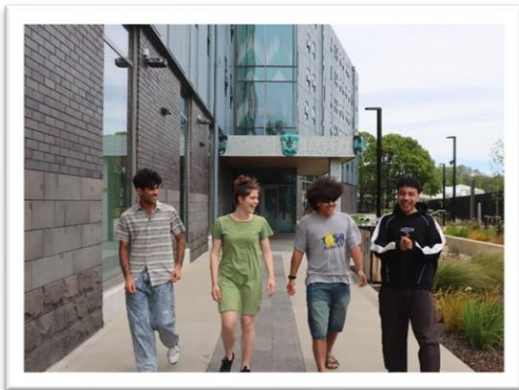
Our after-hours security service is provided by Allied Security. They work 7 days a week. They will regularly conduct a routine walk-through of the College and attend to any matters that are brought to their attention.

## After-hours Access

All our external doors run on a timed system; they are unlocked from 8:30am-5:00pm. Our doors and gates can be unlocked by a keycard only.

## Parking

Parking is unavailable to kaimahi. Any unauthorised cars parked in the grounds will be towed at the owners expense.



## Available Equipment

The college has a variety of sports equipment and facilities including:  
 Rugby / Soccer balls / Basketball / Volleyball / Books / Speakers  
 Board games  
 other sporting gear

All ledges and roof spaces are out of bounds - offenders will be dealt with in accordance with the Disciplinary Process found in the Residents Guide to Colleges.



## College Life

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

### Academic Support

Contact kaimahi if you are requiring additional academic support

### College Tutorials

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

frequency will be increased to support assessment.

### Noise and Quiet Hours

College life means being considerate of others.

Quiet time begins at 10:00pm. We have quiet hours operating as follows:

Sunday – Friday: 10.00pm-9.00am

Saturday: 10.00pm-10.00am

During quiet time, all music should be turned down, talking groups should move to the whānau rooms or other communal

areas. Corridors, bathrooms and bedrooms should be quiet to allow others to sleep.

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

## Communication

- Email: ensure your email address is current and up-to-date in eVision. Important information will be sent you via your student email address so please ensure you check this regularly.
- Phone: Please ensure you have updated your eVision with your current mobile phone number.
- Notices: Notices are posted on College noticeboards and/or displayed on the digital screens.

## Harmful Digital Communications

Under the Harmful Digital Communications Act 2015 it is illegal to make a visual recording, on any device, of another person without their knowledge or consent, 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.

## Room Checks

If a kaimahi have serious concerns about your wellbeing and safety or that of other individuals likely to be in your bedroom, a Welfare Check will be done whereby a staff member will visit and enter your room.

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



## Visitors and Overnight Guests

Manuhiri are welcome but please let us know if you have someone coming to stay. There will be some nights throughout the year that are guest free – they usually coincide with big rugby games, concerts or traditionally big drinking/social nights.

There may be costs associated with having manuhiri stay, these costs cover facilities and services:

First two nights:	free
Greater than two nights:	\$10/night
Bedding pack:	\$15 (one off)

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

**Manuhiri must not drink alcohol at Te Whare Whakamaru**

## Pūnaha Nawe | Making a Complaint

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



## Emergency Procedures

### Emergency Preparedness

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

Minimum requirements:

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

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

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

Additional extras that would be useful:

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

### Evacuation

Evacuation notices are posted throughout the common spaces in Te Whare Whakamaru. 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.
- Do not use the lift.
- 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.

## Fire

If you discover a Fire:

- Operate the nearest fire alarm call point
- Ensure the Fire Service is called on 111, tell them:
- Name and address: Your name and 15 Forth St, Central Dunedin, and the nature of the emergency
- Leave the building via your designated escape route, and report
- Report to your designated assembly area.
- Do not return to the building

## Earthquake

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

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

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

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

## Pandemic Safety/ Alerts

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

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

- Ministry of Health Directives and Guidelines
- Ministry of Education Directives and Guidelines
- University of Otago Guidelines
- Instructions from College and University staff
- Social Distancing Guidelines and Restrictions
- Sanitising Requirements

You should have your own medical kit and masks.

