

# Aquinas College Resident Handbook 2026



**PLEASE RETAIN THIS 2026 HANDBOOK FOR REFERENCE DURING THE YEAR**

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# WELCOME AND INTRODUCTION

## Message from the College Tautiaki (Warden)

Kia ora e te whānau. We extend a warm welcome to you and are excited to support you on your journey this year.

The transition from home to Otago, and from the school system to tertiary education is a massive step. We are here to support you as you navigate this new territory, so please open your hearts, and trust us to be there when you need us.

The handbook can seem like information overload, but I encourage you to read it and ask any questions if you are unsure. Please also read the accommodation contract carefully, as upon signing, you have agreed that you understand what both documents mean for you during your journey with us. Again, we are happy to answer any questions you have about these documents. There may seem like a lot of rules and regulations, however, living in a large community means we must make a few concessions for the greater good. Most requirements are centered around everyone's right to a peaceful environment that is conducive to good study and rest. We have plenty of fun also -- we just do it in a way that doesn't impinge on others' right to a more peaceful existence.

Aquinas residents are encouraged to help build our community every year, thus you will be called upon to engage with us about your values and ideas for the Aquinas community. We value what you have to say!

Ka kite wawe koe,

**Amber Robertson - Tautiaki**

## About Aquinas College

Aquinas College is owned by the University of Otago and is operated through the Director of Campus and Collegiate Life Services.

The Tautiaki (Warden) is responsible to the University and reports to the Divisional Director for the administration of the College and the welfare of the Residents.

At Aquinas College, we endeavour to provide:

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

Concern for others, care and support are important to us. We expect 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.

## **Our Mission**

To strengthen our community to achieve the College's motto of "Discendo Sapientia" by providing a safe and supportive taura-led community that is conducive to optimal wellbeing, including academic and personal growth during your journey at Otago.

## **Ōtākou Rohe - Our Land Acknowledgment**

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 Kāreti o Akuinahi 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.

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

## **Privacy Policy and Artificial Intelligence Tools**

At the University of Otago Ōtakou Whakaihu Waka, 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.

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

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

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# **COLLEGE LIFE AND PROGRAMS**

## **AQUINAS COLLEGE 'The Best of Both Worlds'**

### **College Programmes**

Numerous activities and programmes have been developed to support your learning. Cultural, social, sporting, leadership, sustainability, volunteering and academic programmes are provided and offer you the opportunity to learn about the University, your environment and your own capabilities and interests. The Aquinas College Students' Committee (AQ4U) work closely with the team of kaiāwhina-whare and senior staff to organise activities and events. You can become involved in planning events such as HOPs (hall only parties), the college ball, themed dinners, all types of sports events, movies, concerts, ice skating, ten pin bowling and the college yearbook. The Green Your Scene Team also work closely with kaiāwhina-whare and staff in order to achieve our different sustainability goals. When you arrive talk to a kaiāwhina-whare or senior staff member and find out more about how to get involved.

### **Intercollege Competitions**

Busy Inter College Sport, Cultural and Games competitions run throughout the year. All the Colleges take part to vie for overall champions. There is a huge range of events and activities for you to take part in. Participation and podium (1st, 2nd, 3rd place) points are awarded and count towards the Inter-College Competition.

### **AQ4U (Aquinas College 4 U)**

The Aquinas College U (AQ4U) is made up of the Student President, Vice President and Floor Representatives. AQ4U is responsible for organising and leading social activities throughout the year, as well as acting as a conduit between staff and residents.

The Committee meets regularly to plan events and collect any feedback or suggestions from their peers to be discussed with senior staff. Events are customizable, so don't be afraid to put forward any suggestions. The number of events depends on the involvement, organisation and enthusiasm of the students! Popular events include floor outings (bowling, mini golf, paintball) and competitions (Quiz night, lip sync, floor decorating), theme dinners (dress up), sports (Netball, Rugby, Volleyball, Renegade Hockey) and the highly anticipated and enjoyable College Ball. The list doesn't stop there so come out, get involved and have fun!

Meal meetings are held on a regular basis and give you an opportunity to give any suggestions or feedback about meals provided at the College.

### **Green Your Scene Programme**

Aquinas College participates in the Green Your Scene programme, which has been designed to support new ways of embedding sustainable practices into different spaces across the University of Otago. Green Your Scene enables us to take on actions creatively and proactively towards sustainability across six themes: Waste, Energy, Inclusion and

Well-being, Leadership and Innovation, Transport and Engagement. We will be looking for Residents to join our Aquinas College Green Your Scene Team early in the year, so if this sounds like something you might be interested in, have a talk to a member of staff when you arrive. We look forward to having you on board to help us work towards achieving our different sustainable goals.

### **The Aquinas Prize**

The Aquinas Prize, established in 2025 by the new senior staff team, are for two outstanding social media gurus who promote the very best of the Aquinas community.

Weekly pizza giveaways are available to 2 selected entries and the best overall 2 winners receive goods up to the maximum value of \$500 at participating stores at the end of each year.

### **Personal Development Opportunities**

One of the greatest advantages of living in Aquinas College is the fantastic opportunity that exists to broaden your social skills, cultural knowledge, service to the community and leadership potential. The kaiāwhina-whare will assist you to familiarize yourself with college life at the beginning of the first semester.

The College has an active Student Committee. Consider applying to be the Student President or Vice President. You can also stand as a Floor Representative. If the Student Committee isn't your thing, consider applying to be a part of the Aquinas Green Your Scene Team. Seek out the information and involvement you want, and you will enhance your total educational experience at the University. Get involved while you are here at Aquinas College. There are plenty of opportunities to participate.

### **What We Expect From You**

We realise that you are probably not accustomed to living in a Residential College. Sharing common living facilities like common rooms and bathrooms with other students and adjusting to the fact that your behaviour influences those living around you usually takes some adjusting to. Please also refer to our General Behaviour Expectations. A large part of a university education is the learning that comes from living with others. It is unlikely that you will experience any other living situation that can give you more hours of contact with people who share or have different interests than yours or that can expose you to so many points of view on almost any aspect of life. It all adds up to growth and learning that may set the tone for the rest of your life. The staff of Aquinas College are committed to making your residential college experience an important part of the total education you receive at the University of Otago.

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# HEALTH, SAFETY AND WELLBEING

## Education and Training Act Code of Practice

Aquinas College provides services consistent with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice.

<https://www.education.govt.nz/further-education/information-for-tertiary-students/code-of-practice-pastoral-care-domestic-tertiary/>

## Positive Well-being and Self-care

When we think of success in a university setting, we often think of academic success alone, without pondering the individual life success stories that help lay the groundwork for wider academic success. These personal success stories are set against the background support provided by the College, and its staff. This support and guidance can best be described using Te Whare Tapa Whā the four cornerstones of Māori well-being.

