

# Cumberland College Resident Handbook

# Cumberland College

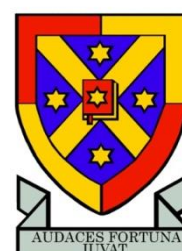
## Te Kāreti o Cumberland

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## WELCOME

Kia ora and Welcome to Cumberland College

For many of you, coming to the University of Otago means leaving home and living in a community for the first time. Some of you can't wait to get away from home, but others may be a bit more hesitant. It's normal to find the start of the year a bit of a challenge getting used to a different place to live, different people, different food and new ways of living in a residential community. The staff are here to help guide you through these challenges, please don't hesitate to seek help as you need it.

Cumberland is a diverse place – we have people coming from all over the country and all over the world, from different backgrounds and studying all manner of courses. The result is a great vibrant community full of life.

I encourage you to get involved in all the College has to offer. Seize the day when it comes to participating.

Having fun is important to Cumberland but not at the expense of why you are here – obtaining your degree. Achieving your academic objectives remains the top priority; we want you to aim high and accomplish your goals. We have a great tutoring academic programme so make good use of it.

This handbook is a guide for you, and has lots of useful information, along with some important things to know regarding the College and University policies. Read it before you arrive in February and you will be set to go.

Ngā mihi nui

Luke Morrison

Tautiaki/Warden of Cumberland College





## Introduction – College Life

Cumberland 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 Senior Warden of Colleges for the administration of the College and the welfare of the Residents.

At Cumberland 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.

## Strengthening Our College Community Spirit

Members of Cumberland College are treated as adults and are expected to act as such. As a College community we are part of a large family, one that supports, cares for and assists each other. Students at Cumberland are expected to be responsible, respectful, caring and enthusiastic.

All members are strongly encouraged to attend College events whether it is to participate or support. This not only strengthens our community but ensures your time as a member of the Cumberland community is all that it can be.

If you or another member of the community are unwell it is important this is communicated to a staff member. This is part of being a responsible and caring community member.

## General Behaviour Standards

At Cumberland you will be treated as an adult and we expect you to recognise that you are bound by laws and Residential College policies. Expectations are that you will treat both the buildings and the people in the College community with respect. We all have a responsibility to ensure the community functions in the best manner possible.

As a member of Cumberland College you are expected to conform to the University of Otago's Code of Conduct. You are expected to respect and show consideration for the rights of others and their need for study time and rest.

As a member of the Cumberland community you are expected to uphold the residential policies that govern residence and to willingly assist staff in the resolution of any issues that arise.

Whilst you are a member of our community you are also a representative of it. The standards of behaviour expected of you inside of the community are also expected of you when you are away from it.

## Diversity

The Cumberland College community consists of a wide range of people and we respect all members of that community. Discrimination against any other human being on the basis of age, physical disability, national origin, sexual orientation, race, gender or religious affiliation are not tolerated within our community.

Verbal or written abuse, threats, intimidation, violence or other forms of harassment against any member of our community are unacceptable. The Otago University Ethical Behaviour Policy is adhered to at Cumberland.

## Positive Well-being and selfcare

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

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

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



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



Taha wairua, spiritual well-being. Colleges are multicultural, and socially and religiously diverse, and as such there are a range of support services and guidance available to students, from the Māori and Pacific Island Centres, through Chaplaincy Services, to OUSA LGBTQIA+ support and guidance.

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



## Cumberland College Staff

Cumberland College is under the management of the Tautiaki/Warden who works closely with the University of Otago Division of Campus and Collegiate Life Services. Supporting the Warden is the Deputy Warden, Assistant Wardens, and Sub Wardens along with other members of staff. The Warden, Deputy Wardens and Assistant Wardens all work across both Cumberland College and 192 Castle College. In addition to this team Property Services, Food Services team, contracted domestic staff and security team are a part of the wider staff team.

For more information on Cumberland's staff, visit our staff page at – [www.otago.ac.nz/cumberland/staff](http://www.otago.ac.nz/cumberland/staff)

## Arriving at the College

### Your arrival:

The College will open on the first Saturday of Academic year (in 2024, Saturday 17 February).

Staff, including Sub Wardens will be waiting to greet you, show you to your room, and help you settle in.

Shuttles are available at the Dunedin Airport terminal building and can be booked ahead of time.

### Room Checks:

Once you are in your room please complete your room inventory sheet which you will be given on arrival by checking the condition of furniture and fixtures carefully and thoroughly.

Sign it when it accurately represents the condition of the room at the time you take responsibility for it. Return completed inventory forms to the "Room Check" box at Reception.

University property may not be removed from the College. You are responsible for maintaining the condition of your room.



### 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.
- **Inventory** - Sign off on your room inventory.
- **Shopping Cart** – Purchase items and event tickets.
- **Time away** – Let us know if you are going to be away from the College by recording your departure and return dates. This includes temporary absence during semester time and semester breaks.
- **Self Service** – Request a late dinner
- **Check out**- to record your leaving date at the end of the year.

