



Studholme College

2027 Resident Handbook

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NAU MAI, HAERE MAI

Welcome

It is with a warm heart that I congratulate you on becoming a member of the Studholme College family. It is great to have you here and we hope that this will be a fun and successful year for you.

For most, this will be the first time away from home and some will be a little apprehensive about what to expect.

It is OK to feel this way. We have amazing staff who have travelled the road you have and are here to help and support with the adjustments. Some staff are still studying themselves and have lived in a College before, so you are in great hands!

Living in a community will also be a first for most of you and that can be a little weird. Sharing bathrooms with people you've never met before, meeting people from different cultures, eating different food and getting used to the academic challenges of University. Our students mahi hard to rise to these challenges and a whole lot of fun is had and friendships are made during the year.

We have great College spirit here at Studholme and throughout the year, we will be calling on your gifts and talents you have boasted about in your application, to help us in our inter-college Sports, Gaming and Cultural events with other Colleges. We need you to help us to succeed.

This is a great time to mix with the other Colleges and have a bit of fun, so have a crack if you can.

It is important to remind you all that our priority is to ensure that the Studholme environment is safe and conducive to academic success. Studholme College provides tautoko (support) to one another so that everyone achieves the best they can. You are an integral part of our College and we want to work together to ensure everyone is safe and successful.

You will need to read this booklet thoroughly as you will be required to sign a form to say you have read and understood its contents.

Please keep it with you so that you can refer to it as needed.

On behalf of the Studholme College whānau, we are excited to get to know you.

Please feel free to come and see us if you want to chat, if you need assistance or are worried about anything.

Ngā mihi
Johnny Nu'u
Warden Studholme College



GENERAL INTRODUCTION

Nestled on the corner of Clyde and Dundas streets, Studholme 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 Director for the administration of the College and the welfare of the residents.

At Studholme, we endeavor to provide:

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

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

A brief history

Studholme College was established in 1915 in two old houses (where University College now stands) to provide accommodation for students attending the School of Home Science that opened in 1911.

It is named Studholme in honour of Colonel Studholme who worked for the establishment of the School of Home Science and personally endowed the first chair for it.

We accept students of all identifications from all faculties of the University.

The current 127 Clyde Street site was purchased in 1928 (now known as West Wing). 1961 was a big year for the College as it marked the unveiling of the

completed main building. The subsequent decades saw the acquisition of houses behind the main building. As of 2023 our membership is 185 bedrooms.

Studholme has the distinct honour of being the first wholly University-owned College.

Ōtākou rohe

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 Kareti o Studholme 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).

Your College staff

Your welfare and care is a priority for all college staff. The Warden and Assistant Wardens, with support from the Sub-Wardens, head the pastoral care team. Working alongside them are our administrative, catering, facilities and security staff.

Together we are here to ensure you make the most of your academic, cultural, social and active experiences offered by Studholme College and the University of Otago.

If you need any assistance, do not hesitate to call on us.

STUDHOLME COLLEGE

127 Clyde Street
Dunedin North
Dunedin 9016

Phone: (03) 479 5504

Duty phone: 021 286 2791

Email: studholme.college@otago.ac.nz

Studholme College reception office is located in the main foyer of the main building. Office hours are Monday – Friday: 8.30am – 5.00pm

All enquiries can be made at reception.



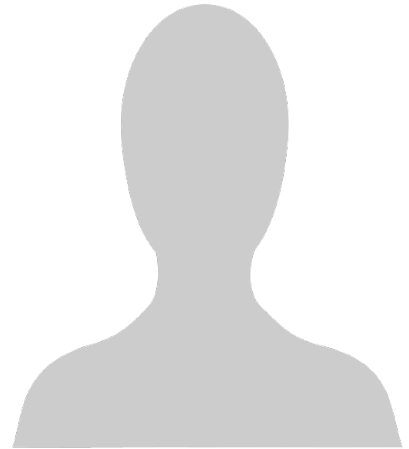
MEET THE TEAM



Liza Bergantino-Mitu
Deputy Warden
Hours: 2.30pm – 10.30pm
Phone: 021 279 5506



Joel Bartlett
Assistant Warden
Hours: 2.30pm – 10.30pm
Phone: 021 279 0973



Angela Kettink
Administrator
Hours: 8.30am – 5.00pm
Days: Mon-Fri
Phone: (03) 479 5504



Grant Hutton
Executive Chef
Hours: 8.00am-4.00pm
Days: Mon-Fri
Phone: (03) 479 5507



Evan Holzer
Facilities Co-Ordinator
Hours: 7.30am – 3.30pm
Days: Mon-Fri



Alison Kerr
Domestic Services Supervisor
Hours: 7.00am – 11.00am
Days: Mon-Fri
Phone: (03) 479 5504