**Taha hinengaro, mental and emotional well-being.** College staff are available for onsite support 24 hours a day through floor Kaiāwhina-whare and Wardens who are professionally trained in pastoral care, with an emphasis on inclusivity in all areas. Guidance, individual check ins, and tools for successful living are provided. Mental health services are readily available, backed up by support networks and structures, whether they be in person, by phone, or online.

**Taha whānau, social wellbeing.** Encouraging those who attend the College to actively engage in the social aspects of College Life, getting to know others, forming friendships and bonds and participating in the many regular social activities the College provides.

**Taha tinana, physical well-being.** Physical well-being starts in the kitchen, with the College providing healthy and nutritious meals, working with those students with dietary requirements to create meal plans for everyone. Healthcare for everyday bumps, bruises and colds are provided by first aid trained pastoral staff at the Colleges, with further professional health care provided through Student Health and associated University and Community Health Care providers. Provision is also made for assisting those with physical or mental disabilities, from providing wheelchair access to a location, through to study notes from Disability Information and Support and beyond. Physical wellbeing also encompasses the provision of opportunities for physical activity, with College staff actively providing regular sporting, recreational, and cultural activities to promote a healthy, active lifestyle. These activities are typically run within and between the Colleges, and through University teams, clubs, societies and groups. Physical security is also available 24 hours a day at Colleges and on campus through Campus Watch, the Proctor, and through security and staffing provided directly at the College.

**Taha wairua, spiritual well-being.** Colleges are multicultural, and socially and religiously diverse, and as such there are a range of support services and guidance

available to students, from the Māori and Pacific Island Centres, through Chaplaincy Services, to OUSA LGBTQIIA+ support and guidance.

From the moment students first walk through the College doors they are made to feel welcome and included in daily life at the University of Otago. Great emphasis is put on providing a safe, inclusive, and transparent environment where students have ready access to information and guidance on their rights and responsibilities. Comprehensive services and avenues for sharing and problem-solving provide the opportunity for self-care, to maintain personal health and well-being and to ensure that their safety is maintained during their stay at any one of the University of Otago Colleges.

## **Diversity and Inclusion**

The Aquinas 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.

## **Consent**

In all relationship matters it is essential that mutual respect and consent is followed by both parties. All Residents of the College must be very clear on the meaning of sexual consent. Complaints of sexual activity without consent will be treated as serious misconduct and investigated in line with the University's Sexual Misconduct Policy and/or the NZ Police.

<https://www.otago.ac.nz/administration/policies/otago711781.html>

The following are very good guidelines.

- Consent must be CLEAR. The absence of a no does not mean yes. Silence is not consent. No means no.
- Consent must be COHERENT. People who are asleep or incapacitated by drugs or alcohol cannot give consent.
- Consent must be WILLING. It is never given under pressure, whether that is emotional or physical manipulation or threats being used.
- Consent must be ONGOING. If someone consents to one sexual activity, that doesn't mean consent to all activities.

As a collegiate community you are also responsible for each other. Please look after your friends and be pro-active in supporting anyone who is in potential danger or harm.

For more information about consent

During the first weeks of the College year Te Whare Tāwharau will come to the College and provide the CommUNITY102 workshop. This is a workshop designed with first years' in mind, to explore ideas about relationships and to learn skills to create a community that looks out for everyone.

By taking the time to learn about consent and to consider your values, you are saying that you value having a community that everyone thrives in.

You may find these of use for further information about consent:

<https://www.youtube.com/watch?v=oQbei5JGiT8>

Male Survivors (toah-nnest.org.nz)

<https://thewalrus.ca/what-consent-means-in-the-age-of-metoo/>

<https://www.theglobeandmail.com/opinion/metoo-young-men-and-consent/article37341952/>

### **Reporting:**

The University of Otago's sexual violence support and prevention centre is called Te Whare Tāwharau. They offer free, confidential support for any student who needs assistance and are available for walk-ins and phone support.

<https://www.otago.ac.nz/te-whare-tawharau>

If you have had an encounter or incident that leaves you feeling uncomfortable or uncertain you are encouraged to seek help and support. You can approach any member of College staff who will treat you with respect and care. A staff member may encourage you to seek additional assistance from the College management. You may also wish to contact a support agency.

Te Whare Tāwharau - 0800 479 379

NZ Police - 111

OUSA - 03 479 5332

Student Health - 03 479 8212

Healthline - 0800 611 116

OCASA Dunedin - 03 474 1592

Male Survivors Otago- (03) 425 8018

Youthline - 03 477 2461

## **Health Services and Medical Support**

### **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.

The illness of any resident must be reported to the Tautiaki (Warden) of the College or member of staff on duty, so that proper care and attention may be given, and meals arranged -- sick meals are available on request. The staff member will advise you on what steps to take.

Please do not hesitate to contact a member of staff in case of illness, no matter what time of day or night!

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 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 cannot 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 cannot 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 will make every effort to deliver items down to hospital if they have capacity and will check-in with the resident via phone as a minimum. Staff will encourage the resident to phone their emergency contact and can phone the emergency contact if the resident is unable to make the call, or if they need support making the call. Staff will allow access to a resident's room strictly via the resident's informed consent, so that friends/family can collect items and deliver them if this is preferred.

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.

### **Pre-Existing Health Conditions**

If you have a pre-existing condition, please advise a staff member and Student Health as soon as possible after arrival. Your information will be confidential, and we will be discreet about how we help you deal with your condition.

### **Accidents and Injuries**

If you have an accident or suffer an injury, please call or txt the duty phone.

### **First Aid**

The First Aid supplies and a defibrillator are kept at reception. Ask any of our staff for help, all staff are trained first aiders. If you have a First Aid Certificate and would be

willing to help in an emergency, please let your kaiāwhina-whare or a senior staff member know when you arrive at the College.

## **Disabilities**

Disabilities and other Health related issues must be declared on the College Information Form emailed out with your Accommodation Contract. Please also list any special requirements you may have. It is also suggested that Residents with disabilities should introduce themselves to their Kaiāwhina-whare at the beginning of the year. This will allow your Kaiāwhina-whare to provide appropriate help in case of evacuations and emergencies.

## **Concern for Others**

There are times where you might be worried or concerned about a fellow resident, friend or community member. We encourage you to start a conversation. You don't need to be an expert to reach out - just a good friend and a great listener.

Start a conversation with these four steps\*:

1. Ask R U OK?
2. Listen
3. Encourage action
4. Check in

\*Taken from <https://www.ruok.org.au/>

We encourage you to contact any staff member if you are worried about anyone. or you have not seen anyone for a while.

You can do this by:

- Speaking to the on-call staff member
- Calling our 24/7 duty number: 021 279 1498
- Speaking to the staff member at reception
- Speaking to any staff member
- Emailing: [aquinas.college@otago.ac.nz](mailto:aquinas.college@otago.ac.nz)

## **Room Checks**

We expect that you keep your room reasonably clean and tidy throughout the year. Failure to do so may result in disciplinary action. If a staff member has serious concerns about your wellbeing and safety or that of other individuals likely to be in your bedroom, a Welfare Check will be done whereby a staff member will visit and enter your room.

