

Te Whare Whakamaru o Te Rangihīroa 2027 Resident Handbook





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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.



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.

The Tautiaki | Warden is responsible to the University and reports to the Senior Warden of Colleges within the Campus & Collegiate Life Services Division 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 | 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.

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. For further information regarding our AI Governance Policy and a full list of recommended AI tools, please see here: [AI Governance Policy](#)

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

Kupu Whakataki | Welcome

Nau mai, haere mai ki Te Whare Whakamaru o Te Rangihīroa.

Welcome to the protective house of Te Rangihīroa.

On behalf of everyone at Te Rangihīroa College, we are excited and honoured that you have chosen to join our whānau.

For many of you, this will be your first time living away from home. It is natural to feel a little apprehensive or māharahara about this transition and what to expect from life in a collegiate community. Please know that these feelings are completely normal. You are not alone, and we have an amazing team of kaimahi here to support, guide and care for you throughout your time with us — some of whom are still students themselves and understand what it is like to make this transition.

This handbook may seem hefty, but it is an important roadmap to how our College operates. It provides you with the information you need to help keep yourself and others safe, understand our expectations, and make the most of your time here so that you can thrive both academically and socially.

I encourage you to take the time to read through it, refer back to it throughout the year, and ask questions whenever you are unsure about something. There is no such thing as a silly question.

Here at Te Rangihīroa College, whakawhanaungatanga and manaakitanga — building strong relationships and caring for one another — are at the heart of who we are. We hope you will embrace the opportunities that come your way, build lasting friendships, challenge yourself, and make memories that will stay with you long after you leave us.

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Most importantly, please remember that you are part of our whānau. If you have pātai or concerns, need some assistance, or simply want a chat, please come and see any of our kaimahi. We are here to support you.

We are so pleased to welcome you, and we look forward to sharing this journey with you.

Ngā mihi nui,

Amber Russell - Tautiaki

Mana Whenua | Local Iwi

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

Te Whare Whakamaru stands on Kāi Tahu occupied land. This area was historically utilised as a mahika kai | food



gathering place. The Owheo | Leith was a source of wheo | blue duck, kanakana | lamprey, weka | woodhen and tuna | eels were collected from Taiari and Kaikarae. The tuna was trapped in hīnaki | fish traps woven from kareao | supplejack that grew all through the area. Ko te Awa Ōtākou | Otago Harbour was a wonderful source of seafood that sustained generations of Kāi Tahu.

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

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

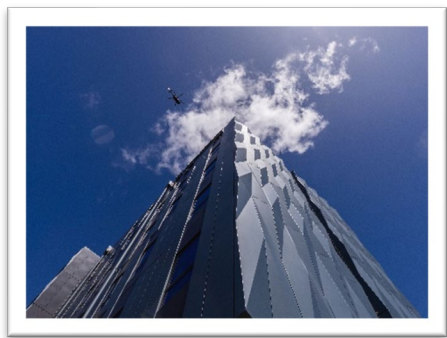
Te Kōrero o Te Rangihīroa | The Story of Te Rangihīroa

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

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

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

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



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

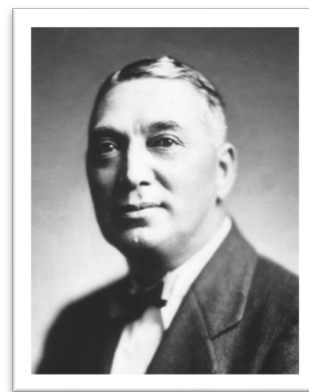
Mō Mātou | About Us

Te whētukitanga o te manawawhenua,

Te whētukitanga o te manawatangata.

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

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



Te Whare Whakamaru | The Building

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

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

You can also find more details on our website.



Ngā Kaimahi | The Staff

Amber Russell - Tautiaki | Warden

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

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 Chisholm (live-out) - Tautiaki-Kaiāwhina | Assistant Warden

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

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First Day at College / Arriving at the College

Your Arrival

Tauira can arrive from Saturday 20th February, 2027. Please do not arrive any earlier than this.

Please book flights that allow you to arrive on or after the 20th February. We do not provide accommodation earlier than this.