OUR DOMESTIC TEAM

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



OUR CATERING TEAM

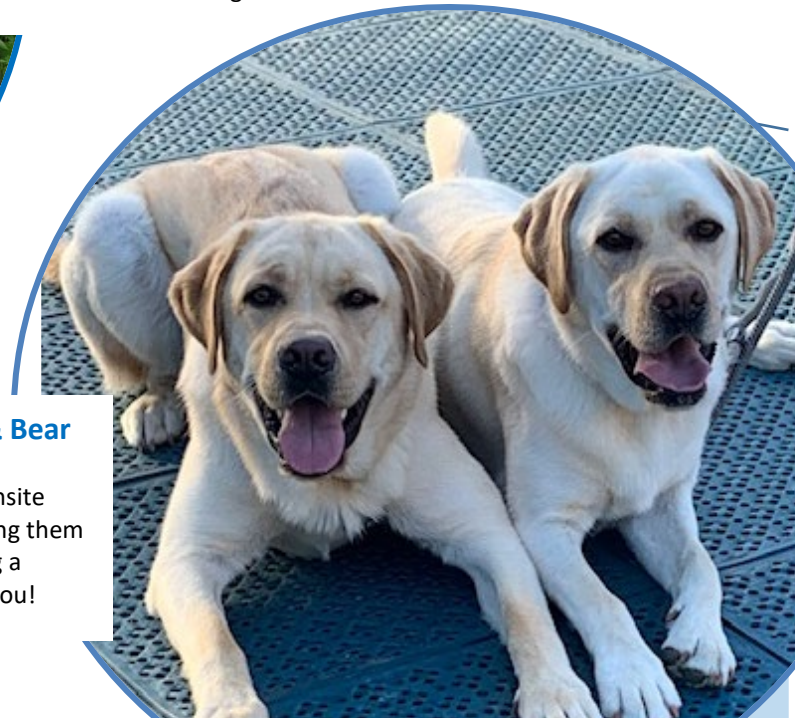
Our dedicated Catering staff are always up for a laugh and enjoy a bit of banter. They take tremendous pride in getting to know you, and you are encouraged to get to know them. They work 7 days a week to create tasty and nutritious meals for you to enjoy. Mealtimes are shown on page 10.



OUR KAIĀWHINA TEAM

These wonderful people are senior students who live amongst you, providing you with support and guidance. They are your biggest cheerleaders and our after-hours support. Being student's themselves, they are a great source of advice on how to navigate University and Studholme College.

Our 2025 Kaiāwhina



Louie & Bear

Louie and Bear are our resident wellbeing mascots. They are brothers and belong to our Deputy Warden, Liza. They live onsite and bring so much joy to the college. Our residents love having them around and often take them out for walks or runs. They bring a "homey" feel to Studholme and can't wait to hang out with you!

ARRIVING AT THE COLLEGE

From day one and beyond

Academic Term Dates

Throughout the year there are key dates that need to be noted. This will help you to plan a trip home during a break or any other activities you may consider doing.

Semester	Description	Dates
Semester 1	First Term	Mon 22 nd February – Thurs 25 th March
	1 st Mid-semester Break	Fri 26 th March – Sun 11 th April
	Second Term	Mon 12 th April – Fri 4 th June
	Study and Examinations	Sat 5 th June – Wed 23 rd June
	Mid-year Break	Thurs 24 th June – Sun 11 th July
Semester 2	Third Term	Mon 12 th July – Fri 27 th August
	2 nd Mid-semester Break	Sat 28 th August – Sun 12 th September
	Fourth Term	Mon 13 th September – Fri 15 th October
	Study and Examinations	Sat 16 th October – Sat 13 th November

Your arrival:

We prefer that residents do not arrive before the College opens on **Saturday 20th February**. In the event that a resident has circumstances requiring them to arrive one or two days prior to the College opening, the cost to stay at the College is \$70.00 per night including meals.

If you are driving to Studholme College there are very few parking spaces available. We suggest you drop your belongings off at Reception, then find a park on the street.

NO PARENTS OR VISITORS ARE PERMITTED TO STAY OVERNIGHT WITHIN THE FIRST TWO WEEKS OF THE COLLEGE OPENING

When you first arrive at the College you will be asked to Sign in and you will be given your room keys. Signing in or out is only required when arriving at the College, for the University mid-semester and mid-year breaks, and when departing at the end of the year.

Te Puna Student 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.
- **Shopping Cart** – Purchase items and event tickets.
- **Time away** – Let us know if you are going to be away from the College by recording your departure and return dates. This includes temporary absence during semester time and semester break.

- **Self Service** – Request a late dinner.
- **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>

Tips to settle into your new home:

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

- Bring along plenty of familiar things or a taonga (something highly prized) from home (posters etc.) to decorate your room with.
- Please use Blu-Tak to stick up posters or pictures as you are not allowed to use sellotape or pins/tacks (except on the noticeboard).
- Walk around the buildings and introduce yourself to your new College residents.
- Find someone to go explore your new home and city with!
- Come and hang out downstairs to meet others and make sure you meet your Sub-Warden.