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.

## **Confidentiality**

As a resident you should be aware that study, behaviour, and health matters are not confidential to individual staff members, but to the staff team. You should expect that individual kaiāwhina-whare will share such matters with the College management team as necessary.

The Tautiaki of the College has concern and responsibility for the whole College, and therefore all staff members consult with the Tautiaki over issues with residents. The Tautiaki only shares personal or sensitive information on a "need to know basis" with other staff.

Staff may suggest to residents that it would be more appropriate if some matters were shared with a professional from the Student Health Mental Health and Wellbeing team or with other outside agencies. Staff, including Kaiāwhina-whare, will treat all Residents' concerns and private details with respect and confidentiality. There are occasions when it may be necessary for the Tautiaki or other members of the management team to contact or disclose information to relevant parties (e.g. parents/caregivers, health professionals, financial guarantors).

This may occur when:

- we have concerns regarding the health or wellbeing of a resident
- there is a clear or imminent danger to a resident or staff member; including kaiāwhina-whare
- there have been serious breaches of the University College guidelines or policies
- payment of accommodation fees is in arrears.

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## **SAFETY AND SECURITY**

### **General Security Measures**

A security guard is on duty at the College from 10:00 pm every night and security cameras operate in key areas 24/7. In addition, the University Campus Watch check the building from the outside several times every night.

Campus Watch can be contacted on 0800 479 5000

### **Room Security and Insurance**

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

It would be helpful to have a list of items including description, value, model number, and serial number prepared in advance. Remember never prop main doors to buildings open or let strangers into the College. Propping doors open is considered a serious breach of security and will be dealt with by the Tautiaki of College. Never hand out your security card or keys to anyone, including your friends. If you see a stranger in the College, ask if you can help, this is both courteous and a way of ensuring the security of College Residents and contents. If you are concerned, tell a staff member.

## **Keys and Cards**

You are issued with a key to your bedroom. If you lose your key, the replacement will be charged to your account. You must hand back your key when you go away for the holidays and at the end of the year.

All keys and cards remain the property of the College and, for security reasons, must not be copied.

When you collect your Student I.D. card, it will be programmed to provide after-hours access through the security doors around the College.

All staff members have a master key, should you lock yourself out of your room. However, you have a responsibility to remember to always carry your key and card with you.

## **After-Hours Access**

The front doors lock automatically every night at 10.00pm and open again from 8.30am. During these hours front door access is granted with your student ID card.

## **Fire Safety**

### **Fire Safety Equipment**

All bedrooms are fitted with smoke alarms. For fire safety reasons additional kitchen appliances, dehumidifiers, heaters or electric blankets or any other homeware appliances are not permitted within Aquinas College. For the same reason candles, incense, burners or any other item that has or requires a naked flame are not be used within any College bedroom, common space or corridor. The smoke alarm sensors are sensitive for your protection in the event of a fire. Covering smoke detectors or sprinkler heads, tampering with the detection system or any misuse of fire equipment are all breaches of Fire and Emergency NZ regulations and will be treated as serious misconduct by the College. The sensors can be activated by hair dryers, hair straighteners and aerosol sprays. Therefore, to prevent accidental activation of the alarms, hair dryers, hair straighteners and aerosol sprays (including deodorant sprays) must only be used in bathroom areas and are not permitted to be used in bedrooms. Fire regulations require hallways and shared spaces to be kept clear. Obstruction of smoke alarms and sprinklers by clothing and personal effects is dangerous and can result in damage and/or false alarms. False alarms form the bulk of Fire and Emergency

Service callouts. There is a cost for each false alarm call-out and this may be charged to the Resident, whether malicious or accidental.

**A fire drill is to be treated as the real thing! One will be organised each semester, as required by the Fire Service.**

## **Emergency Procedures**

### **Evacuation**

Evacuation notices are posted in on notice boards on every floor. 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 **74 Gladstone Road, Dalmore, Dunedin**. The nature of the emergency
- Leave the building via your designated escape route.
- Report to your designated assembly area.
- Do not return to the building

### **Evacuating from Dalmore House:**

On the LG and ground levels evacuate the building using the closest exit. On floors 1 - 3, the closest exit is the north end of the floor (pointing to Priory). Assemble on the **ORANGE LINES AT THE TOP OF THE CARPARK.**

## **Evacuating from the Priory**

Take the closest exit outside and assemble on the ORANGE LINES AT THE TOP OF THE CARPARK.

## **Evacuating from te Kōhaka**

Take the closest exit outside using stairwells AND NOT THE LIFT assemble on the ORANGE LINES AT THE TOP OF THE CARPARK.

Do not re-enter the building without the permission of the Fire Service or the Chief Fire Warden (the most senior staff member on duty). Upon re-entering the building DO NOT use the lifts.

## **Earthquake Procedures**

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

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

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

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

## **College Lockdown Procedures**

### **Threat to life on Campus**

- The College will be locked down
- All curtains will be closed
- Switch your mobile phone to silent so you can make and receive communications. Switch off other electronic devices such as laptops.
- Move away from all windows and/or doors
- Move to higher floor where practicable

- Remain quiet
- Follow the instructions of Senior staff
- Await instructions from Emergency Service

### **Threat to life in College**

#### **RUN -- HIDE -- FIGHT**

**RUN** -- to a place of safety

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

**HIDE** -- if unable to run from the area, hide

- Hide in an area out of the shooters view
- Block entry to your hiding place and lock the doors
- Silence your cell phone
- Turn off lights, radios, computer monitors

#### **Fight**

As a last resort and only when your life is in imminent danger

- Attempt to incapacitate the shooter
- Act with physical aggression using whatever items you can, throw items at active shooter or try and overpower them.

### **Pandemic Safety and Health 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) Aquinas College 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 0212791498.

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

## **Lost and Found Property**

All lost or found property is handled at reception. The college is not liable for missing property, and it is expected that residents always maintain the security of their rooms and belongings. Any unclaimed property will be given to charity, disposed of, or recycled at the end of the year.

## **Reporting Hazards**

Report non-emergency hazards to Reception. The information will be passed to the appropriate staff member for correction. In emergency situations, dial (1)111. Always remain on the line until the emergency dispatcher has adequate information and tells you that it is okay to hang up (if your safety is threatened at the location of the telephone you are using, evacuate the area).

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# **BEHAVIORAL EXPECTATIONS AND CONDUCT**

## **Anti-Social Behavior and Harassment Prevention**

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

The Aquinas College 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 will duly be reported to us. This may initiate a conduct process, as outlined.

### **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 may result in termination of the Resident's contract with no offer being made to rehouse the Resident in another College.

### **Cyber Safety**

Residents are expected to comply with University of Otago guidelines regarding internet and communications usage as outlined in the Information and Communications Technology Regulations available on the University of Otago website. Residents are also required to comply with the University's Student Code of Conduct which states that students have the right to be safe and free from harm or intimidation in their interactions with others, including interactions via electronic media.