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

Semester Term Dates

Semester 1 begins: 1st March, 2027

Semester 2 begins: 12th July, 2027

Te Puna Student Accommodation Portal

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

On Te Puna you will find:

- Accommodation - Apply for accommodation.
- Accounts – View your account and make payments.
- Maintenance – Report maintenance issues.

Your room will contain the following items:

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

- Shopping Cart – Purchase items and event tickets.
- Time away – Let us know if you are going to be away from Te Whare Whakamaru by recording your departure and return dates. This includes temporary absence during semester time and semester break.
- Self Service – Request a late dinner.
- Check out – to record your leaving date at the end of the Year

Bookmark the following URL to Te Puna:

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

Staying late at the end of year

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

You are expected to vacate your room within 24 hours of your last exam, please do not book flights until you know the dates of your exams.



Tō Ruma | Your room

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

- What you can bring: personal electrical items such as hair dryer, electronic devices, own preferred bedding, umbrella,

- What you **MUST** bring: pillow, towels, personal first aid kit,
- Do **NOT** bring: heaters, candles, oil burners, diffusers, incense, large speakers and any cooking appliances.

Electrical Appliances

It is a health and safety requirement that all your electrical appliances are checked and registered as safe by a certified electrical contractor prior to arrival, or once you arrive at Te Whare Whakamaru. Appliances are any items that are plugged into a wall outlet. **Technicians will be available at Te Whare Whakamaru on a specified day to test your appliances.**

Room Security and Insurance

Lock your bedroom door when you are out and when you are asleep. You are responsible for the contents of your room; Te Whare Whakamaru will not accept responsibility for loss or damage due to theft or accident. Kainoho are strongly advised to ensure that their possessions are adequately covered by an all-risk insurance policy.

Smoke Detector

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

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

- Vaping

Use aerosols and hair curlers/straighteners in the bathrooms.

There is a cost associated with a fire call-out and this may be passed on to the resident who caused the activation or from whose room it was activated from.

Room Inspections

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

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

Te Whare Whakamaru reserves the right to change room allocations during the year.

Entering rooms

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

Common and Shared Spaces in the College

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



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



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



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



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



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



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



College Services

Catering

Breakfast 7:00am – 10:00am

Lunch 12:00pm – 1:30pm

Dinner 5:00pm – 6:30pm

Sunday Brunch 11:30am – 1:00pm

Packed lunches can be made by taurira from 7:30am – 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 throughout the day.

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 mandatory and essential that prior to arrival at the college, students with food allergies need to complete and sign the Student Allergen Declaration Form.

On arrival at the college an individual meeting with our Food Service Head will be organised to discuss individual students' specific requirements around allergen management. This open dialogue with impacted students will continue 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 and fill out the required meal request form. Special non-allergen specific meals will be provided and are prepared separately to help reduce the risk of exposure to allergens.

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While our catering team follows strict food safety protocols, food prepared and served within a dining environment carries risk we cannot completely eliminate. This can occur through shared serving utensils, cross contamination, human error, accidental contact with allergens, and the potential presence of trace allergens from suppliers or during the actual food preparation.

Therefore, we cannot guarantee that any food item served from the dining room servery is completely free of allergens. For this reason, students with known allergies should avoid consuming food directly from the dining room servery.

For students with severe allergies, it is extremely important to work closely with the college catering team to carefully plan and manage meals. This proactive and shared responsibility 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.

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

Room Cleaning and Bed Linen

The communal bathrooms and other common areas are cleaned daily. A kaiwhakatikatika | cleaner will enter your bedroom at least twice weekly to clean and

vacuum. Kaimahi will give you information about the kaiwhakatikatika schedule relevant to where your room is. Please ensure the safety of your kaiwhakatikatika by keeping your room tidy.

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

Sports Equipment / Services

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

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

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.

Access to any roof space is prohibited.

Parking

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

Security and Keys

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

After-hours Access

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

Noise and Quiet hours

College life means being considerate of others.

Quiet time begins on accommodation floors at:

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

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that all reasonable effort is made to reduce noise levels throughout the day.

