

Aquinas College

2027 Resident Handbook



PLEASE RETAIN THIS 2027 HANDBOOK FOR REFERENCE DURING THE YEAR

74 Gladstone Road,

Dalmore Dunedin 9010

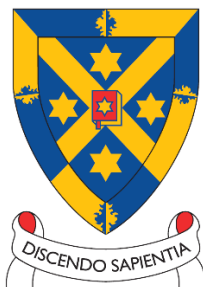
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The College reserves the right to institute additional rules or regulations or change the current rules and regulations as necessary for the safety and security of the College, the Residents and the staff. All Residents accept this fact and agree to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

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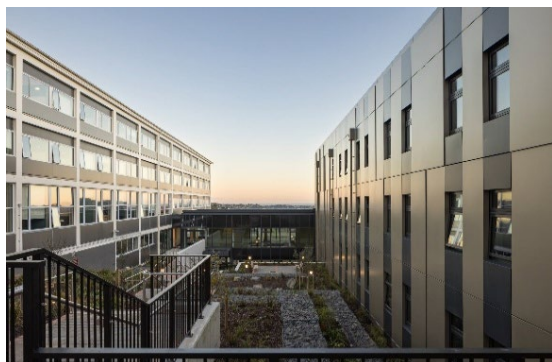
This Handbook has two important companion pieces:

The Residents' Guide to Colleges

(https://www.otago.ac.nz/_data/assets/pdf_file/0033/628197/Residents-Guide.pdf)

<https://www.otago.ac.nz/accommodation/apply-for-accommodation/terms-and-conditions>

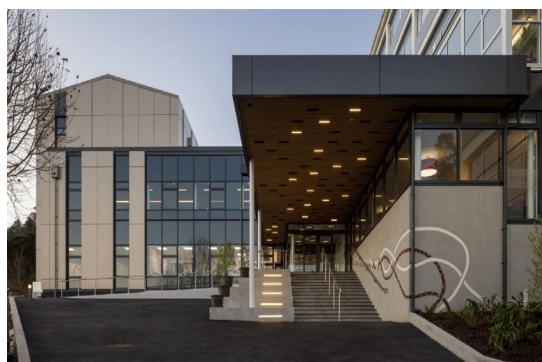
Please have a thorough read of these documents and refer to them often



A view from the AQ Courtyard



Photos of the AQ Gym



View of AQ from the front, the stairs lead you into the college foyer.

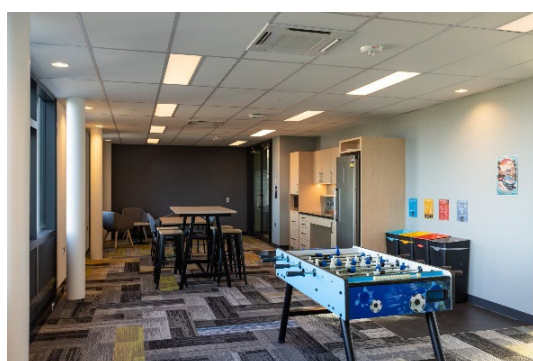
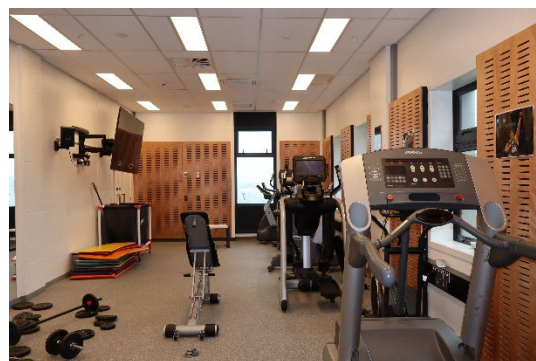


Photo of the AQ Whānau room



Photo of the AQ Dining Room

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WELCOME AND INTRODUCTION

Message from the College Tautiaki (Warden)

Kia ora e te whānau, nau mai, haere mai. 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 and the Residents' Guide to Colleges, as upon signing, you have agreed that you understand what those documents mean for you during your journey with us. Again, we are happy to answer any questions you have about these documents. https://www.otago.ac.nz/_data/assets/pdf_file/0033/628197/Residents-Guide.pdf

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 centred 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 / Warden

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) reports to the Tautiaki Mātua / 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 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. We have an overarching expectation that everyone behaves in a kind and respectful manner to others within the community including staff and visitors

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

COLLEGE KAIMAHI

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

Mike Mata'afa, our *Tautiaki Piki/Deputy Warden* is responsible for overseeing the College's academic Programme, Student Committee, *Kaiāwhina-whare/Sub warden team* and provides pastoral support.