Staying late at the end of the year

Residents who are required to stay on after the College has closed in November, e.g. College of Education students on placement in Dunedin, are welcome to do so at a cost of \$35 per night. This charge does not include any meals. There are kitchen facilities available and residents will have to organise their own food. See below for 'period for college fees'



YOUR ROOM

Bedroom

When you move into your room, we ask that you complete the inventory check. This will become extremely relevant at the end of the year when it is time for you to depart.

What Is Provided:

- Bed base
- Mattress
- Mattress protector
- Two sheets
- Pillowcase (**no** pillow)
- Duvet and cover
- Blanket
- Wardrobe
- Set of drawers
- Study desk
- Chair and lamp
- Bookshelf
- Pinboard
- Heater

You May Bring:

- New electric blanket
- Hair dryer, straightener, curler
- Personal electronic devices including headphones
- Extra bedding like your favorite duvet cover
- Blu-tak
- Umbrella (highly recommended)

You Must Bring:

- Personal Emergency Kit – more on this later.
- Pillow
- Towels

Do Not Bring The Following:

- Candles
- Incense sticks
- Heaters
- Oil burners
- Faulty electrical appliances
- Loud speaker systems
- Air Diffusers / air purifiers
- Vapourisers
- Iron
- Clothes Steamer

Heating in the rooms

Each room has its own electric heater that when switched on will heat the room until it reaches a certain temperature, after which it will need to be restarted. The houses each have heat pumps in the lounge areas and the rooms all have electric heaters with attached thermostats. **Please do not place furniture against the heater, nor use it to dry towels or articles of wet clothing. Additionally, do not attempt to circumvent the hardwiring that the heater is connected through.**

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.** It costs over \$1,400.00 for a fire callout. This cost may be passed on to the resident whose room was responsible for activating the detector.

Room inspections

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

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

Room furniture

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

Adhesives - No drawing pins, adhesive tape or glue is to be used on any doors or walls. Please use blu-tak to put up posters etc.

Room number and name tag - The room number and name tag on your door **should not** be defaced or removed.

The College reserves the right to change room allocations during the course of the year if it is deemed necessary. 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.



COMMON & SHARED AREAS

Bathrooms

There is a **bathroom** with showers, toilets and hand basins on each floor and in each house. These are cleaned daily, Monday to Friday. A bath in the West Wing bathroom is available for general use. **Please bring your own towels and toiletries, as they are not provided.**

Kitchens / Kitchenettes

There is a **kitchenette** with a microwave, fridge, electric jug, toaster and ironing board on each floor. Each of the houses has a communal lounge and kitchen with similar equipment. The ovens in the houses are disconnected for health and safety reasons.

Rubbish & Recycling

The Studholme community aims to play its part in minimising waste where possible. Bedrooms do not have individual rubbish bins. All rubbish is to be placed in the method bins provided in the common area of each floor and house. It is the responsibility of each floor to ensure that these rubbish bins are emptied regularly to the external rubbish collection areas outside of the building.

Main Common Room

Our spacious **Common Room** is located in the main building and provides

- Table Tennis table
- Pool table
- Foosball table
- Television with Apps (volume needs to be kept low after 10pm)

Dining Room

It is usually available to socialise outside of meal times. However, we ask you allow time for our catering team to clean up before and after each meal service before heading in or out.

Please treat this space kindly. Clean up after yourself and make sure the table, chairs and area is able to be used by others.

Coffee machines and filtered water are available throughout the day and evening.

The Local

There is a small lounge (The Local) adjoining the Main Common Room that also has TV with app capabilities. You may socialise, watch sports or movies, listen to music and host birthdays etc. in this room.

Music Room

Located in a room out the back of The Local, it has a piano and a drum kit and is available for the practice of any musical instrument throughout the day from 9am to 9pm. Please exchange your room key for the Music Room key at the Office. The level of noise from this room must be at a comfortable level for surrounding rooms. **No Studholme instruments are to be removed from this room without permission.**

Study / Tutorial Rooms

West Wing Study: Named after its location, West Wing is upstairs directly above the Main Common Room. When not being used for tutorials, this area is also available as a quiet area for study.

Ako Room: Named after a Māori word for study, this Māori and Pacific themed and blessed room is a good place to study while being surrounded by some beautiful and cultural art. Located directly opposite the West Wing Study.

Patricia Coleman Seminar Room: Located on the second floor above the Dining Room. It is available for residents to use as a study space when the room is not already being used for tutorials or other College related purposes.

Computer Room: Located on the second floor of the main building, it is directly opposite the Patricia Coleman Seminar Room. It has 1xPC and 1xMac and it also contains a university printer for your use.

Laundry

Main Building: Located on the Ground Floor of the main building.

Houses: Each house has its own washing machine and dryer. There is a **Drying Room** off the laundry in the main building and outdoor line space near the houses.

We expect residents to do their own washing, however up to two clean sheets and a pillowcase are provided weekly in exchange for your dirty ones.

Irons: These are available at the office on a sign out/in basis. Ironing boards are located on the floors and in the flats.

Please do not OVERLOAD the machines.