Please bookmark the following URL to Te Puna:

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

### Absence:

#### Temporary Absence:

If you intend to be away from the College for the night or weekend please use Te Puna, Time Away to log your absence and return date. If there is a serious incident, College staff need to know if anyone is away from the College and we also need to know of your whereabouts should you need to be contacted urgently by members of your family.

#### Semester Break Accommodation:

During mid-semester and mid-year breaks, Cumberland College remains open for residents who wish to stay.

## Your Room/Facilities

Cumberland College provides residents with well-maintained rooms. We expect that when you leave at the end of the year, the room will be in the same condition as it was at the start.

### Bedroom:

#### What Is Provided:

- Bed base
- Mattress
- Mattress protector
- Two sheets
- Pillowcase (Pillows not included)
- Duvet and cover
- Wardrobe
- Set of drawers
- Desk and Chair
- Mirror
- Noticeboard
- Heater
- Wall lamp
- Rubbish bin
- Laundry/Washing tub

#### Do Not Bring The Following:

- Candles or Incense sticks
- Heaters
- Oil burners
- Air diffusers/purifiers
- Hot plates or appliances or fridges (unless approved for medical use)
- Loud speaker systems

#### Please bring the following:

##### Study:

- Computer
- Headphones
- Chargers
- Stationery

##### Live:

- Personal first aid kit
- Mug, keep cup, cutlery, drink bottle etc
- Coat hangers
- Umbrella
- Flashlight
- Storage bins
- Blu tak
- Personal clothes, rain jacket, etc
- Additional personal items (hair dryer, personal electronic device etc)

##### Wash

- Facecloths Towels
- Shower caddy
- Personal toiletries
- Laundry Powder

### Room Checks:

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.

### Decorating your room:

You should leave your room in the same condition it was in when you arrived. Please only use Blu-tack when attaching items to walls. No images referencing alcohol, or offensive images/messages are to be placed externally to your room.

### Room Cleaning:

The bathrooms and other common areas are cleaned regularly. Your cleaner will enter your bedroom at least twice weekly to vacuum and/or

empty your rubbish bin. Staff at the College will give you information about the cleaners' schedule relevant to where your room is. Please help the domestic staff by making sure the room is tidy – their role is to clean, not to tidy.

Fluids or foods must not be disposed of out windows.

### Linen Change:

The College launders bed linen provided by the College only. Clean linen is available from the Cleaner's cupboard on the ground floor of Castle Wing North.



## Electrical Appliances:

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

## Vacuum Cleaners

Vacuum cleaners are available from the Ground Floor storage room near the lift, please return after use.

## Damage:

**Rooms and their contents are the responsibility of the resident.** We recommend rooms should be locked when you are not in them. All damage and losses will be charged to the resident. Graffiti is not permitted and residents will be responsible for the cost of any repairs if required. Wilful Damage may result in discipline procedures, with a potential outcome being termination of a resident's contract.

## Room changes/College changes:

Room allocation is the responsibility of the Warden. Room changes are not permitted except in exceptional circumstances with the permission of the Warden. The Warden reserves the right to relocate a student at any time.

Storage space is limited and Cumberland College assumes no responsibility for lost or damaged articles left in storage. If possible, you should plan to bring only items that will fit in your room. Large bulky items such as furniture and bicycles may not be stored in rooms. If you have a large item you are considering bringing to the College, please contact us prior to arrival.

## Keys:

Residents will receive their room key on arrival. Loss of key will result in a replacement charge of \$30.00.



## Hair Dryers & Hair Straighteners:

Hair dryers and hair straighteners are only to be used in bathroom areas and are not permitted to be used in bedrooms as they may set off the alarms.

## 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.

## Smoke Alarms and Fire Sprinklers:

Tampering with smoke detectors or sprinkler heads is a breach of Fire Department regulations and can lead to prosecution. This is considered a serious discipline issue, with a possible sanction being that the accommodation contract may be terminated.

## WiFi University:

Wireless Internet access is provided at the college at no extra charge, as an extension of the University's network. The University has worked hard to ensure services are robust and reliable in our common areas. Wifi is available in bedrooms, but a perfect wifi signal cannot be guaranteed at all times.

The University makes every attempt to minimise disruptions, and also provides wireless and wired Internet access around the campus, including in libraries, study areas and common spaces. The University believes providing wireless access throughout each of its colleges is important and is continually upgrading services and investigating options.

### 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 cellotape or pins/tacks (except on the noticeboard).
- Walk around the buildings and introduce yourself to your new College members.
- 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.



## Dining Room

### Food Service:

Our food service in the main dining room provides three meals a day and is the heart of the College and a place where community is built.

	Monday - Friday	Saturday	Sunday
<b>Breakfast</b>	7.00am – 10.00am	8:00am – 10:00am	8:00am – 11:00am
<b>Lunch</b>	12:00pm – 1:15pm	12:00pm – 1:15pm	11:00am – 1:00pm (Brunch)
<b>Dinner</b>	5:30pm – 6:30pm	5:30pm – 6:30pm	5:30pm – 6:30pm

### General Dining Room Behaviour:

- Please queue considerately
- All bags are to be left neatly in the Central TV room
- Remove dishes from the table after every meal and dispose of waste considerately
- Cutlery and plates are not to be removed from the Dining Room
- Intoxicated residents will not be admitted to be Dining Room

### Dining Room Etiquette:

A clean and tidy standard of dress is required in the dining room. For health and safety reasons footwear must be worn at all times while in the dining room.