Kalani Rawlinson, our *Tautiaki Kaiāwhina/* is responsible for Events, Inter College Competitions, and supports the *Kaiāwhina-whare team*.

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

The **Kaiāwhina-Whare** team are senior *taura*, appointed each year and trained to provide leadership, support and guidance on your floors. They play a key role in creating a safe, welcoming, and inclusive community at AQ. They also provide pastoral support, help new students settle into college life, encourage participation in events, and promote a positive living and learning environment.

Sarah Mason, 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.

Our **Kaituitui Rauhaka/Facilities Co-ordinator** 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.

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

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

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ARRIVAL AND PREPARATION

When You Arrive

We prefer that residents do not arrive before the College opens on Saturday 20th of February. If a resident has circumstances requiring them to arrive one or two days prior to the College opening, any additional night will be subject to the rate applicable to the room type selected which also includes meals. Please note that parking is limited, also save the AQ Duty phone number when you arrive, **021 279 5524!**

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.

Academic Term Dates 2027

Semester	Description	Dates
Semester 1	First Term	Mon 22 nd February -- Thu 1 st April
	1st Mid-semester Break	Fri 2 nd April -- Sun 11 th April
	Second Term	Mon 12 th April -- Fri 28 th May
	Study and Examinations	Wed 2 nd -- Wed 16 th June
	Mid-year Break	Thu 17 th June -- Sun 12 th July
Semester 2	Third Term	Mon 12 th July -- Fri 28 August
	2nd Mid-semester break	Sat 29 August -- Sun 6 September
	Fourth Term	Mon 13 th September -- Fri 16 th October
	Study and Examinations	Mon 20 th October -- Sat 8 th November

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

COLLEGE LIFE AND PROGRAMS

AQUINAS COLLEGE *'The Best of Both Worlds'*

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 (AQ4U) 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 any one of our committees. Get involved while you are here at Aquinas College.

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 AQ College Students' Committee (AQ4U) work closely with the team of Kaiāwhina-Whare and Senior kaimahi 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. When you arrive talk to a Kaiāwhina-Whare or Senior Kaimahi member and find out more about how to get involved.

Intercollege Competitions

Weekly 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 kaimahi. 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 taura! Popular events include AQ Food Fear Factor, AQs Got Talent, AQ Gut Buster and of course the College Ball. The list doesn't stop there so come out, get involved and have fun!

Our AQ food committee liaise with the kitchen team on a regular basis and are given an opportunity to share 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.

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 a standout winner who has greatly contributed to the AQ community may be selected to receive goods up to the maximum value of \$500 at participating stores at the end of each year.

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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 and it is imperative that you read and fully understand the residents guide to colleges which contains information about policy and processes

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.

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.

All 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, chair, wardrobe
- Shelving and drawer unit
- Notice board

- Hair dryer
- Blu Tak
- Towel(s)
- Computer/laptop
- Plants
- Laundry basket
- Drawing pins
- Coat hangers

What not to bring:

- Candles
- Incense sticks
- Oil burners
- Heaters
- Cooking appliances
- Electric blankets
- Large furniture
- Loudspeaker systems
- Fridges
- LED strip lighting

What you must bring:

- *Personal Emergency Kit *
- 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:

- Extra bedding
- Stereo with headphones

- Air diffusers/air purifiers
- Iron, clothes steamer
- Vapourisers

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.**

View of a room in the Te Kohaka building



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 during Orientation week (O-Week). Any overseas appliances must have an adaptor for New Zealand's electrical current system.

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.