Laundry tips from our Domestic team

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

Gym

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

- Elliptical trainer
- Treadmill
- Rowing Machine
- Excercise cycle
- 3-in-one resistance machine (lat pull, seated bench press, seated row)
- Kettle bells
- Foam rollers

COLLEGE SERVICES

Catering

Our catering service is provided by Union Catering, the University's catering team. Please note that all of our dining rooms and kitchen areas are nut-free. Meals will be served in the Dining Room at the following times:

	Mon to Fri	Sat	Sun
Breakfast	7:15am until 10:15am	8:00am until 10:30am	8:00am until 1:10pm
Lunch	12:00pm until 1:10pm	12:00pm until 1:10pm	11:30am until 1:10pm
Dinner	5:30pm until 6:10pm	5:30pm until 6:10pm	5:30pm until 6:10pm

The half hour before lunch and dinner service, the dining room will be closed to allow staff to prepare for meal service.

Special Diets

The Catering team are able to cater to most special dietary needs. Please note, however, that residents requesting special diets other than vegan, vegetarian or halal are required to provide a medical certificate from their doctor confirming this requirement.

Seconds

Seconds may be offered after 1:10pm and 6:10pm once all residents and staff have been served.

Early Meals or Late Lunch

If you require a late lunch please write your name in the diary at the back of the Dining Room by 11am on the day it is required. Late Dinners need to be ordered on Te Puna by 4.30pm each day. The meals are issued by the kitchen staff or the duty Sub-Warden and can be heated in one of the microwave ovens in the Servery or Dining Room.

There may be times through the year where mealtimes are temporarily changed at the direction of the Warden of the College (or delegated authority). We will give notice where possible.

Packed Lunches

Students who are unable to make it back to the College for lunch may have a packed lunch. Residents make their own lunches and items are available in the Servery area between 7.30am – 9.30am from Monday to Friday.

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.

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

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

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

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

Crockery or cutlery must remain in the Dining Room.

Cleaning Fee

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

Ways you can help our Domestic team

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

Security and Keys

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

Security Cameras

We have security cameras operating for safety reasons and to deter theft. They are located in the: Laundry, Front and Back Doors, Common Room, Dining Room and our three main study rooms (West Wing Study, Computer Room and Patricia Coleman Room). Please do not rely on the cameras for complete security service. We encourage all residents to exercise common sense and sound judgement in looking after their own belongings.

Keys

You will be provided with keys when you arrive. They are made up of your **Bedroom key** and a **Magnetic key tag** that gives access through the main front and back doors when locked at night. If you live in one of the houses, the magnetic key tag will also let you into your house.

You must report any lost keys immediately. The cost of replacing lost keys is \$75.00 and is charged to the individual resident. Please be responsible in regard to your keys; we rely on all residents to co-operate in keeping our building and property safe.

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 the **magnetic key tag**. Our doors are normally locked from 9.00pm at night until 7.00am the next morning.

Our gates behind the main building are locked by security at 10.00pm and unlocked by College staff in the morning.

Bicycles and Bike Sheds

Bicycles are not permitted inside the buildings or houses. There is covered storage available in a garage on Dundas Street beside the entrance to the rear carpark and another on Forth Street at the entrance to the bottom carpark. Keys for these garages are available from the Office and there is a \$15.00 annual charge payable upon issuing the key. Bike shed users are required to return the key at the end of the year.

Parking

There is no parking available on Studholme property. Any cars parked in the grounds will be towed away at the owner's expense.

Postal Mail

Mail is delivered to the College every morning from Monday to Saturday. Staff will sort and place mail in the lettered boxes outside the Dining Room.

- **Parcels** are placed on the table in the foyer outside the Dining Room for collection.
- **Outward mail** can be handed in to reception. It will be collected every morning Monday to Friday. All mail items must have the correct postage stamps attached. All parcels must have the correct postal and paid packaging.

Lost property

We have 2 locations where possible lost items are kept.

- Small and/or valuable – held in the Office.

Items in the laundry in the main building – there are two boxes in the drying room where unclaimed items are kept.

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

Sports Equipment and Board Games:

The College has a variety of **sports equipment** and **board games** you may borrow, including:

- rugby balls
- soccer balls
- tennis racquets
- cricket gear
- volleyball
- various board games – Chess, Monopoly, Scrabble, Risk etc.
- guitar – always available in the Main Common room

AV Equipment

We also have various AV equipment that can be used. We have fixed projectors located in the West Wing study and Patricia Coleman Room. We also have a portable projector which can be borrowed from the Office.

Studholme Van

The College owns a minibus that may be used for official College events such as sports, cultural activities, floor outings etc. The Sub-Wardens will usually drive groups of people to and from these events, by prior arrangement.

Lift

A **lift** gives access to all floors in the main building. The lift must not be used in the event of a fire alarm.

Ledges and Roof Spaces

All ledges and roof spaces are out of bounds - offenders will be fined.



COLLEGE LIFE

Studholme College is a vibrant and exciting place to live and hang out. There will be a wide range of things that happen which will make your experience extremely worthwhile and memorable.