### Dietary requirements:

If you have a special dietary need, religious or cultural food preference, allergies and intolerances you should contact Cumberland to discuss your needs by contacting [cumberland@otago.ac.nz](mailto:cumberland@otago.ac.nz). The food service team will make every reasonable attempt to manage a special diet however due to the large number of residents it may not be possible to cater for all needs. All lamb, beef and chicken at Cumberland is Halal. Foods with pork or alcohol will be labelled.

### Late Dinners:

Late dinners are available everyday via Te Puna, Self Service, you can only request a late dinner for the current day (not in advance) and need to have your request done by 4.30pm dail.

### Packed Lunches:

If you will be away from the College at lunchtime you are able to make yourself a packed lunch in the morning during breakfast hours Monday to Friday.

### Toast Time:

Toast and spreads are provided from 10.00 am until in to the evening.

### Visitors at mealtimes:

If meals are required for any visitor of residents the visitor's meal must be paid for in advance at reception. Charges for casual diners are as follows: breakfast \$8.00, lunch \$9.25, dinner \$13.25.

### Inappropriate use of Food:

Inappropriate behaviour around food, including throwing of food, may result in disciplinary action, which likely consequences being community service, fines, and/or reimbursement for cleaning costs incurred.

### Sick Meals:

Sick meals are available on request. If you, or a friend is sick, simply go and find the on-duty staff member or call the Duty Phone at 021 225 9430. They will assist you in organising a sick meal.

# Reception, Property, Building and Security

## Office/Reception:

The office and reception is a staff workspace area. Please ask a staff member before entering.

### Office Hours:

Office hours are from 8.30 am to 5.00pm Monday to Friday.

**Eftpos:** EFTPOS is available for payment of Residential fees and miscellaneous fees charged to your account during office hours. It can also be used for payment for overnight guests and guest meal passes.

### **Change of Personal Details:**

Please notify the College office immediately of changes to your personal details such as mobile phone number, home address or parent contact details.

### **Incoming Mail:**

Your family and friends may send mail to you at the College address. Letters are sorted into the resident mailboxes for collection.

## 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.

## Bicycles:

A number of covered and uncovered bicycle racks are available at the College. You will need to provide your own padlock to secure your bike. Bicycle racks are available at several points throughout the University campus. Bikes must not be kept in rooms or hallways of the College.

## Lost Property:

Any property handed into or found by staff will be placed into our Lost Property box and logged. Please see reception during normal office hours to enquire about lost items.

## Abandonment - personal property:

Any personal property left behind in a resident's room (or storage areas or laundry, as applicable) following the end

of their Accommodation Contract will be disposed of according to University procedures.

## Vehicle Parking:

A small number of parks available for hire during semesters - the cost is \$391.40 per semester. Cars parked illegally will be towed away. All residents agree to operate their vehicle in a safe and responsible manner at all times on College grounds.

## Security:

Some notes re: Security

- Smoke detection systems operate across the College
- Between 10pm-7am the College front door is locked and may be accessed by residents' student ID card.
- Staff are trained in Fire and first aid
- Security staff oversee the College after hours.
- CCTV operates across the College.

## Campus Watch:

Campus Watch is a 24/7 pastoral care service provided by the University to support students. You will recognise them by their distinctive uniforms of blue and gold with fluorescent vests/jackets walking around campus and North Dunedin. Their duties include manning the Safety Patrol providing 'walks home' and ensuring that student behaviour is kept to a reasonable level. Blue Emergency Phones around campus are for your protection. If you feel insecure for whatever reason, just use the phone and the security people will come to this area promptly and escort you home.

## Academic Support

The College runs study sessions throughout the year in a range of subjects, and senior staff will also have academic meetings with residents.

As a condition of residence Cumberland requires Residents to authorize the University to supply the Warden with academic grades for the time they are in Residence. This enables the College to more adequately assist residents with their academic programme.

## Visitors and Guests

Guests are welcome to visit residents in the College. All guests must be signed in at reception. Guests must depart the College by 10 pm.

Cumberland College has periods where overnight guests are not allowed in the College. These Periods include - Orientation week, St Patrick's Day (in 2024 overnight guests will not be permitted on any nights from March 15-17), study zone and exam periods, and when there are major events or activities taking place in Dunedin (e.g. major rugby matches). It is suggested you consult with the Warden or Deputy Warden prior to guests travel arrangements being made as arrangements made prior to notification of the ban will not be considered an exception.

There may also be occasions where a limit is placed on the number of overnight guests permitted in the College.

Guests are welcome to meals in the College – the host resident for all guest meals must obtain a ticket in advance. Your guest must present their ticket at the servery to receive a meal. Meal charges are \$8 breakfast, \$9.25 lunch and \$13.25 for dinner. Unfortunately, we cannot accommodate guests on formal occasions such as at our Formal Dinners.