### **Substance Use Policies**

#### **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

## **Illegal Drugs**

The University has adopted a zero-tolerance policy in respect of the possession, use or distribution of illegal drugs by members of its Colleges while on University property or while attending a College event. Where disciplinary process establishes that the resident has committed a breach of this policy, the contract will automatically be terminated by the Tautiaki but this sanction may be reviewed through the appeals process below.

The process to be followed in relation to any specific incident shall be appropriate to the nature of the allegation involved and the range of penalties under contemplation, provided that in any process the resident shall be entitled to be fairly informed of the matter of concern and shall have the opportunity to provide a response or explanation before any penalty is imposed.

Where a resident faces an allegation that amounts to criminal behaviour, or where the circumstances otherwise make it inappropriate for the resident to remain in the College while the matter is considered, the Tautiaki may suspend the resident from the College until the process is complete. In such circumstances, the resident may be offered accommodation at another College but shall not be entitled to such an arrangement being made.

Where any sanction is imposed by a person other than the Tautiaki the resident shall be entitled to have that sanction reviewed by the Tautiaki. For further information on how to appeal any sanction, please refer to the appeals process.

The Director may determine any appeal as they think fit, or, in their absolute discretion, refer the matter to an Appeals Panel for determination. Each Appeals Panel shall comprise not less than three persons appointed by the Director. An Appeals Panel shall regulate its own procedure and its decision on any matter shall be final.

## **Legal Substances**

At any given time, a substance can be classed as legal and yet it can have a serious effect on your mental and physical health, some of these are not yet known. The legality of substances is something that can change suddenly because of government passing laws. The fact that a substance has become illegal after you purchased it will not be accepted

as an excuse by the law or the College. While we recognise that some readily available substances are classed as legal, we cannot condone the use of these substances due to the unknown health effects they have. Our expectation is that you will not have any drugs apart from your prescribed medication or over the counter products in your possession. The only 'legal substance' that we allow to be used at Aquinas College is alcohol and this is subject to college rules and current legislation. Any resident found in the possession of, under the influence of or using a legal high will face disciplinary action.

### **Drug Paraphernalia**

As we do not condone the use of illegal drugs, or legal substances, and the presence of drug utensils and/or drug related paraphernalia within our community or grounds will not be tolerated. Anyone found to be in possession of, or using such items will face disciplinary action, which may involve being suspended or excluded (termination of residence) from the Aquinas College community. Suspension or termination of residence due to possession, use or distribution of drug utensils and/or drug related paraphernalia does not affect the resident's ongoing liability for their remaining annual residential fees.

### **Alcohol Policy**

Whilst the misuse of alcohol sometimes causes problems for a small number of Residents, it is often the noise and damage that follows that can be the greater problem. For this reason, our policy is to provide simple regulations that are strictly enforced, to encourage a moderate, responsible and mature approach to drinking.

### **Residents Under the Age of 18:**

Anyone under the age of 18 years is not permitted to carry, store or consume alcohol within the Aquinas 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:**

- Residents are expected to be sensible about the amount of alcohol they bring into the College on any one occasion.
- Drinking is permitted in the Games Lounge from 4:00 - 10:00pm.
- Drinking in bedrooms is not encouraged, however small gatherings will be tolerated if they do not impact on other residents nearby.
- Open vessels of alcohol (glasses, bottles, cans etc.) are not permitted in non-designated drinking areas nor when walking around the College.
- Drinking games are not permitted.
- Specialised drinking equipment such as funnels, bongos and yard glasses are not permitted. These will be confiscated and destroyed.
- Kegs, crates, mini tankers, home brewing and distilling are not permitted.
- Deliveries of alcohol to Aquinas are not permitted.
- Parties are only permitted with express permission from Senior staff.

- **Alcohol may not be consumed in any public area of the College, including priory hill and the car parks. These areas are alcohol free unless express permission is given by Senior staff.**
- Residents are responsible for the behaviour of their visitors and guests at all times. Host responsibility is an absolute requirement.
- **Gross intoxication is regarded as a fundamental breach of the conditions of residence.**
- Senior staff reserve the right to confiscate any liquor, to impose fines or alcohol bans.

#### **For more information 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>

#### **Consumption Times:**

- Alcohol **may not be consumed** in the College or on college grounds before 4:00 p.m. and after 10:00 p.m. daily.
- Any get-togethers in rooms will be dispersed at "quiet hours" or if causing disruption.

#### **Alcohol Free Periods:**

- There may be an alcohol-free period at the end of each semester during Study Zone. This ensures a quiet environment for residents to focus on study leading up to the examination period.

#### **Alcohol Free Floors:**

- Aquinas College may not have any completely alcohol-free floors. Those requesting to be alcohol free will be roomed in the same area of the College, but it may not be a whole floor.

#### **Smoking and Vaping**

The University of Otago is a smoke-free and vape-free campus. This includes all Aquinas College buildings and grounds. Please ensure that you follow the regulations related to smoking and vaping both at the College and in the wider University area.

Anyone smoking in rooms or public areas will incur an immediate fine. This includes ENDS Devices or Vapourisers (whether delivering nicotine or not). Repeat offending may lead to suspension or dismissal.

## **Prohibited Items and Activities**

### **Weapons**

Firearms, archery equipment, weapons and replica weapons including (but not limited to) knives and swords may not be kept, stored, or used at the College under any circumstances. This includes any type of air rifle, including BB guns and spear/snap guns.

Any resident (or guest) who brings any item deemed by the Tautiaki (Warden) to fall under this category will be required to relinquish the item for the duration of residence, or to permanently remove the item from college property.

The Proctor's Office has a NZ Police approved firearm storage facility. This is for "A" category firearms only. Firearms must be personally brought into the Campus Watch office for storage. Courier delivery will not be accepted. Students are required to produce their firearms licence when dropping off or uplifting their firearms. There is no cost for this service and students can uplift their stored firearms 24/7, provided 24 hour prior notification is received.

Water pistols, if kept, must be brightly coloured plastic. These may not be used near or inside buildings and we reserve the right to remove permission for use at any time.

### **Fireworks**

Fireworks are banned from the University campus and College staff reserve the right to remove and/or destroy any fireworks found on the premises.

### **Skateboards and Scooters**

Skateboards may not be used inside the College, nor may a skateboard be used on any stairs, handrails, curbs, or walls on Aquinas College grounds. Scooters are not permitted in the College, nor on College grounds. Juicing of e-scooters is not permitted.

### **Window Safety**

Throwing anything from a window is a serious offence. Any participation in this action will be dealt with as serious misconduct, with a minimum \$100 fine levied against the Resident from whose window an object was thrown. Hurling abuse and yelling to people from a resident's window will also be dealt with as potential serious misconduct. Writing on windows is also prohibited.

### **Noise and Quiet Hours**

Please be considerate and always keep noise to a minimum.

- College quiet hours begin at 10:00 p.m. daily. After these times, hallways must be quiet (close to silent) and talking and music in bedrooms should not be able to be heard next door.