Communication

- Email: ensure your email address is current and up to date in eVision. Important information will be sent you via your taura email address so please ensure you check this regularly.
- Phone: Please ensure you have updated your eVision with your current mobile phone number.
- Notices: Notices are posted on Te Whare Whakamaru noticeboards and/or displayed on the digital screens.
- Kaiāwhina and Titi will communicate with taura through a private Instagram group.

Harmful Digital Communications

Under the Harmful Digital Communications Act 2015 it is illegal to make a visual recording, on any device, of another person without their knowledge or consent. A recording that shows a person naked or partially naked or involved in any activity (eg showering or toileting) that involves dressing or undressing are known as intimate visual recordings and are illegal even if they are not shown to other people or shared on social media. Any allegation that a kainoho has made an intimate visual recording of another kainoho (or any other person) is likely to be treated as serious misconduct and if proven is likely to result in termination of the accommodation contract with no offer being made to rehouse the kainoho in another College. For further information, see here: [Digital Communications Policy](#)

Room Checks

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

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

Visitors and Overnight Guests

Manuhiri (guests) are welcome to stay at the College, however we require you to speak with one of the Tautiaki prior to a guest staying for more than three nights. The cost associated with having manuhiri stay (to cover facilities and services) will be \$10.00 per night (this covers a Bedding Pack if required). If you have manuhiri to stay, you are responsible for their behaviour. **They must not drink alcohol at Te Whare Whakamaru** and please do not allow them to wander through the building unaccompanied.

For partner passes, please enquire.

There are 'Guest Free Nights' throughout the year, which coincide with events (this includes the first two weeks of the College opening). Please ensure you check these dates before agreeing to a guest staying.

Guest meals – all guests must pre-pay for meals at the College.

Making a Complaint

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



Emergency Procedures

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

Emergency Preparedness

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

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

following recommendations:

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

- Warm clothing (jacket or similar)
- Your mobile phone

Additional extras that would be useful:

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

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 or something similar (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 4795540

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

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Evacuation

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

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

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

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

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

Fire

If you discover a Fire:

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

- Leave the building via your designated escape route.
- Report to your designated assembly area. The assembly point will be the **Service Station**.
- Do not return to the building.

Earthquake

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

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

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

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

If you are outside, you should remain outside but take shelter clear of buildings, trees, power lines and other potential hazards. If you are instructed to evacuate, or if the alarm sounds, head to the nearest safe evacuation meeting area and await instructions from kaimahi or emergency service personnel.

Pandemic Safety / Alerts

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

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

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

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

• Sanitising Requirements

You should have your own medical kit and masks.

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

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

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

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

Health and Safety

As part of The University of Otago, residential Colleges are committed to providing a safe and healthy place for all those that work, use, visit and, more importantly, live in our Colleges. In matters of Health and Safety, it is important that any concern(s) or potential concern(s) with our residential Colleges are reported to our kaimahi as soon as you are able. For more information around Health and Safety at Otago, please visit the following link: <https://www.otago.ac.nz/health-safety>

Illness

It is not uncommon for residents to experience bouts of illness whilst in a residential environment. College staff are not medical professionals and do not have the ability to diagnose residents or provide them with medical advice or medication of any kind.

When a student contacts college staff to say they are unwell, staff may recommend they contact Healthline for an expert opinion. If Healthline advises that the student needs to attend

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hospital via ambulance, college staff can help to arrange this. If Healthline advise that the situation is not critical, but the student should be seen by a doctor within a particular timeframe, staff will encourage the student to attend Urgent Doctors or make an appointment with Student Health or their GP (if local).

Students 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). Staff are not able to collect prescriptions on behalf of residents.

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

Students attending ED should prepare themselves for a minimum wait of 12 hours. Before leaving the college, they should inform staff of what is happening and ensure they have their wallet (ID and access to money), phone and phone charger with them. Students may also wish to bring their laptop and charger, snacks, a water bottle, etc. Staff are not able to bring forgotten items down to hospital but can – with the resident's consent – allow access to their room so that friends/family can collect items and deliver them.

We know that students 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.

Vaccinations

We strongly encourage you to be fully vaccinated.

Most primary schedule vaccinations are fully subsidised for NZ residents. Some vaccines are also fully subsidised for international students.