Living in the College

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

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

Academic Support

We endeavour to provide an environment that is conducive to academic excellence and a successful academic year. If you require academic assistance, please do not hesitate to reach out to any of the staff who will be able to assist you in making the necessary arrangements.

We promote self-motivated learning. You are encouraged to create and join study groups, general or subject focused. The Sub-Wardens will assist in this wherever possible. We expect residents to attend lectures, tutorials and laboratory sessions for which they are enrolled.

College Tutorials

Supplementary tutorials are held on-site in addition to the University's formal tutorials in many popular subjects. Our Assistant Wardens work very closely with Tutors to deliver as much academic support as possible. Tutorials are held in the evenings. Often extra tutorials are held closer to exam time. Subject need will determine our on-site tutorial programme.

Where we are unable to provide certain subjects, we work closely with our fellow College Community to share resources.

Orientation and Re-Orientation Week

Each respective week is a fun and exciting time for our residents. We want to be as supportive as we can while maintaining a reasonable level of safety and security. Below is a snapshot of what this means for the college:

- College meeting – The Warden will host a compulsory meeting at the beginning to outline Studholme College and what the year will bring.
- Daytime - Walking tours during the day to campus so that you know where to go for your first lectures.

- Afternoon / Evening – We host events on-site to build our community and offer opportunities for residents to get to know each other in different settings.
- Visitors – Generally visitors can visit. However, we ask that they leave by 6pm. Should a visitor act in a manner contrary to our rules and guidelines outlined below, they will be asked to leave without delay.
- Overnight Guests – This will not be possible during the first two weeks of the year and the week of re-O week.

Noise and Quiet Hours

Due to the design of the College, sound carries very easily. Please be considerate of other residents' needs. Excessive noise is not acceptable at any time and the College should be completely quiet after 10:00pm.

We have quiet hours, operating as follows:

- **Sunday – Friday: 10.00pm-9.00am**
- **Saturday: 10.30pm-10.00am**

In practice, this means that during the stated times the College should be quiet.

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

Communication

Email - Please make sure that your email address is current and up to date on e-Vision. Important communication will be sent to you via your **student** email address. You should check your student email address at least twice a week for messages.

Ensure all communication sent to you is read as you might miss something important!

Phone numbers - Please make sure e-Vision is updated with your current NZ mobile phone number. There may be an occasion where we need to contact you quickly.

Notices - Notices are posted on College noticeboards and social media. Check these daily for any up-and-coming social events or any matter which may affect you and/or your friends or guests.

Negative Conduct

If you have seen behavior that is concerning or would constitute negative conduct, please report this to staff immediately using the duty number. Negative conduct may include (but is not limited to) verbal abuse toward another, taunting, peer pressure to do something they do not want, negative use of social media and more. Negative behavior also includes disrespect of tikanga and other cultural

practices such as (but not limited to) inappropriate use of college furniture from sitting on tables, dancing on chairs and tables, leaving hats and other items on the kai table. Any such behavior will not be tolerated in the college.

Semester and mid-semester breaks

During semester and mid-semester breaks, you can choose to stay in the college or go home. Regardless of your choice you can leave your belongings in your room. We strongly encourage that you lock your room and secure all important or valuable items while you are away. For safety and security, we restrict access to the college during the breaks. We also have a reduced mealtime. We will send out information in the lead up to the breaks so that you know what is happening.

Student Voice

A critical part of living in the College is to ***“make your experience your own”***.

To achieve this, getting involved in our College in ‘what we do and how we do it’ is important. We strongly encourage you to get involved where you can at any given opportunity. From playing in a team through to supporting. All of it matters and will go a long way in making your year one that you will cherish for a long time.

Presidential Election

The President Elect leads all taura. Elections usually take place in the first few weeks of the College coming together. They are the person that will be the overall representative of the College.

The president will meet regularly with the Senior leaders Team of the College to discuss how the College experience is going from both the resident and staff perspective. They will work together to support and facilitate the College experience.

Floor Representatives

Floor Representatives are appointed at the beginning of the year. Floor Reps are a crucial part of Studholme College. They become the voice of the student body to the Warden regarding activities for the year.

Committees in the College

There will be opportunities throughout the year to be part of various committees, this will vary from ball committees and other similar groups

Representative committees support the college events and engagement programmes throughout the year. A good Committee generally means a **“happening”** year, so choose your rep carefully by considering someone who gets things done.

Inter-Floor/House Shield

Inter-Floor/House Shield is competed for annually over a range of activities throughout the year. It all kicks off during O-week with events throughout the week. Points are also awarded through support and participation in non-competition events such as volunteering and other occasions.

College Awards

Each year Studholme College presents awards to the residents who are considered to be:

- **Academic of the Year** - Awarded to the person attaining the highest grades in their mid-year examinations.
- **Greatest Contributor to Studholme** - The recipient of this trophy is judged by the Studholme staff across a number of different aspects of College life.
- **Sportsperson of the year** – Awarded to the person who has been regularly involved through our Inter-College competition.
- **Wordsmith Trophy** - Awarded to the person judged to have submitted the best piece of writing. There is no word limit and submissions can be any form of writing, i.e. short stories, poetry etc provided they were written in the current year.
- **The Art competition prize** is for an original piece of artwork of any genre created in the current year.
- **Inter-Floor Competition**-During the year we run an inter-floor competition where residents participate in various events to earn floor points. The floor with the most points at the end of the year is awarded this shield.