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. 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. **It is important that your phone number is current and that you are on our social media pages for such disseminated information.**

Entering rooms without prior consent

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

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. Kaimahi at the College will give you information about the cleaners' schedule relevant to where your room

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is. Please help the domestic staff by making sure the room is tidy -- their role is to clean, not to tidy. Only bed linen supplied by the College is laundered by the College. Up to 2 sheets are available on a weekly basis. Linen exchange days TBA.

Bathrooms

All Aquinas bathrooms are private single units- we do not have communal shower stalls, or ensuites. So, whilst the bathrooms are shared and not for your exclusive use only, they are private and contained (shower, toilet & sink) in each lockable unit. Please note, we also have some bidet toilets available in specific areas of the college.

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 owner's 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.
- Any repairs required due to negligence will be passed on to the resident and any damage may warrant serious misconduct.

HEALTH, SAFETY AND WELLBEING

Health

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 any concern(s) or potential concern(s) with our residential colleges is reported to college staff 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>

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

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.

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 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 are not always able to attend hospital with residents but will make every effort to always liaise and support where we can.

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 **always** able to bring forgotten items down to hospital

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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.

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.

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

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

before coming to Dunedin. Historically, there are 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](#)

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 text the duty phone as soon as possible.

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.

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.

SAFETY AND SECURITY

General Security Measures

A security guard is on duty at the College from 10:00 pm to 6:00am 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

Keys and Cards

You are issued with a key to your bedroom. This key is for your use only, and you must not lend it to anyone else. If you lose your key, **the replacement charge of \$30 will be made 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

All of our external doors run on a timed system. This means at a certain point in the evening and morning they lock and can be accessed using your student ID card. The front doors lock automatically every night at 10.00pm and open again from 8.30am.

Fire Safety

Smoke Detector

Each room is fitted with a smoke detector which is extremely sensitive. As well as smoke, the following will also set it off: aerosol sprays, dust, water, hair straighteners, vapes and steam. Please use aerosols and hair curlers/straighteners in the bathrooms. There is a cost associated to re-setting the fire alarm. This cost may be passed on to the resident who caused the activation or from whose room was activated.

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

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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

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:

- On the LG and ground levels evacuate the building using the closest exit. On

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 the alarm was triggered deliberately malicious or accidental.

floors 1 - 3, the closest exit is the north end of the floor (pointing to Priory).

Assemble on the **YELLOW LINES AT THE TOP OF THE CARPARK.**

Evacuating from the Priory:

- Take the closest exit outside and assemble on the **YELLOW 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 **YELLOW 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 earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.
- **COVER** your head and neck (and your entire body if possible) under a sturdy table or desk (if within a few steps of you). If there is no shelter nearby, crawl to an inside corner of the room and cover your head and neck with your arms and hands.
- **HOLD ON** to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around. The shorter the distance to your safe place, the less likely it is that you will be injured by furnishings that become flying debris during the shaking.

Practice drop, cover, and hold in each safe place. Drop to the floor, take cover under a sturdy piece of furniture, and hold on to a leg of the furniture. If suitable furniture is not nearby,

sit on the floor next to an interior wall and cover your head and neck with your arms. Keep away from windows and other items that may fall on you.

Responding quickly in an earthquake may help protect you from injury. Practice drop, cover, and hold at least twice a year. If you are inside, you should remain inside, if you are outside, you should remain outside but take shelter

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.

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 (see Residents Guide to College)

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).

BEHAVIORAL EXPECTATIONS AND CONDUCT

Anti-Social Behaviour 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 antisocial 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

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- 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

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.

Illegal Drugs

The University has adopted a zero-tolerance policy in respect of the possession, use or

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. For further information, see here: [Digital Communications Policy](#)

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.

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

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.

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,

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.

and Residents' Guide to Colleges for more information. Links are available at the start of this handbook

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 complaint's procedure, please refer to the Residents' Guide to Colleges. Links are available at the start of this handbook

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.

Under18 International students

For us to provide appropriate care for under 18 international students we follow the Special conditions for international students aged under 18 as required by the *Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*.

The Code of Practice requires the University of Otago to document any transfer of care from your Residential College to any other person. Care can only be transferred to someone from whom we have approval from your parents/legal guardian. It is also illegal under New Zealand law for those under 18 to consume alcohol.