### **Overnight guests:**

Permission to have an overnight guest must be obtained from a senior staff member. Current charges for guest are: \$20.00 – mattress, bedding and 3 meals and must be paid for on application for an overnight guest.

### **Partner Pass:**

Students may apply for a partner pass enabling a partner to stay at the College up to 3 nights per week. Partner passes cost \$50.00 per semester.

These guests are not eligible for meals- meal vouchers may be purchased at reception.

Any breach of the rules and regulations by these guests will be referred to senior staff.



## 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 a direct debit set up in time 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:

In the event that you leave the College prior to the end of the academic year, you are still liable for payment of your fees as per the conditions of your contract found at <https://www.otago.ac.nz/accommodation/apply-for-accommodation/terms-and-conditions/index.html>. Please read the General Conditions of Residence in a University Managed Residential College for further information about fee liability and a \$500 penalty fee that may be applied in the instance of early termination of the contract. Please note that should several residents leave the College prior to the end of their contract, a replacement resident is deemed to fill the place of the first, or next person to have vacated the College, regardless of which room this replacement resident moves into.

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

Reasons for possible release consideration are:

- Serious physical or mental health and well-being
- Bereavement
- Serious family crisis or emergency

- Other serious and unforeseen circumstances which prevent study continuation

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

### Period covered by College fees:

Residential fees cover the period Saturday 17th February 2024 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/otago03199.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.

# College Rules and Standard of Behaviour

## Smoking and Vaping:

The University of Otago is a smoke-free and vape-free campus. This includes all Cumberland 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.

## Alcohol:

**The College grounds between Cumberland and Castle Streets are completely alcohol free. No alcohol is to be consumed in this area.**

### Residents Under the Age of 18

*Anyone under the age of 18 years is not permitted to carry, store or consume alcohol within the Cumberland College community. Any Resident found to be in breach of this condition will face disciplinary action. Any person supplying alcohol to any Resident in this category will also face disciplinary action.*

### Healthy Alcohol Management:

- Gross intoxication is regarded as a fundamental breach of the conditions of residence
- Cumberland College is alcohol free after 10.00pm every night. No alcohol can be consumed after this time anywhere on Cumberland College property
- As a guideline, we recommend no more than 12 small bottles/cans of beer/RTDs, or 2 bottles of wine/cider or one bottle of spirits per resident at any one time. Note that we neither recommend nor condone the consumption of these amounts in one sitting.
- The Warden reserves the right to require the immediate departure of anyone not abiding by the Conditions of Residence particularly with regard to quiet hours and use of alcohol or substance abuse

**WE ENCOURAGE THE USE OF CANS WHERE POSSIBLE  
INSTEAD OF GLASS**

### The following are not allowed at Cumberland College:

- Kegs
- Drinking implements including funnels
- Drinking Games
- Home brewing

### Alcohol Free Periods:

The Warden and/or the Deputy Warden has the right to impose an alcohol ban or an alcohol restriction or modify the alcohol rules for any individual, group or the whole College at any time without warning and at his discretion. Offensive behaviour and damage to property are the most likely reasons that a ban would be imposed. An alcohol free period occurs at the end of each

semester to aid exam focus. The College enters Study Zone approximately 3 weeks before exams begin in each semester and the College is alcohol free during this time.

### Alcohol Consumption Times:

At Cumberland you may consume alcohol in specified areas of the College within the following timeframes:

- From 6.30pm – 10.00pm, 7 days/week

The Warden may, at times, give permission for drinking outside of these hours.

### Alcohol Consumption locations:

At Cumberland you may consume alcohol in the following locations and with the following restrictions:

- A maximum of 8 people can consume alcohol in your bedroom
- Alcohol may be consumed in bedrooms or common areas of the College as approved by Senior Staff.
- Consumption of alcohol is never permitted bathrooms, toilets or balconies.

**A resident hosting others in their room is charged with being a responsible host, and is responsible for any damage in their room.**

## Alcohol Free Floors:

There may be floors within the College that are designated alcohol free. No alcohol is to be consumed or stored on these floors. Residents of these floors are permitted to consume alcohol (so long as they are over 18) in other parts of the College, in accordance with the alcohol rules above.

### For more info about safe drinking

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

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

<https://www.hellosundaymorning.org>

## Noise/Disruption:

Noise can be a significant issue in a Residential College. Please be considerate of others and act upon any requests to moderate noise levels from your room to an acceptable level. Residents must always be aware that they respect their neighbour's right to study and sleep.

The College should be quiet by 10.00pm every night. Quiet means that no noise should be audible in corridors, or through room walls.

Residents using speakers, televisions, computers and other such equipment should ensure that the volume is at a level that does not disturb residents in neighbouring rooms. Residents may be required by the College to use headphones should noise be a problem. Large speaker systems are not permitted in the College. Where a resident has not complied with the above requirement, the equipment may be removed. Please be considerate of others if you return late at night.

## **Pets:**

Cats, dogs, birds, rabbits, rodents, turtles, stray ducklings, lizards and any other animals may not be kept by Residents as pets, nor may they be housed, encouraged or taken into buildings. Well behaved goldfish (of the cold-water variety) may be kept in a small fish bowl. For Health and Safety reasons electrical equipment and attachments (including but not limited to filters, heaters, pumps) to the fishbowl are not permitted. Aquaria are not permitted.