- Noisy behaviour because of alcohol consumption will have consequences.
- Complaints of noise are upheld immediately.
- Repeated abuse of the noise levels from sound equipment will result in confiscation of the equipment for as long as the Tautiaki deems necessary.
- Two-three weeks prior to the end of lectures in each semester a noise/alcohol ban may be imposed, remaining in force until the end of each exam period. Study zone/ quiet time will be advised each time after consultation with the student body however; the expectation is that noise must always be kept to a minimum.
- If you are disrupted by excessive noise during the day or at night, contact our 24/7 duty number or report this to a staff member. Anonymous texts are fine.

## **Pets Policy**

Residents must not house any pets in the college. The Senior staff have dogs they are happy to loan for a pat and we organise regular pet cuddles.

If you have a service animal, please contact the Student Accommodation Centre upon completing your Accommodation Application to discuss your requirements.

## **General Behaviour Expectations (House Rules)**

Aquinas College has carefully considered the expectations below. These have been put in place to create a community that highlights diversity, inclusion, safety and rights of all Residents. The College takes these requirements for communal living seriously and will investigate any alleged breaches in a fair and prompt manner and, where necessary, take appropriate action.

- Aquinians are expected to behave in a mature manner, acting responsibly and with integrity; always showing kindness.
  - Aquinas is an inclusive, non-discriminatory College. Our residents are open and accepting of the diverse range of people who make up the Aquinas community.
  - Upon joining our community, Aquinians are expected to work hard academically and socially; taking advantage of all the opportunities offered. In this way, everyone in the community benefits.
  - Aquinians take pride in being part of a well-rounded community. They are grounded, friendly, proactive and caring. Residents are expected to meet these characteristics and with them pursue an exciting supportive year of growth.
  - As members of Aquinas College, residents are bound to the University of Otago's Code of Conduct, the University of Otago's Ethical Behaviour Policy and the University of Otago's Student Charter
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# VISITORS AND GUESTS

## General Visitor's Rules

- Visitors to the College are welcome, between 8:00am and 10:00pm. **All visitors must sign in, and out, at reception.**
- Residents are responsible for their visitor's behaviour.
- Senior staff reserve the right to withdraw permission from any visitor to enter the College.
- Unwelcome, uninvited, or unauthorised guests will be dealt with at Senior staffs' discretion.

## Overnight Guests

- General Visitor's rules apply (see above).
- A maximum of one guest can stay overnight in a resident's room. Approval must be sought from Senior staff 24 hours prior to the guest staying.
- Mattresses are available for guests on a first in first served basis.
- Approved guests can stay up to three nights maximum in a 7-day period.
- Guests will not be permitted in the College on the weekend of any All Black test matches played in Dunedin, or when any Otago Super Team or Provincial Team and Canterbury Super Team or Provincial Team is played in Dunedin, or when any rugby match between Otago Provincial Team and Southland Provincial Team is played in Dunedin or for the weekend of the Undie 500, or the weekends of the Hyde Street Keg Party, Agnew Street Party and St Paddy's day/weekend.
- Guests will not be permitted in the College during the first week of each semester.
- Guests must be with their host to enter the College and are to remain with their hosts (i.e. no wandering around or using common spaces without hosts).
- Guests via their host must pre purchase a meal ticket if guest wants to dine. Any visitor consuming college food without a meal ticket will have a charge put on the hosts account and the host may likely receive a sanction. The guest also risks having their stay revoked.
- Guests are to follow Aquinas College rules and follow any instructions given by members of staff.

## Partner Pass

Partner passes are the like a guest pass but they are designed for friends that plan to stay more often during the semester. The same host rules apply as above, with the below differences.

- Non-refundable \$30 per semester
- No mattress provided
- The pass holder must be screened and approved by senior staff (photo taken and details collected)

- Partners will have their pass revoked immediately and permanently if they breach college rules

## **Parents/Caregivers**

Parents, older family members and siblings not of a similar age to the college cohort are unable to be hosted overnight at Aquinas College. Any exception to this rule is solely at the Wardens' invitation under the grounds of health and safety, and at her absolute discretion.

## **Guests in the Dining Room**

Any resident guests in dining room must have on their person a meal ticket or express permission from the Warden - these can be purchased from reception prior to entering dining area. Any guest found without a meal ticket will result in disciplinary action for their host and the guest will be asked to leave.

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# **FACILITIES AND SERVICES**

## **College Staff**

Amber, our Tautiaki is responsible for the welfare of the Residents, staff and the overall running of the College.

Mike, our Tautiaki Piki is responsible for overseeing the Academic Programme, Student Committee, Sustainability and the Kaiāwhina-whare.

Our Tautiaki Kaiāwhina is responsible for Events, Inter College Competitions, and also supports the kaiāwhina-whare team.

Calum, our Kaiwhakarite Whakarotoka Kiritaki is responsible for the daily administration needs and is always willing to help with all enquiries.

Our Kaituitui Rauhaka works during the day and is responsible for the repairs and maintenance of the College. Any maintenance requests can be submitted through the Te Puna portal.

Sarah, our Kaitao Matua, leads the catering team, providing well-balanced and plentiful meals as well as good options for vegetarians and those with specific diets.

In addition, there is a contracted Housekeeping Team and a contracted Security Team working on site.

There are a team of kaiāwhina-whare who are senior students, appointed each year and trained to provide leadership, support and guidance on your floors.

All of us are committed to ensuring that everything goes well for you this year.

## **Communication Systems**

### **General 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.

### **Contacting the College**

*Street Address:* Aquinas College, 74 Gladstone Road, Dalmore, Dunedin 9054

*Mailing Address:* P.O. Box 56, Dunedin, 9054, Otago, NZ

*Phones:* Reception: (03) 479-5520

*Duty Phone:* 021 279 1498(24/7 for emergencies)

*Website:* <http://www.otago.ac.nz/Aquinas>

*Email:* [Aquinas.college@otago.ac.nz](mailto:Aquinas.college@otago.ac.nz)

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

### **Office Hours**

Reception: Weekdays: 8:30 am -- 5:00 pm

Kaiawhina-whare are on duty in the evenings and all-day Saturday and Sunday. Whilst primarily concerned with looking out for your safety and security and creating a lively student atmosphere, they can also supply you with, study tips, and information!

Outside of these hours, senior staff are always available if you need us.

### **Mail Service**

Resident mail is distributed to pigeonholes situated in the hallway off the foyer. Each pigeonhole is labelled alphabetically, and items are organised according to the resident's surname. Parcels are placed in the foyer collection.

### **Noticeboards**

Important announcements and events will be on Facebook or on college noticeboards. Noticeboards are used for advertising University and community events. There are noticeboards on each floor for various notices and announcements.