Inter-College Competition

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

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

College Events & Engagement

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

- College Ball
- Mid-Winter Christmas
- Formal Dinners
- Theme Dinners
- Garden Party
- Awareness weeks
- Theme nights – Retro, Back to School
- Enviro group
- Volunteering
- Charity Drives & so much more

Sustainability

The University of Otago is committed to making the University a sustainable place to study, work and live. We wholeheartedly agree with this commitment. We will continually look at ways where we can make an impact toward our sustainability goal. Current initiatives include reducing waste through rubbish and recycling and the Community Garden on-site. We will also be looking at other initiatives during the year. We invite all our residents to contribute where possible in seeking to achieve this goal.

Illness or Injury

It is not uncommon for residents to experience bouts of illness whilst in a residential environment.

Always contact a member of staff in case of illness or injury no matter what time of day or night. This may save a life. The Warden or a member of staff should be informed when students are unwell or have been injured so that proper care may be given. A **First Aid Kit** is kept in the Office and ice is available from the Kitchen.

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 are not able to collect prescriptions on behalf of residents.

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

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

We know that students sometimes choose to attend ED rather than Urgent Doctors due to cost. We strongly recommend that students come to college with access to an emergency fund of roughly \$200 which can be used if they need to attend Urgent Doctors or have prescriptions filled at the Urgent Pharmacy. This fund can also be used for transportation to/from medical appointments.

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



Alcohol

NOTE: Alcohol regulations may be revised in accordance with any legislative amendments to the Sale of Liquor Act.

You may drink **alcohol** quietly in your bedroom with your friends. If there is a special occasion (e.g. a birthday) that warrants a group gathering please book The Local. You must be a responsible host and have adequate food at these functions.

Noise and Alcohol Ban

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

Alcohol Free Floors

From time to time, we may have floors or houses designated as alcohol free. Where this occurs, no alcohol is to be consumed in these spaces. Students are welcome to enjoy a drink elsewhere in the College, but not in the areas designated as alcohol free.

Privacy Policy

At the University of Otago Ōtākou 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.

Artificial Intelligence Tools

The University may use artificial intelligence tools to assist with certain administrative tasks. All AI assisted processes are overseen by University staff. For further information regarding our AI Governance Policy and a full list of recommended AI tools, please see here: [AI Governance Policy](#)

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



Health & Safety

As part of The University of Otago, residential Colleges are committed to providing a safe and healthy place for all those that work, use, visit and, more importantly, live in our colleges. In matters of Health and Safety, it is important 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>



Key Contact List

Studholme College*	
Johnny Nuú Warden	(03) 479 5505 021 279 5505
Liza Bergantino-Mitu Deputy Warden	021 279 5506
Joel Bartlett Assistant Warden	021 279 0082
College Administrator	(03) 479 5504 Main phone line
Grant Hutton Executive Chef	(03) 479 5507
Evan Holzer Facilities Co-ordinator	021 851 649
Duty Phone	021 286 2791
University of Otago services*	
AskOtago	(03) 479 7000 0800 80 80 98
Student Health/Student Counselling	(03) 479 8212 0800 479 821
Campus Watch (Security)	(03) 479 5000 0800 479 5000
Other services	
Urgent Doctors	(03) 479 2900
Urgent Pharmacy	(03) 477 6344
Rape Crisis	(03) 474 1592
Youthline	(03) 477 1234
DCC Noise Control	(03) 477 4000
Dunedin Taxis	(03) 477 7777
Citizen's Advice Bureau	(03) 471 6166



HAUORA & WELL-BEING

We care about your physical, mental, emotional, social and spiritual well-being. It is important that we offer guidance in managing any challenges that you may face.

Education and Training Act Code of Practice

Studholme 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/>

Welfare

Studholme College staff are able to support you in all manner of things that may come your way during your stay with us. We consider our staff team to be safe, well trained, and experienced in all aspects of life circumstances.

If you need help, are not sure where to get help, or just want to talk about something that has happened to you, or you would like to talk about something that you are worried about, feel free to talk with one of us.

Of course we also always welcome a good old chat, so don't be afraid to drop in to see us for a catch up about nothing in particular.

Personal safety

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

Make sure you keep your keys on you

You will have received a room key and a magnetic key tag which gets you into the College after hours.

You are strictly prohibited from lending your keys to anyone else. If you lose your keys and do not report this, it puts the security of the College at risk. If you lose your keys, replacements will need to be ordered and paid for. Staff will help any residents who lock themselves out of their room.

Essential safety advice

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

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

Loneliness and homesickness

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

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

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

Addiction

In your first year you will be exposed to many new things that you may not have otherwise had, seen or experienced at home. In other cases, it may have pre-existed, however with a new found freedom, it may spiral out of control.