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

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

The Cumberland community aspires to be an inclusive community and any discrimination against another resident on the basis of gender, age, ability, nationality, sexual orientation, religious affiliation or any other reason is considered as unacceptable behaviour. We do not tolerate any form of harassment, abuse (including via written or electronic media), 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; sexual assault; sexual harassment, exclusion and/or derogatory comments and language. Both Cumberland College and the University of Otago view harassment and anti-social behaviour very seriously. Any case of such behaviour may be reported to the University Proctor and/or University Mediator through the 20 University Ethical Behaviour Policy (<http://www.otago.ac.nz/administration/policies/otago003161.html>). Any proven incident of harassment may result in the offending resident being excluded (termination of residency) from the Cumberland community. If you feel you have been subjected to any of the behaviour listed above we recommend you take the following steps: make sure you are safe; talk with a Sub-Warden or other 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.

## **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 as a result of government passing laws. The fact that a substance has become illegal after you purchased it will not be accepted as an excuse by the law or the College. While we recognise that some readily available substances are classed as legal, we cannot condone the use of these substances due to the unknown health effects they have. Our expectation is that you will not have any drugs apart from your prescribed medication or over the counter products in your possession. The only 'legal substance' that we allow to be used at Cumberland 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 Cumberland 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.



## Illegal drugs:

The University has adopted a zero-tolerance policy in respect of the possession, use or distribution of illegal drugs by members of its Colleges while on University property or while attending a College event. Where disciplinary process establishes that the Resident has committed a breach of this policy, the contract will automatically be terminated by the Tautiaki (Warden), 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 (Warden) 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 (Warden), the Resident shall be entitled to have that sanction reviewed by the Tautiaki (Warden). 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.

## Weapons:

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

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

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

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

## Suspension or Termination:

A student may be suspended from Cumberland College, or have their residence terminated, where justified on disciplinary grounds as per clause 3.1(c) of their residential contract.

Where College rules are continually disregarded, the College may consider this to be sufficient for suspension or termination. Continued disregard for the rules of Cumberland College includes:

- Continued noise that disturbs other residents at unreasonable times
- Continued physical damage to College property or other student's property
- Continued verbal abuse of staff or other residents
- Continuing to break other College rules mentioned in the College handbook

## Disciplinary Process:

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. Information on support services and referral agencies is available from College staff and is also available in this Handbook on Page 21

Sanctions that are considered within the disciplinary process include but are not limited to:

- no sanction.
- formal and informal warnings;
- requirements to undertake work and/or attend programmes, counselling, or medical appointments; movement restrictions; referrals to Police or to the University Proctor.
- fines, and reparation (including those made on groups of which the Resident is a part, where individual responsibility cannot be attributed) and directions to make reparation to third parties;
- restrictions on activities, including alcohol bans, and non-association or non-attendance requirements;
- protective measures within the College to address any safety concerns
- suspension of the right of residence, or termination of the contract neither of which shall affect a Resident's ongoing liability for fees

If the incident alleges Sexual Misconduct, the College will follow the procedures and guidelines contained in the University of Otago's Sexual Misconduct Policy:

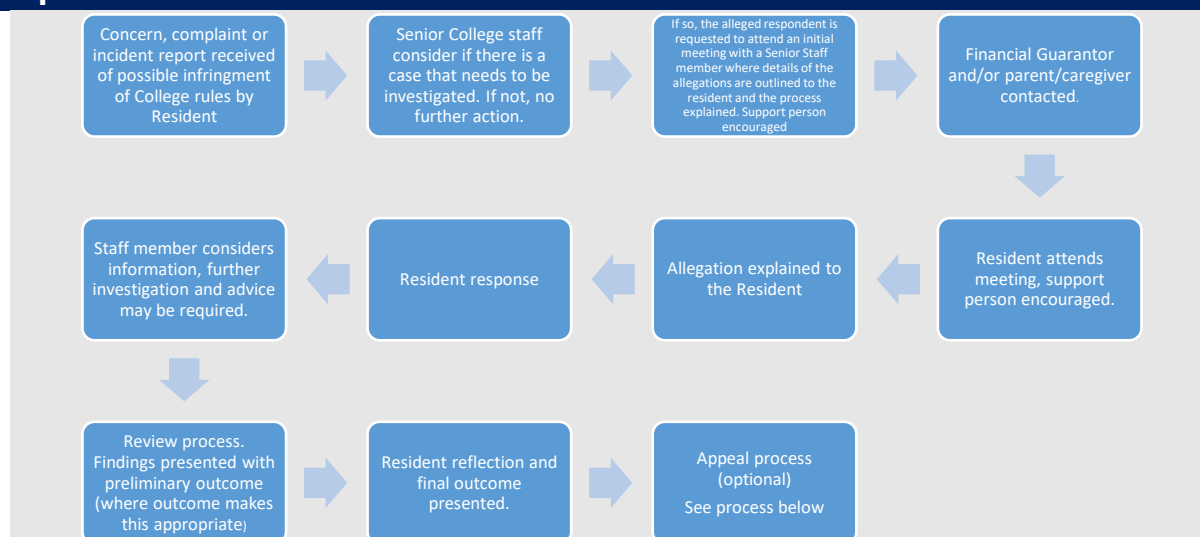
<https://www.otago.ac.nz/administration/policies/otago711781.html>.