## Technology Services

### Photocopying, Printing & Scanning

There is a Uniprint printer/photocopier/scanner, located on the ground floor by the tutorial rooms. for photocopying, printing and scanning. Your ID will allow you to print and copy on Uniprint printers around the campus. [www.otago.ac.nz/uniprint/for-students/index.html](http://www.otago.ac.nz/uniprint/for-students/index.html)

### Wi-Fi

Free Wi-Fi access is provided at this college as an extension of the university's network. The University has worked hard to ensure services are robust and reliable in our shared areas. Access is also available in our bedrooms.

## Dining Services

### Dining Room

The Dining Room is open 24/7 and can be used for study, socializing outside of eating times.

- Appropriate behaviour is expected in the Dining Room (e.g. no sitting on tables).
- Cutlery, crockery and food may only be removed from the Dining Room with the permission of a staff member and in special circumstances.
- Residents must clear their plates, cups and cutlery from the table, as well as scrape their plates at the clearing stations.
- Footwear must be always worn in the Dining Room.
- No hats are to be worn in the Dining Room.
- Throwing food is strictly prohibited and will incur an instant \$100 fine and can be treated as serious misconduct.
- Early and late meals may be arranged for those with fieldtrips, late labs, sports practices etc.:
  - A packed lunch can be ordered the day before, includes filled roll, sandwich, or wrap, Fruit and baking. Pick up from the Dining Room Fridge from 7.30 am
  - Late lunch and early/late dinners can be arranged through the Te Puna portal on the day of request.

### Meal Times

	<b>Weekdays</b>	<b>Saturdays</b>	<b>Sundays</b>
<b>Breakfast</b>	7:00 -- 10:00 a.m.	8:00 -- 10:00 a.m.	8:00 -- 10:00 a.m.
<b>Lunch</b>	12:00 -- 1:30 p.m.	12:00 -- 1:30 p.m.	11:30 a.m. -- 1:00 p.m.
<b>Dinner</b>	5:00 -- 6:30 p.m.	5:00 - 6.30 p.m.	5:00 -- 6:30 p.m.
<b>Toast Time</b>	Available outside dining times while stocks last		

These times may be subject to amendment, particularly at the start and end of terms, and during vacations. Toast Time and other snacks are also available during semester time throughout the day.

## **Kitchenettes**

The Dining Room, first floor kitchenette, Whānau Room, and Priory kitchenette are open 24 hours a day and can be used for making snacks and/or hot drinks at any time. A fridge is located for residents in these Kitchenettes. Failure to respect the space and keep it tidy may result in the closure of these areas.

## **Accommodation Facilities**

### **Bedrooms**

The bedroom you are assigned is your new home for the year. Whilst we make every practicable effort to match you in areas with common minded people, bedroom placement is non-negotiable and by signing the accommodation contract, you are agreeing to be placed anywhere in the college. You are responsible for the upkeep and cleanliness of your personal space and are required to report any damage promptly. **Upon move in day, you are required to visually check your room and report any existing damage immediately, to avoid previous damage being charged to your account. If we have no reports from you, we agree that there is no damage from move-in day.**

#### **Bedrooms come with:**

- King Single bed (with mattress protector and cotton sheets)
  - You are welcome to bring your own sheets if preferred
- Central heating
- Desk, wardrobe
- Shelving and drawer unit
- Chair
- Notice boards

#### **What you must bring:**

- \*Personal Emergency Kit \*Refer page 32
- Towel and container to store your shower products (we recommend one with holes in the bottom)
- Personal hygiene and health needs
- Duvet inner and cover
- Pillow and pillowcase

#### **What you may like to bring:**

Popular items students bring from home include:

- Stereo with headphones

Hair dryer

- Blu Tak
- Mini TV/DVD player
- Towel
- Drying Rack (only to be used in basement-not in bedrooms)
- Computer/laptop
- Plants
- Laundry basket
- Drawing pins
- Coat hangers
- Teddy bears, posters etc.

**What not to bring:**

- |                         |                   |                  |
|-------------------------|-------------------|------------------|
| - Large speaker systems | - TVs over 32"    | - Hot plates     |
| - Cooking appliances    | - Fridges         | - Heaters        |
| - Electric blankets     | - Candles         | - Incense sticks |
| - LED Strip lighting    | - Large Furniture | - Oil Burners    |

**Please Note:**

Loudspeakers will not be tolerated (this includes disruptive subwoofers). Please do not bring hot plates, fridges or any other cooking appliances, heaters or electric blankets. The rooms are centrally heated! Most rooms have large pin boards. Use drawing pins where appropriate but only blue tack on walls for posters. Your floor is equipped with a vacuum cleaner. Ironing boards and irons are available in the Laundry Room. **If you're not sure, please ask.**

**Room Cleaning and Bed Linen**

The bathrooms and other shared areas are cleaned regularly. Your cleaner will enter your bedroom at least twice weekly to vacuum and/or empty your rubbish bin. Staff 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. Clean sheets and a pillowcase are available on a weekly basis. Linen exchange days are listed on your cleaner's schedule.

**Bathrooms**

There are bathroom pods (shower, toilet & sink) on each floor.

## Other Facilities

### Recycling

We recycle the following items: paper, cardboard, glass, plastic, tin/cans & batteries. Recycling bins are located at the top of the driveway, the Games Lounge, the Main Common Room, the Whanau Room, Reception, bedrooms and Dalmore floor 1 common room. It is the responsibility of the Resident to empty their personal recycling bin into the recycling bins at the top of the driveway. A general waste skip is also available at the top of the driveway.

### Laundry

There are automatic washing machines and dryers on the ground floor laundry. They are used on a first-come first-served basis. You must provide your own washing powder. A basket or laundry bag is useful. Label everything and be courteous with other people's piles. Ironing boards and irons are available in the Laundry Room.

#### Laundry Courtesies:

- Take care not to tamper with other residents' laundry. Taking others' clothes is theft!
- If you take someone else's clothing out of a washing machine, please leave it in a tidy pile.
- Don't empty a dryer before it has completed its cycle. You wouldn't want someone to do that to you!
- Remember that you have clothing in the laundry! Don't leave it there for days, set a timer for 40 minutes to remember.
- Tidy up after yourself.
- **Please do not OVERLOAD the machines**

### Bicycles

An outdoor bike rack is located at the top and along the driveway on the Dalmore building side. Note that spaces are limited. Please lock your property. Bikes are not permitted to be kept in bedrooms or anywhere else but the outdoor racks.

### Parking

Parking is available to residents at a cost and on a first-in-first-serve basis. Any unauthorised cars parked in the grounds will be towed at the owners expense. For further information regarding booking/payment of a car park, please contact the College.

## **Maintenance and Property Care**

### **Maintenance**

During the year, please let us know quickly if any repairs are needed so they can be fixed as soon as possible. If your room or floor needs something fixed, file a maintenance request through Te Puna.