By accepting a place in the College you agree to the following conditions until the date of your 18th birthday:

- Return to the College by 11.00pm each evening. If you anticipate being slightly late, the College must be informed.
- If planning to stay elsewhere, you must give us sufficient notice to obtain approval from your parents. You must not stay overnight away from the College until you have approval from the College.
- No guests are to stay overnight in your room.
- No consumption of alcohol, regardless of whether consumed at the College or elsewhere.

By signing the required form, you agree to abide by these conditions and acknowledge that breaching these conditions may lead to disciplinary action as outlined in clause 7 of the

- Drinking games are not permitted.
- Specialised drinking equipment such as funnels, bongs and yard glasses are not permitted. These will be confiscated and destroyed.
- Kegs, crates, mini tankers, home brewing and distilling are not permitted.
- Glass bottles under 500ml are not permitted anywhere on campus.
- 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**

General Conditions of Residence of your Accommodation Contract.

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 may face disciplinary action. Any person supplying alcohol to any Resident in this category may also face disciplinary action. For further information on the Disciplinary Process, please refer to the Residents' Guide to Colleges.

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

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 Sky Room/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.
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-tohttps://www.drinkaware.co.uk/advice/st>

[aying-safe-while-drinking/how-to-stay-safe-at-uni/stay-safe-at-uni/](https://www.drinkaware.co.uk/advice/staying-safe-while-drinking/how-to-stay-safe-at-uni/stay-safe-at-uni/)

- <https://www.hellosundaymorning.org>

Consumption Times:

- Alcohol **may not be consumed** in the College or on college grounds before
- 4:00pm and after 10:00pm 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 or vaping in rooms or public areas will incur an immediate fine of \$100 and we will contact your guarantor. This includes ENDS Devices or Vapourisers (whether delivering nicotine or not). Repeat offending may lead to suspension or dismissal.

Prohibited Items and Activities

Weapons

Refer to The Residents Guide to Colleges for information.

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.

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.

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.

Skateboards and Scooters

Skateboards may not be used inside the College, nor may a skateboard be used on any

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.

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- 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.

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 must always behave in a kind respectful manner towards others within the community including students, staff and visitors.
- 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.
- 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, **the Resident's Guide to Colleges and the college Handbook**.
https://www.otago.ac.nz/_data/assets/pdf_file/0033/628197/Residents-Guide.pdf

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.

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.

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 - **DO NOT BOOK FLIGHTS BEFORE GAINING APPROVAL**

- General Visitor's rules apply (see above).
- A maximum of **one guest** can stay overnight in a resident's room.
- **Cost is \$5 per night**; approved guests can stay up to three nights maximum in a 7-day period.
- **Overnight guest of any kind must always have prior Senior staff approval (at least 24 hours).**
- **Late guest approvals (if approved) on the day or within the 24-hour period will cost you \$20.**
- 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).
- **Under 16s cannot stay overnight, 16–18-year-old overnight guests must have parental consent, and permission must be sought from Senior staff PRIOR to their planned arrival.**
- **Unauthorised guests will be charged at a rate of \$100 per night.**
- **Prebooking flights will not gain approval and you risk being out of pocket.**
- **Surprise guests arriving at colleges will also not gain approval – tell your friends this in case they are planning to surprise you to avoid an awkward situation.**
- Mattresses are available for guests on a first in first served basis.
- 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 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)

Host and partner will have their pass revoked immediately and permanently if they breach any college rules.

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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.

FACILITIES AND SERVICES

Communication Systems

General Communication - it is your responsibility to ensure you seek information via our channels and to keep your information updated

- 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 are posted on college noticeboards and/or displayed on the digital screens.
- Social Media: Links on page 31.

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
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 kaimahi 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 posted via a private group via social media platforms; you will be invited to join either before you arrive or in the first few days when you arrive. Noticeboards are used for advertising University and community events. There are noticeboards on each floor for various notices and announcements.

AQ College Shuttle and Van timetable

- The shuttle operates from **Monday to Friday** during the times shown.
- The shuttle route is from AQ to St. Davids and back to AQ.
- The shuttle will **not operate on public holidays**.
- The shuttle times **will differ during the examination period**.
- The **7, 8 & 9pm** van run route is from AQ to St. Davids, to Unipol, and back to AQ.