This may involve the implementation of protective measures within the College to address any safety concerns.

Any formal investigation by the University in relation to sexual misconduct will be conducted by the University Proctor or their appointee, not by the College Warden. In such instances, when considering whether there has been a breach of College rules, the College may open a Resident Serious Misconduct Discipline Procedure and rely upon the findings of the University investigation.

Where a Member faces an allegation that amounts to criminal behaviour, or where the circumstances otherwise make it inappropriate for the Member to remain in the College while the matter is considered, the Head of College may suspend the Member from the College until such time as it may be appropriate to return to the College. In certain instances, in the best interests of the College community and/or the Member/s concerned and irrespective of the nature of the suspended Member's role in an incident, it may be inappropriate for the Member to return to the College in which case their Accommodation Agreement will be terminated.

## Discipline Process:

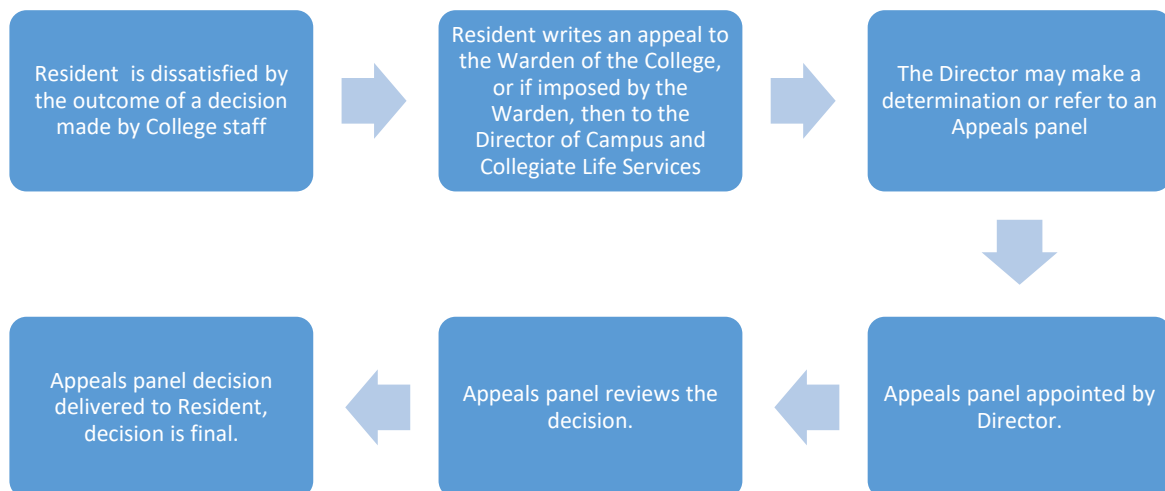


## Appeals and Reviews:

Where any decision is imposed by a person other than the Warden of the College, the Resident shall be entitled to have that decision reviewed by the Warden of College. Where (a) a disciplinary sanction has been imposed by the Warden of the College, or (b) the Resident is not satisfied with the outcome of a review performed by that person, or (c) action is taken by the College under clause 3.1(e) of the Accommodation contract the Resident may, within seven calendar days of being notified of the relevant decision, submit an appeal against the relevant decision to the University's Director of Campus and Collegiate Life Services ("the Director"). The grounds on which an appeal may be brought under this clause are (a) that the decision will cause unreasonable hardship to the Resident; (b) that the decision was reached without giving the Resident a fair hearing, or by a process that was otherwise unfair, (c) the Resident wishes to put forward newly available information which could not have been provided when the decision was made (d) the consequences of the decision are manifestly excessive having regard to the circumstances. An appeal shall be in writing and set out the grounds the Resident relies on for the appeal.

The Director may determine any appeal as he or she thinks fit, or, in his or her absolute discretion, may 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.

## Appeal process:



## Making a complaint:

It is important that concerns or complaints by members of our community are addressed and resolved as quickly as possible. In order to ensure the best outcomes for everyone we aim to work in a fair and consistent manner in the resolution of issues raised.

## Procedures for concerns:

Members of the community are encouraged to talk directly with a staff member when a concern arises. However, if you do not feel this is appropriate or the concern is not resolved, you can approach the Deputy Warden or Warden. Many issues or complaints can be resolved through informal means. All staff are trained and permitted to resolve issues to the satisfaction of all parties. In many instances these matters will be addressed verbally and written confirmation of an outcome may not be necessary.

We understand that sometimes matters are of such significance that informal resolution is not appropriate. In such instances a formal complaint is necessary and appropriate procedure as detailed below will be followed:

- Any formal complaint should be addressed to or raised with the Warden of your College. Where your complaint is about or involves your Warden a complaint can be made to the Senior Warden of Colleges or, if it is about or



involves that person, to the Director of Campus and Collegiate Life who may appoint a nominee to deal with the matter.