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

By sending a request you understand and agree for someone to attend your bedroom/ area of the building to begin remedying the issue in a timely manner. You are responsible for any deliberate or avoidable damage to your room whether this damage was caused by you or by your guests

### **Care of Property**

- Please report any damage to any part of the building or fixtures. Any malicious damage that cannot be traced to a particular person is charged to all residents.
- All residents' rooms are checked before they move in and each resident will be expected to keep her/his room in the condition in which they are found. Any damage to a resident's room, other than wear and tear, will be charged to the Resident. Only Blue-Tack may be used to stick posters and the alike onto the walls.
- No College property may be removed from the College premises without the prior approval of senior staff.
- Ball games (even ball bouncing) and the like are discouraged within the College, because of the potential for damage to people and property.
- Skateboards and scooters may not be used inside the College, nor may a skateboard or scooter be used on any stairs, handrails, curbs or walls at Aquinas College.
- Bicycles are not to be kept in bedrooms and must be stored in the racks along the driveway.
- Any repairs required due to negligence will be passed on to the resident and any damage may warrant serious misconduct.

### **Sustainability**

Aquinas College is an environmentally conscious College and have recently registered with the University of Otago's Green Your Scene Awards scheme. Sustainability covers not only resource and energy use, but also involves making socially responsible choices and promoting a healthy lifestyle to maintaining our well-being. If you come to Aquinas, you will be a part of our progress towards being more sustainable College. Some ways Aquinas is achieving this is through motion sensor lights in common spaces, recycling bins in each resident's room. If you come to Aquinas College, you agree to recycle and turn off lights.

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# **ACADEMIC SUPPORT**

## **Study Facilities**

### **Study Rooms**

Study areas are available on the ground floor of the Dalmore building. Both groups and individuals may study in the Dining Room. These rooms are used on a first-in, first-served basis.

### **Supplementary Study Sessions (SSS)**

Regular SSS in common subjects are provided based on need and uptake. Notices will be posted early in the first semester to gauge interest. SSS are held sometimes in collaboration with Caroline Freeman College, either at Aquinas or at Caroline Freeman. If there is a particular subject you would like to have a tutor for, speak to the Tautiaki Piki (Deputy Warden) as we may be able to organise a tutor or arrange for you to attend an SSS at another College. Where there is no specific SSS provided, the college can also host study groups, workshops and help desks throughout the year as needed.

## **Academic Support Services**

### **Academic Interviews**

Through the year you will have opportunities to meet with the Tautiaki, Tautiaki Piki or Tautiaki Kaiāwhina (Assistant Warden) to discuss your academic performance. You are also more than welcome to come talk to any member of staff outside of these academic interviews to discuss successes, challenges etc. or seek advice.

### **Release of Grades**

As a condition of residence Aquinas requires residents to authorise the University to supply the Tautiaki of College with academic grades for the time they are in residence. This enables the College to assist residents more adequately with their academic programme and learning support service.

Student Learning Development on campus provides, free of charge, a range of workshops throughout the year on study and learning techniques -- essay writing, effective reading, note-taking, oral presentation skills, critical thinking, learning to learn, time management, and examination techniques. They also offer individual assistance. Check it out on their website: <http://www.otago.ac.nz/hedc/students/index.html>

## **Study Atmosphere and Rights**

### **Study Atmosphere**

Studying is hard work, and a good study environment is expected. You are expected to respect others' need for rest and study time. Quiet hours exist in the College for this

reason. Since most students prefer to study in their rooms, a good study atmosphere on your floor is important. Your kaiāwhina-whare will help you and the students on your floor develop the rules. It will be up to you to make them work.

### **Rights of Others**

All residents must acknowledge the rights of their fellow residents to be able to work in relative peace and quiet.

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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## **ADMINISTRATION AND FINANCES**

### **University Policies and Procedures**

As a University of Otago student, you have agreed to abide by the University's policies and procedures.

Among key documents, there are four key documents for consideration while staying in the College:

- *Code of Conduct* -- The purpose of the Code of Student Conduct is to promote the University's academic aims and a sense of community through the cultivation of mutual respect, tolerance and understanding. To this end, the University expects that students will not engage in behaviours that endanger their own or others' safety and well-being. Students are expected to conform to the standards contained in this Code of Student Conduct off-campus as well as on-campus.
- *Ethical behaviour Policy* -- The purpose of this policy is to promote ethical interactions between members of the University community and to provide an environment of safety, respect and dignity so members can participate fully in all aspects of University life.
- *Student Charter* -- The University is committed to scholarship through excellence in teaching, research and service and to the provision of a stimulating campus environment for the development of lifelong learning skills. The purpose of the Charter is to advance those aims, to acknowledge the University's commitment to the Treaty of Waitangi and to promote good relations between the staff and administration of the University and its undergraduate and postgraduate students.
- *Sexual Misconduct Policy* -- This policy sets out options for reporting sexual misconduct and the process for responding to reported incidents of sexual misconduct.

The University reserves the right to pursue through its disciplinary procedures matters that are also being, or may also be, addressed by the legal system or under any of the above-mentioned University policies. For more information:

- <https://www.otago.ac.nz/proctor/otago670687.pdf>
- <https://www.otago.ac.nz/administration/policies/otago003161.html>
- <https://www.otago.ac.nz/about/otago005275.html>
- <https://www.otago.ac.nz/administration/policies/otago711781.html>

## **Disciplinary Procedures**

### **Breaches of Conduct**

We aim to have a community where residents respect themselves and others, a community where healthy social interactions and academic pursuits are expected. Living away from home can take some adjustment and we are here to assist you to learn the benefits of taking responsibility for yourself and your actions. The expectations, guidelines and policies we have outlined in this handbook have been developed to help everyone have a productive and safe year. Should an incident occur a disciplinary process may be worked through with you. A resident is always entitled to a support person and to seek advice from other agencies prior, during and after the disciplinary process. Please refer to the Accommodation Contract, and Residents' Guide to Colleges for more information.

### **Making a Complaint**

It is important that concerns or complaints by members of our community are addressed and resolved as quickly as possible. 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.

## **Te Puna Accommodation Portal**

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

Te Puna has on it:

- Accommodation - Apply for accommodation.
- Accounts -- View your account and make payments.
- Maintenance -- Report maintenance issues.
- Inventory - Sign off on your room inventory.
- Shopping Cart -- Purchase items and event tickets.
- Time away -- Let us know if you are going to be away from the College by recording your departure and return dates. This includes temporary absence during semester time and semester breaks.
- Self Service -- Request a late dinner
- 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>

## **Financial Information**

### **Accommodation Fees**

You have a contract with the College. On acceptance to the College, an account will be established for you and your account will be charged according to the payment option you have selected. Invoices will be sent for accounts with upfront or quarterly instalments. Residents choosing a weekly payment option must have an automatic payment for the first payment. Your account balance can be accessed via Te Puna, an account statement can be requested, and messages will be sent regarding upcoming and overdue payments. College administration staff will assist with any queries you have about your account.