Special transport to and from the Octagon (town centre)

- We offer van rides to the Octagon (town centre) and back to AQ on **Thursday and Saturday nights ONLY**.
- Staff will drop you off to town from **9:30pm** and then staff will pick you up at **1am and/or 2am**

Down from AQ	Up from St. Davids
7:40am	-
8:40am	-
9:40am	10:10am
10:40am	11:10am
11:40am	12:10pm
12:40pm	1:10pm
1:40pm	2:10pm
2:40pm	3:10pm
3:40pm	4:10pm
4:40pm	5:10pm
5:40pm	6:10pm
7:00pm	7:05pm
8:00pm	8:05pm
9:00pm	9:05pm

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](http://www.otago.ac.nz/uniprint/)<http://www.otago.ac.nz/uniprint/students/index.html>

[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

Catering

Our food services team have developed menus that are tasty and nutritious. **Menus are based primarily on contemporary New Zealand cuisine** while regularly incorporating a variety of internationally inspired meals. Whilst the foodservice tries hard to cater to most needs, quantity catering aims to please most people, most of the time. We do not cater to bespoke diets, but **we offer set dietary options** such as LOW FODMAP, gluten free, and vegan options. Whilst the kitchen aims to offer balanced meal options, any elimination of food groups from the diet will result in less variety on offer. We do not buy in specialised food for individual requests or food preferences.

Please note that **our dining and kitchen areas are nut free zones**. Nuts and nut products **must not** be brought into or consumed in these spaces at any time. In shared or communal areas, nuts and nut products must not be present or consumed where they may pose a risk to individuals with nut allergies. Nonadherence to our nut policy may result in disciplinary measures due to the potential health risk to some students.

Halal options

We offer halal meal options, with a focus on food suitability. Halal meals use halal meat (beef, lamb, and chicken) and contain no pork or alcohol ingredients. Halal meals are prepared within the college kitchen which is not exclusively halal, as pork and alcohol products may be used in other food preparation areas. If you require halal meals, we encourage you to liaise with the catering team so we can support your dietary needs. Please note, we cater to Ramadan and encourage students to register their interest early. For students observing Ramadan, we supply eggs and continental breakfast before sunrise and extra protein late meals for after sunset. We also supply dates and fresh fruit to be taken from the dining room to eat outside of dining room open times.

Meal times

	Weekdays	Saturdays	Sundays
Breakfast	7:00 - 10:00am	8:00 - 10:00am	8:00 - 10:00am
Lunch	12:00 - 1:30pm	12:00 - 1:30pm	11:30 - 1:00pm
Dinner	5:00 - 6:30pm	5:00 - 6:30pm	5:00 - 6:30pm
Toast time	Always available 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.

Managing Food Allergies in College Dining

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.

While our food preparation standards adhere to strict allergen and faith-based practices, we cannot guarantee our dining room, and kitchen areas are allergen free or conform to strict faith-based practices.

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.

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.

Kitchenettes

The Dining Room, Dalmore 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

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residents in these Kitchenettes. Failure to respect the space and keep it tidy may result in the closure of these areas.

ACADEMIC SUPPORT

AQ Academic Support Services

Academic Interviews

Through the year you will have opportunities to meet with the Senior kaimahi (staff) 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 Facilities

AQ Tutorial 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. When using these rooms, please be mindful it is a shared space, and it is important that you take your belongings with you when you leave so other residents may use the space. Bags and equipment left unattended will be removed as they cannot be used to reserve a space for you to return at your leisure.

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.



Left pic: one of our Tutorial rooms.



Right pic: Main Common Room

University-Based Support

Course Advice - www.otago.ac.nz/course-advice

- Planning in your first year sets you up for your second, third, fourth, fifth, etc. Get one-on-one advice that's tailored to you.

Disability Information and Support (DISA) - <https://www.otago.ac.nz/disabilities>

- If you have a disability, impairment, injury, or medical condition (including physical and/or mental health) that affects your ability to study, Disability Information and Support can help you.