Addiction is when you no longer have control over doing, taking or using something to the point that it is causing harm to you or those around you.

Anything you use a lot of and all the time (compulsively and obsessively) to ease tension or enhance your mood can become addictive.

Common addictions include:

- alcohol
- cigarettes (tobacco)
- P (meth), cannabis and other illegal drugs
- prescription medicines
- gambling
- gaming and social media
- work and study
- sex and porn.

Addiction is considered a mental illness and can be treated similarly to other mental illnesses with therapy, medication and lifestyle changes.

It is important to keep in mind that **addiction is a treatable condition. Recovery is possible.**

There are service providers that may be able to help you through such situations:

- University Student Health: 0800 479 821
<https://www.otago.ac.nz/studenthealth/index.html>
- Alcohol and Drugs helpline: 0800 787 797
<https://alcoholdrughelp.org.nz/>
- Gambling helpline: 0800 654 655
<https://gamblinghelpline.co.nz/>
- Quitline (Smoking): 0800 778 778
<https://quit.org.nz/>



EMERGENCY PROCEDURES

Emergency Preparedness

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

Minimum requirements:

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

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

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

Additional extras that would be useful:

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

Evacuation

Evacuation notices are posted in the Main Building, West wing and the six (6) houses. 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. *(as appropriate for the College)*
Assemble with other residents 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

Smoke and heat detectors, fire hoses and fire extinguishers safeguard the College. This equipment is only to be used in an emergency. Fire evacuation drills will be held at least twice a year and everyone should get to know the escape routes.

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 Studholme College, 127 Clyde Street, 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 the main building

- **In the main building the exit routes** are through the fire doors at the northern end (Dundas Street) of the building, and down the external fire escape. **DO NOT USE THE LIFT.**



Evacuating from West Wing

- **West Wing residents** go downstairs and out the main front door or, if the stairs are blocked, proceed via the alternative Fire Exit through the West Wing Study window that faces towards the main gates.

Evacuating from the houses

- **Residents in the houses** are to exit via the most accessible door.

ASSEMBLY AREA

- **Assemble on the front lawn** of the main building (for those in houses, access around the end of the main building).
- Wait on the lawn until the Fire Brigade and College Staff deem it is safe for you to return into the building.

The misuse of fire protection equipment is viewed seriously and may result in a heavy fine – \$250.00 plus additional replacement cost of any repairs.

Any malicious Fire Alarm involving a Fire Brigade call-out is costly (over \$1,400.00) and the offender will be expected to cover this cost. Removal of a smoke detector will initiate a callout requiring a technician to reset the fire system at a cost exceeding \$300 that will be passed on to the resident.

Vaccinations

We strongly encourage you to be fully vaccinated.

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

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

3 x Tetanus/Diphtheria/Pertussis

3 x Polio

2 x MMR (Measles, mumps rubella)

3 x HPV

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

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

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

Illness, Accidents and First Aid

If you are ill, you should report this promptly to a member of staff. They will assist you where appropriate, especially if you need medical attention.

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

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

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

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

The University of Otago's Student Health and Counselling Service is also available to you from 8.30am to 5pm, Monday to Friday. It is best to phone 0800 279 821 for an appointment. Outside of these hours residents are advised to contact:

Dunedin Urgent Doctors and Accident Centre

18 Lilleul Street, Dunedin

Open Hours: 8.00am – 10.00pm (7 days a week)

Phone: (03) 479 2900

Healthline: Phone: 0800 611 116

Mental Health Support: Free call or Text 1



COLLEGE RULES AND GUIDELINES

Every community requires some rules in order to protect the rights of individuals and to ensure a stable environment. The College will endeavor to keep formal rules to a minimum with the expectation that residents will behave in a responsible and considerate manner for the good of the community as a whole.

Behavioural Rules

- You are expected to respect the rights of others in the College and act in a supportive and responsible manner.
- You must not act in an insulting or threatening manner towards residents or staff.
- You may not enter another resident's room without their express permission.
- You must follow all reasonable instruction and direction given by staff in the performance of their roles
- If you are party to any offence under these rules committed by another resident or guest, you shall be liable to be charged with the same offence and be subject to the same disciplinary proceedings.
Note: In the clause 'party' includes any resident who in any way aids, assists, counsels, procures or encourages another to commit an offence under the rules.
- As well as being responsible for your own behavior, you are accountable for the behavior of any or all of your friends, partner and guests. This includes any actions which may threaten the safety and wellbeing of residents, their guests, staff members, and/or the College.
- Any criminal act will be reported to the Police.