### **Early Departure and Liability for Fees**

If you leave the College prior to the end of the academic year, you are still liable for payment of your fees as per the conditions of your contract found at <https://www.otago.ac.nz/accommodation/apply-for-accommodation/terms-and-conditions/index.html>

Please read the General Conditions of Residence in a University Managed Residential College for further information about fee liability and a \$500 penalty fee that may be applied in the instance of early termination of the contact. Please note that should several residents leave the College prior to the end of their contact, a replacement resident is deemed to fill the place of the first, or next person to have vacated the College, regardless of which room this replacement resident moves into.

Where it is necessary, because of exceptional or unforeseen circumstances, to withdraw from the College during the academic year, you must immediately give written notice of intention to withdraw to the Warden. You may be asked for any relevant supporting documentation that confirms your situation. Residents who are considering withdrawal from their programme of study are advised to meet with the Warden to discuss the situation. The Warden has discretion to apply for a waiver in cases of severe health problems, bereavement, or other serious challenges. Academic failure or a desire to change your living situation are not normally grounds for release from your contract obligations. If you are thinking about leaving the College, you must see the Warden as soon as possible to discuss the situation. All decisions related to contract release are decided by the Campus and Collegiate Life Services divisional office.

### **Reasons for release consideration are:**

- Serious physical or mental health and well-being
- Bereavement
- Serious family crisis or emergency
- Other serious and unforeseen circumstances which prevent study continuation

Where a contract is terminated by the University, the account will be finalised and any refunds due to the resident will be actioned in a timely manner following University policy and procedures.

### **Period Covered by College Fees**

Residential fees cover the period Saturday 14th February 2026 through to 24 hours after your final second semester examination, or as agreed by the Warden. If you arrive before opening day or leave after the final day of your contract, you will be charged for extra days. No refund or reduction is available in respect of any period of absence from the College during any of the period of residence, unless specially mandated by the University with regards to specific events. Subletting your room is prohibited, as is having guests stay in your absence.

### **Fees Arrears**

*The University Fees Statute 2011 applies in respect of amounts due under this contract. The failure to make payment of any amounts due may have the consequences described in section 6.1 of the Statute. Any student who is in arrears with their fees, or fails to make a due payment, will be contacted (as will their guarantor). Should the problem persist, the Warden is required to notify the University. In this instance any person in arrears may: · incur additional fees as prescribed by the University Council; · be excluded from classes, and/or from re-enrolling until the debt is cleared; · have the final award of qualification withheld by the Council; · have any official record or results withheld and may not be issued with an official transcript; · have access to the means of changing course withheld; · have access to course materials, including materials provided electronically and other University resources and services, withheld.*

Please refer to <https://www.otago.ac.nz/administration/policies/otago003199.html>

Further, the resident may also have their residency terminated i.e. be asked to leave the College. A debt collection agency will be engaged, when necessary, with collection costs being on-charged to the resident.

Please raise payment issues with administration staff or the Warden as early as possible, this enables time to investigate the support options available to you before your study is impacted.

### **Semester Break Accommodation**

- During the semester breaks, Aquinas College remains open for residents who wish to stay
- Any resident who leaves the College during semester breaks must inform the College of their intended leaving and returning dates through Te Puna.
- Residents must fill in the Check Out/Check in, as well as register and hand in their key.

## **Re-admissions**

Residents wishing to return to the College for a further year will be required to apply by the middle of August. The Tautiaki (Warden) of College reserves the right not to enter into an Accommodation Contract with a Resident for residence at Aquinas College for a further year.

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## **ARRIVAL AND PREPARATION**

### **Before You Arrive**

#### **Electrical Appliances**

It is a health and safety requirement that all your electrical appliances are checked and registered as safe by a certified electrical contractor. Appliances are considered any items that are plugged into a wall outlet. You must have all items tested prior to or once you arrive at the College. Technicians will be available at the College on a specified day to test your appliances. Any overseas appliances must have an adaptor for New Zealand's electrical current system.

#### **Health Matters**

It is a good idea to check you have received all the necessary immunizations against infectious diseases. Living in a communal situation means you may be more at risk of either infecting others or being infected. Immunization to consider: Covid-19, measles, rubella, tetanus, polio, hepatitis B, meningitis etc. (subject to change). All health issues must have been disclosed on application and upon acceptance to Aquinas College. This information also needs to be disclosed on the College Information Form. Any special dietary needs must be disclosed on application and the College Information Form.

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

### Have nearby 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

### Academic Term Dates 2026

Semester	Description	Dates
<b>Semester 1</b>	First Term	Mon 23 February -- Thu 2 April
	1st Mid-semester Break	Fri 3 April -- Sun 12 April
	Second Term	Mon 13 April -- Fri 29 May
	Study and Examinations	Wed 3 -- Wed 17 June
	Mid-year Break	Thu 18 June -- Sun 12 July
<b>Semester 2</b>	Third Term	Mon 13 July -- Fri 28 August
	2nd Mid-semester break	Sat 29 August -- Sun 6 September
	Fourth Term	Mon 7 September -- Fri 16 October
	Study and Examinations	Mon 19 October -- Sat 7 November

### When You Arrive

We prefer that residents do not arrive before the College opens on Saturday 14 February. Accommodation arranged outside of the contracted dates will be at the discretion of the Warden. If approved, there will be a cost involved.

### Steps To Take On Arrival

**Important:** The first thing you will do when you arrive at Aquinas College is meet the staff and be checked into your room. When you check in, you will be given your room key. There is an online room check form available on the Te Puna portal, which can be used to report any existing damage or issues concerning your room. If this online form is not filled out within 7 days of your arrival, the College will assume that you have no room issues to report. You are responsible for maintaining the condition of your room, and you will be charged for missing equipment or damages that occur while you reside in the room. If you do a good job of checking your room and ensuring that the room check form is accurate, you will minimize problems when it is time to lock your door and check out.

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

## CONTACT INFORMATION AND SUPPORT SERVICES

### Useful Contacts

### 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
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>
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Dunedin Public Hospital	03 474 0999	
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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

## College Contacts

Position	Phone	Email
Warden/Tautiaki	021 279 1498	<a href="mailto:aquinas.college@otago.ac.nz">aquinas.college@otago.ac.nz</a>
Deputy Warden/Tautiaki Piki	021 279 1498	<a href="mailto:aquinas.college@otago.ac.nz">aquinas.college@otago.ac.nz</a>
Assistant Warden/Tautiaki Kaiāwhina	021 279 1498	<a href="mailto:aquinas.college@otago.ac.nz">aquinas.college@otago.ac.nz</a>
Client Services Administrator/Kaiwhakarite Whakarotoka Kiritaki (Reception)	(03) 479 5520	<a href="mailto:aquinas.college@otago.ac.nz">aquinas.college@otago.ac.nz</a>
Facilities Coordinator/Kaituitui Rauhaka (Maintenance)	021 279 1498	<a href="mailto:aquinas.college@otago.ac.nz">aquinas.college@otago.ac.nz</a>
Kaiāwhina-whare/Kaiāwhina Whare - Duty Phone	021 279 1498	<a href="mailto:aquinas.college@otago.ac.nz">aquinas.college@otago.ac.nz</a>

## APPENDIX

### 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.