Student Academic Skills (SAS) - <https://www.otago.ac.nz/educational-design-innovation/students>

- Student Academic Skills (SAS) offers a range of services and advice relating to learning support and academic skill development. Whether you are a local or distant student, support is available at the Wellington, Christchurch, Southland and Dunedin campuses.

Peer-Assisted Study Sessions (PASS) - <https://www.otago.ac.nz/educational-designinnovation/students/pass>

- If you're studying a 100-level paper, attending Peer-Assisted Study Sessions (PASS) is a great way to succeed at University. The more sessions you attend, the greater the benefits! Peer Assisted Study Sessions are fun group-based study sessions led by an experienced student who has successfully completed the course

Te Huka Mātauraka | Maori Centre (THM) - <https://www.otago.ac.nz/maoricentre>

- Te Huka Mātauraka provides academic support for all Māori tauira. They have a tutorial program and a mentoring program where older Māori students can help support first year Māori students with University. If you are whakapapa Māori, connect with Te Huka Mātauraka for additional academic (and pastoral) support.

The Pacific Islands Centre (PIC)- <https://www.otago.ac.nz/pacific/students>

- The Pacific Islands Centre provides academic support for all Pasifika students, primarily through their tutorial program. They can help ease the transition from home to tertiary study.

ADMINISTRATION AND FINANCES

All relevant policies and procedures are found on the Residents Guide to Colleges (link below).

- https://www.otago.ac.nz/_data/assets/pdf_file/0033/628197/Residents-Guide.pdf

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.

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.

- 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://Collegehttps://college-accommodation.otago.ac.nz/StarRezPortalXaccommodation.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

Early withdrawal is a voluntary request by a resident to end their accommodation agreement before the agreed end date of their contract and must be submitted in writing using the College's withdrawal process.

A resident who has their withdrawal from the College approved remains liable for the following fees unless otherwise agreed by the College:

1. **Administrative Charge:** A fixed charge of \$500 to contribute to the administrative and operational costs associated with processing the withdrawal.
2. **Accommodation Charges:** You will also be liable for all ongoing weekly accommodation fees until the agreed end of your contract.

The College enters into staffing, catering and operational commitments on the basis of resident numbers. For that reason, early withdrawal does not automatically end a

resident's financial obligations under this agreement. However, if, following your withdrawal, the College reaches full occupancy and subsequently admits an additional resident, the College may reduce your financial liability to reflect the date that resident commences residence.

If more than one resident withdraws before the end of their contract, replacement residents will be allocated to vacancies in the order those vacancies arose. A vacancy will only be treated as filled once all rooms in the College are occupied. At that point, a replacement resident will be deemed to fill the earliest vacancy that has not already been filled, regardless of which room the replacement resident occupies.

Discretionary Reductions

The College may reduce or waive the Administrative Fee and/or some or all of the Accommodation Charges in cases of serious and/or unforeseen circumstances, such as:

- Significant physical or mental health challenges.
- Bereavement.
- Serious family crisis or emergency.
- Other unforeseen situations that prevent you from continuing study.

*Note, where the College exercises its discretion under this clause you will remain liable for a **minimum period of six (6) weeks accommodation fees** from your intended departure date. In exceptional circumstances (e.g., financial hardship) the College may exercise its discretion to reduce these fees.*

You will be asked to provide supporting documentation for your situation. Requests are considered carefully, and decisions are guided by university policy and decided by the Campus and Collegiate Life Services Divisional Office to ensure fairness and consistency across all colleges.

Next steps if you are considering withdrawal
If you are thinking about leaving the college:

- *Speak with your Warden as soon as possible to discuss your situation.*

Period Covered by College Fees

Residential fees cover the period Saturday 20th February 2027 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.

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.

CONTACT INFORMATION AND SUPPORT SERVICES

Support Services

Ask Otago	0800 80 80 90 (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	https://www.healthy.org.nz/
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 Academic Skills (formerly Student Learning Development)	03 479 8801	sas@otago.ac.nz 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 (Digital Hub for Wellbeing)	Text or call 1737	1737.org.nz

Follow us on the following platforms for more information

- https://www.instagram.com/aq_college/
- <https://www.tiktok.com/@aquinascollegeuo>