Community Guidelines

- Observe the **quiet hours**. (see alcohol guidelines)
- *It is the right of everyone to have quiet for sleep and study.*
- **Respect** the College and its property.
- *It is your home for the year.*
- **Smoking & Vaping** is not permitted in any of the College buildings or anywhere in the grounds.
- All **fire door stays and fire doors** must not be interfered with in any way without express permission from Senior management.
- **Protective Fire Equipment** is only to be used for legitimate purposes.
- **Candles, oil burners, air purifiers and incense sticks** are not permitted.
- *They are a fire hazard AND SET OFF THE SENSITIVE SMOKE ALARMS.*
- The use of **scooters, skateboards and rollerblades** is prohibited within the building.
- **Fireworks** are not permitted within the College or grounds.
- **No business or commercial activity** may be operated within the College without the express permission of the Warden.
- No pets are allowed at the College.

Breaches of these basic rules will incur disciplinary action relative to the seriousness of the offence.

Alcohol guidelines

The basic rules are:

- 18 years and over are allowed to drink. Anyone under the age of 18 years is not permitted to carry, store or consume alcohol within the Studholme 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 will also face disciplinary action
- The **maximum** you are allowed to purchase at one time and have in your room is a box of 15 standard cans OR 2 bottles of wine. (This amount of alcohol is not to be interpreted by students as the sanction amount of alcohol you have to consume at one sitting).
- All alcohol must be consumed in moderate amounts for one person.
- **No glass bottles are allowed at the College.**
- **No Spirits are allowed at the College.**
- No **kegs, no crates, no goons** and no **casks** are allowed in the College.
- Alcohol drinking on College premises is to stop at 10:00pm (quiet time).
- All group gatherings to disperse or be out of the College by 10:00pm (quiet time).
- Any guests caught drinking in the College after this time will be banned and fined.
- Any anti-social behavior associated with the use of alcohol is not acceptable.
Anti-social behavior includes behavior that would otherwise cause or lead to physical or psychological harm to residents and the College property. Examples include (but not limited to) drinking games, excessive drinking, 'court' sessions.

For more information about safe drinking, please visit:

- <https://www.alcohol.org.nz/help-advice/is-your-drinking-ok>
- <https://www.drinkaware.co.uk/advice/staying-safe-while-drinking>
- <https://www.hellosundaymorning.org>

Visitors/Guests guidelines

Visitors are welcome but must be the guest of a current resident or staff member or be on official business with the University.

- Residents not wishing to see a particular person should advise the Office staff.
- If you are being harassed by anyone, please notify senior College staff.
- Your visitors are your responsibility. Please inform them of the College rules, especially regarding alcohol. They are not to wander in and through the college on their own. They must be accompanied by you in the college. You are limited to having only 2 visitors at a time during the day as to not disturb the other residents.
- Visitors who are wanting to stay for meals must pay for a meal pass at the office.
- Visiting hours finish at 10pm at which time all visitors must vacate the College.
- All visitors must act in accordance with standards, rules and guidelines set out in this document.

Guest to stay the night: 1 Guest per resident at all times of the year

Complete an overnight guest form at the Office if you want to have a friend stay overnight. Any resident having a guest staying for more than two nights should see the Warden or Deputy Warden first for permission.

- **For health and safety reasons, only one guest visitor is allowed per night, per resident.**
- In the event of an emergency, it is essential that we know how many people are in the College.
- The cost to have a guest stay the night is \$20.00. Breakfast is included in this cost. Sunday brunch is an additional cost and is charged as a lunch. A foam mattress and bedding pack can be provided, when available.
- Unauthorized overnight guests in the College are treated seriously. The offending resident(s) will be subject to further disciplinary action.
- The opportunity to have a guest is a privilege and not a right, and the Warden or an Assistant Warden may, in the interest of the College, decline applications.
- **No visitors are permitted to stay overnight within the first two weeks of the College opening.**
- **No visitors are permitted to stay overnight during the first week of Semester 2 commencing.**
- **No visitors are permitted to stay overnight during the weekends (or the days either side of) St Patrick's Day or Hyde Street Party.**
- **No visitors are permitted to stay overnight at times of significant events without express authorization from the Warden or Deputy Warden. Significant events include (but not limited to) test matches, music festivals and other large events at In the north Dunedin area**

Partner Pass:

Residents may apply for a Partner Pass which enables a partner to stay a **MAXIMUM** of 2 nights per week. Partner Passes cost \$50 per semester and can be applied for at Reception. The partner pass does not include any meals.

Noise and Alcohol Ban periods

At certain times of the year, there will be a noise and alcohol ban in place. This means the following:

Noise

- All effort must be made to reduce noise to a minimum. It is **strongly encouraged** headphones or ear pods are used to listen to music.
- Extra restraint must be taken when talking or communicating with others in corridors or in bedrooms. This is particularly important after hours.
- Any activity that may create unreasonable noise must be moved to the Main Common Room or the Dining Room. Such activity may include group study.

Alcohol

- Alcohol is not to be consumed in bedrooms or common spaces.
- The Local is the only place in the college where you are permitted to drink.
- Alcohol may be kept on-site in bedrooms. However, these items may be confiscated should any breaches occur during this period.

Guests and Visitors

- No overnight guests will be permitted to stay.
- Visitors will also need to abide by the noise and alcohol ban rules. They may be asked to leave should they be breached.
- Visitors must leave the College by 5pm

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