- When a complaint is received, the Warden or their nominee, will discuss the matter with the complainant to seek any necessary clarification before deciding the detail of the process to be followed before determining what action, if any, should be taken. The complainant may have a support person with them during this meeting if desired.
- The Warden or their nominee will investigate the complaint. This may include contacting other members of the community or other individuals as necessary.
- Depending on the nature of the complaint the Warden or nominee may refer the complaint and or any investigation to the Senior Warden of Colleges, the Proctor or any other person as necessary.
- The complaint will be investigated with a level of formality appropriate to the nature of the concerns raised and will be treated in confidence as far as possible. However, all complaints will need to be handled in accordance with natural justice, meaning any persons responding to a complaint must have the opportunity to hear all details about it and have the opportunity to present their point of view. Any such person will also be entitled to have a support person during any discussion of the complaint if they wish. Details about a complaint may also need to be shared with other people who it appears may have relevant information to supply to an investigation.
- The Warden (or nominee) will decide what steps will be taken as a result of the findings of the investigation.
- Complainants will be informed of the outcome of the investigation.
- If the complainant is dissatisfied with the outcome of the complaint they may write to the Director of Campus and Collegiate Life Services within seven working days, for a review of the process.

## Pastoral Care & Well-being

### Pastoral Care:

All Cumberland College staff provide Pastoral Care for residents. Any member of staff can be consulted for any issues you may have, or for first aid. If in doubt, please let someone know when you need help.

### Student Health:

Student Health and Counselling Service situated on Albany Street, and provides a comprehensive health service for currently enrolled University of Otago students. They are open Monday, Tuesday, Thursday & Friday 8.30am to 5.00pm and 9.30am to 5.00pm on Wednesdays. Student Health can be contacted on 03 479 8212.

Dunedin Urgent Doctors and Accident Service (7days, 8am-10pm) is located at 18 Filleul Street - 479 2900. Urgent Pharmacy is located next door.

In case of severe illness or accident, residents are encouraged to ring (1)111 for ambulance services. Emergency Psychology Services can be contacted at 0800 467 846, 24 hours a day.

**Remember to apply for your Community Services Card to reduce the cost of Health Services.**

### Arrangements for sick residents:

If you are unwell, notify staff and they can arrange for meals to be delivered to your room. Residents who have notified us that they are unwell can order meals through Te Puna.

### Disabilities:

The College maintains close links to the University of Otago's Disability & Information Support Service. Please see a staff member if you would like assistance in making contact with this department.

### Medical and Mental Health Conditions:

If you have a pre-existing condition, yet to be communicated, please advise the Warden, or one of the Deputy Wardens or Assistant Wardens as soon as possible after you arrive at Cumberland. Your information will be confidential to our staff team.

### Concern for others:

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

Start a conversation with these four steps (taken from <https://www.ruok.org.au/>):

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

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

You can do this by:

Speaking to the on-call staff member

Calling our 24/7 duty number: 021 225 9430

Speaking to the staff member at reception

Speaking to any staff member

Emailing: [cumberland@otago.ac.nz](mailto:cumberland@otago.ac.nz)

### Confidentiality:

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

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

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

This may occur when:

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

## Pastoral Care & Well-being

## Consent:

In all relationship matters it is essential that mutual respect and consent is followed by both parties. All Residents of the College must be very clear on the meaning of sexual consent. Complaints of sexual activity without consent will be treated as serious misconduct and investigated in line with the University's Sexual Misconduct Policy and/or the NZ Police.  
<https://www.otago.ac.nz/administration/policies/otago711781.html>

The following are very good guidelines.

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

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

### ***For more info about consent:***

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

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

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

- <https://www.youtube.com/watch?v=oQbei5JGiT8>
- <http://www.areyouok.org.nz/resources/free-resources/you-me-us-booklet/>
- [Male Survivors \(toah-nnest.org.nz\)](http://www.toah-nnest.org.nz)
- <https://thewalrus.ca/what-consent-means-in-the-age-of-metoo/>
- <https://www.theglobeandmail.com/opinion/me-too-young-men-and-consent/article37341952/>

## Reporting:

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

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

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

Te Whare Tāwharau - 0800 479 379  
NZ Police - 111  
OUSA - 03 479 5332  
Student Health - 03 479 8212  
Healthline - 0800 611 116  
OCASA Dunedin - 03 474 1592  
Male Survivors Otago- [\(03\) 425 8018](tel:034258018)  
Youthline - 03 477 2461

## Support Services

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



# Communication

## Social Media:

Stop and think – before you post.

All residents in our college community should be mindful of the courteous behaviour you need to keep in mind when posting on social media about others – friends, acquaintances, named individuals, or even people who you don't name - on social media. Lots of circumstantial factors can lead to identification of people. Social media is essentially a publishing tool, and it has provided the ability to make information public, pretty much anything, like never before.

Facebook posts, and any pages or groups you set up, need to be respectful and comply with the rules governing them set out in the Harmful Digital Communications legislation. Quite simply, if the thing you want to post is not something you would want everyone, or a large group, to read about yourself, then it is probably something you shouldn't post. That is the standard you need to cast over anything you publish; to stop, think and consider whether someone will be hurt or feel harassed as a result.