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

It is imperative at all levels that you advise a staff member when you are feeling unwell and if you have any symptoms we strongly encourage you to seek medical advice. You should follow the medical advice you receive. If you are isolating a staff member will deliver your meals and check on you. Should you need anything whilst in isolation contact the Duty Phone on 03 479 5540.

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

## Illness

It is not uncommon for kainoho to experience bouts of illness whilst in a

residential environment. Kaimahi are not medical professionals and do not have the ability to diagnose kainoho or provide them with medical advice or medication of any kind.

When a taura contacts kaimahi to say they are unwell, kaimahi may recommend they contact Healthline for an expert opinion. If Healthline advises that the student needs to attend hospital via ambulance, college kaimahi can help to arrange this. If Healthline advise that the situation is not critical but the taura should be seen by a doctor within a particular timeframe, kaimahi will encourage the taura to attend Urgent Doctors or make an appointment with Student Health or their GP (if local).

Taura are responsible for arranging their own transportation to and from medical appointments, and for covering any associated costs for the care they receive (including prescriptions). Kaimahi are not able to collect prescriptions on behalf of kainoho.

If a taura elects to attend hospital but does not require an ambulance, they are responsible for arranging their transportation. Kaimahi are not able to attend hospital with residents.

Taura attending ED should prepare themselves for a minimum wait of 12 hours. Before leaving the college, they should inform kaimahi of what is happening and ensure they have their wallet (ID and access to money), phone and phone charger with them. Taura may also wish to bring their laptop and charger, snacks, a water bottle, etc. Kaimahi are not able to bring forgotten items down to hospital but can – with the kainoho consent – allow access to their

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room so that friends/family can collect items and deliver them.

We know that tauria sometimes choose to attend ED rather than Urgent Doctors due to cost. We strongly recommend that students come to college with access to an emergency fund of roughly \$200 which can

be used if they need to attend Urgent Doctors or have prescriptions filled at the Urgent Pharmacy. This fund can also be used for transportation to/from medical appointments.



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## Alcohol and Drugs in the College

As noted in the Student Code of Conduct, during your time at university, you must understand the consequences of the risks you take, including drinking and drug use. Excessive use can have serious consequences, including increased vulnerability to physical harm, poor decision-making, and in some cases, involvement in behaviour that may impact others or result in legal consequences.

Please know that being intoxicated does not excuse offensive or unlawful actions. Respect for yourself and others is expected at all times.

If you are feeling uneasy about your alcohol or drug use—or are simply unsure—confidential support is available. The University’s Student Health Service offers medical advice and counselling in a safe and non-judgmental environment. Reaching out early can make a meaningful difference.

### Alcohol

Anyone under the age of 18 years is not permitted to carry, store or consume alcohol within the Te Rangihīroa community. Any Resident found to be in breach of this condition may face disciplinary action. Any person supplying alcohol to any Resident in this category may also face disciplinary action. For further information on the Disciplinary Process, please refer to the Residents’ Guide to Colleges.

For further information on the Alcohol or Drug policy, please read the Residents

Guide to Colleges which outlines the policies, procedures and related information.

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

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

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

For more info about safe drinking

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

<https://www.drinkaware.co.uk/advice/staying-safe-while-drinking/how-to-stay-safe-at-uni/>

<https://www.hellosundaymorning.org>

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



## Support Services

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



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

## General Behaviour Expectations (House Rules)

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

### Community

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

### Diversity

Te Whare Whakamaru community consists of a wide range of people and we respect all members of that community. Discrimination against any other human being because of age, physical disability, national origin, sexual orientation, race, gender or religious affiliation is not tolerated within our multicultural community. Verbal or written abuse, abuse by imagery, threats, intimidation, violence or other forms of harassment against any member of our community will not be accepted.

### Harassment/Bullying/Discrimination/Anti-Social Behaviour

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

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

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

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

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

- make sure you are safe
- talk with a staff member to decide if you wish to make a complaint
- seek advice and get support from a staff member
- or you can check out the other support services available at the University of Otago at: <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 (including affiliated colleges) will duly be reported to us. This may initiate a conduct process, as outlined.*

### Footnote to the Document

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



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