When you are over 18 years of age, to be classified as fully vaccinated, the minimum recommendations are as follows:

3 x Tetanus/Diphtheria/Pertussis

3 x Polio

2 x MMR (Measles, mumps rubella)

3 x HPV

3 x Hep B – [\(there is a charge for this\)](#)

Meningitis B and ACWY vaccines are fully funded for NZ residents aged 13–25 years entering college accommodation.

We strongly recommend all students, particularly those living in residential colleges, be vaccinated against meningococcal disease before coming to Dunedin. Historically, there are

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at least one or two cases among students at the University of Otago annually. Vaccination will provide very good levels of protection but unfortunately there is not a single vaccine that covers all meningitis strains. For further information regarding vaccinations, see here: [Vaccination information](#)

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 always expected.

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 Whare Whakamaru. Tauira in breach of this condition will face disciplinary action. Any person supplying alcohol to any kainoho in this category will also face disciplinary action.

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

For further information on the Alcohol or Drug policy, please read the Residents Guide to Colleges which outlines the policies, procedures and related information.

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

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

Alcohol Free Floors

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

For more info about safe drinking

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

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

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

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

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Support Services

AskOtago	0800 80 80 98 (03) 479 7000	https://ask.otago.ac.nz/smfgeneralenquirypublic/
Campus Watch	(03) 479 5000 0800 479 5000	www.otago.ac.nz/proctor/campuswatch/
Career Development Centre	(03) 479 8244	www.otago.ac.nz/careers/
Chaplains	(03) 479 8497	www.otago.ac.nz/chaplain
Disability Information and Support	03 479 8235	www.otago.ac.nz/disabilities
Dunedin Public Hospital	03 474 0999	
Dunedin Urgent Doctor and Accident Centre	03 479 2900	www.dunedinurgentdoctors.co.nz/
Healthline	0800 611 116	
International Office	03 479 7000	www.otago.ac.nz/international
Lifeline Aotearoa	0800 54 33 54 Text 4357	www.lifeline.org.nz/
OCASA Dunedin	03 474 1592	www.ocasa.org.nz/
OUSA- Support	0800 12 10 23	www.ousa.org.nz
OUSA Club and Socs	03 479 5960	www.ousa.org.nz/clubsandsocs
Pacific Island Centre	03 479 8278	www.otago.ac.nz/pacific
Social Impact Studio	03 479 8631	www.otago.ac.nz/social-impact-studio
Suicide Crisis Helpline	0508 82 88 65	https://www.lifeline.org.nz/services/suicide-crisis-helpline
Student Health	(03) 479 8212 0800 479 821	www.otago.ac.nz/studenthealth
Student Learning Development	03 479 8801	https://www.otago.ac.nz/educational-design-innovation/students
Te Huka Mātauraka (Maori Centre)	03 479 8490	www.otago.ac.nz/maoricentre
Te Whare Tāwharau Sexual Violence Support and Prevention Centre	0800 479 379 03 479 3790	www.otago.ac.nz/te-whare-tawharau/
Unipol/ Recreation Services	(03) 479 5888	www.otago.ac.nz/recreation/
1737	Text or call 1737	1737.org.nz

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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.

Behavioural

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

Any criminal act will be reported to the police.

Community

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

Diversity

The community of Te Whare Whakamaru consists of a wide range of people, and we respect all members of that community. Discrimination against any other human being because of age, physical disability,

national origin, sexual orientation, race, gender or religious affiliation is not tolerated within our multicultural community. Verbal or written abuse, abuse by imagery, threats, intimidation, violence or other forms of harassment against any member of our community will not be accepted.

Harassment/Bullying/Discrimination/Anti-Social Behaviour

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

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

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

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causes concern or violates a person's dignity through bullying; harassment; abuse; coercion; intimidation; assault; or behaviour that may be deemed to be anti-social or malicious in nature.

Any proven incident of harassment may result in the offending kainoho being excluded (termination of residency) from the Te Whare Whakamaru.

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

- make sure you are safe
- talk with kaimahi to decide if you wish to make a complaint

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

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

Footnote to the Document

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