## Email:

It is important that you check your university e-mails regularly. You will be able to arrange for your e-mails to be forwarded to your usual e-mail on Evision. If you have another email address please forward this to your University email address.

## Facebook:

The Cumberland Facebook group is the main communication tool used by management. It is a closed group restricted to those people who have a confirmed place at Cumberland. This is a great place to ask questions, find out about what is happening in the community and get in touch with the rest of the Cumberland community. Inappropriate posts to Facebook will be monitored and may be referred to the Warden.

## Notice Boards:

Cumberland has two electronic notice boards – one in the main foyer area and another in the Dining Hall. These screens will display notices about upcoming events and important information.

Each corridor area has a notice board that is used to post important information regarding floor happenings.

## Mail:

There is a mail tray at reception for posting mail. Resident mailboxes (for receiving mail) are found in the main foyer. You will receive mail sent to you if it is addressed to:

**(Your Name)**  
**Cumberland College**  
**University of Otago**  
**250 Castle Street or**  
**PO Box 56**  
**Dunedin 9054**

# Emergency Procedures

## Evacuation:

Evacuation notices are posted in your room and hallways. Please read these and take note of instructions given by the staff at the beginning of the year.

## Fire:

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.

### 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 250 Castle Street
- 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

The smoke-stop doors leading to each floor will automatically close (but will not lock) when the alarm goes off.

The misuse of fire protection equipment is viewed seriously and may result in a heavy fine and/or reparation for cost of repairs.

## Earthquake:

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

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

**HOLD ON** to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around. The

shorter the distance to your safe place, the less likely it is that you will be injured by furnishings that become flying debris during the shaking.

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

## 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:

Minimal requirements, according to University Health and Safety:

- 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 medication
- 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

## College Lockdown:

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

- Move to higher floor where practicable
- Remain quiet
- Follow the instructions of Senior staff
- Await instructions from Emergency Service

**Threat to life in college:**

**Run – Hide – Fight**

**RUN – to a place of safety**

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

**HIDE – if unable to run from the area – hide**

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

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

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

Call Police on 111 when it is safe to do so

## **Pandemic Safety:**

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

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

- Sanitising Requirements

You should have your own medical kit and masks.

## **First Aid:**

Please contact your Sub Warden, Reception or a staff member if you require assistance for illness or injury. Parents will be notified in the event of a resident being admitted to Hospital.

## **Fire safety equipment:**

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

# University Policies and Procedures

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

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

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

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

- <https://www.otago.ac.nz/proctor/otago670687.pdf>
- <https://www.otago.ac.nz/administration/%20policies/otago003161.html>
- <https://www.otago.ac.nz/about/otago005275.html>
- <https://www.otago.ac.nz/administration/policies/otago711781.html>
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## Education and Training Act Code of Practice:

Cumberland 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/>

## Harmful Digital Communications:

Under the Harmful Digital Communications Act 2015 it is illegal to make a visual recording, on any device, of another person without their knowledge or consent, where the recording shows them naked or partially naked or involved in any activity (eg showering or toileting) that involves dressing or undressing. These are known as intimate visual recordings and are illegal even if they are not shown to other people or shared on social media. Any allegation that a Resident has made an intimate visual recording of another Resident (or any other person) is likely to be treated as serious misconduct and if proven may result in termination of the Resident's contract with no offer being made to rehouse the Resident in another College.

## Cyber Safety:

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

## COVID-19:

During the COVID-19 pandemic Cumberland College will remain open unless closed by the Ministry of Education.

It is imperative at all levels that you advise a staff member when you are feeling unwell and if you have COVID-19 symptoms we strongly encourage you to seek a COVID-19 test. If you have tested positive for COVID19, we recommend you isolate in your room for 5 days, even if you only have mild symptoms. If you need to leave your room, we recommend you wear a mask to prevent the spread of covid to others. While you are isolating a staff member will deliver your meals and check on you. Should you need anything whilst in isolation contact the Duty Phone on 021 225 9430.

Cumberland College will act in accordance with up to date advice from the Ministry of Health, Ministry of Education and University of Otago management. For up-to-date COVID-19 information from the University of Otago visit: <https://www.otago.ac.nz/coronavirus/>

## COVID / PANDEMIC ALERTS :

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

**Masks:** The mask wearing mandate in health care settings have been lifted, but the University requests that if you have symptoms of a cold or flu that you stay home or wear a mask for the protection of others. Clinical areas will have



their own instructions to follow. They can also be worn by those who feel more comfortable doing so and we would ask that decision to be respected by our community. Standard withdrawal policy applies should you choose to withdraw from your residential agreement.

## Useful Contacts

Duty Phone	021 225 9430
Cumberland Reception	03 479 5570 cumberland@otago.ac.nz
Student Health	03 479 8212
Urgent Doctors	03 479 2900
Urgent Pharmacy	03 477 6344
Youthline	03 477 2461
AskOtago	0200 80 80 98
Campus Watch (Security)	03 479 5000

### Important Note:

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 an such regulations which are change or implemented.