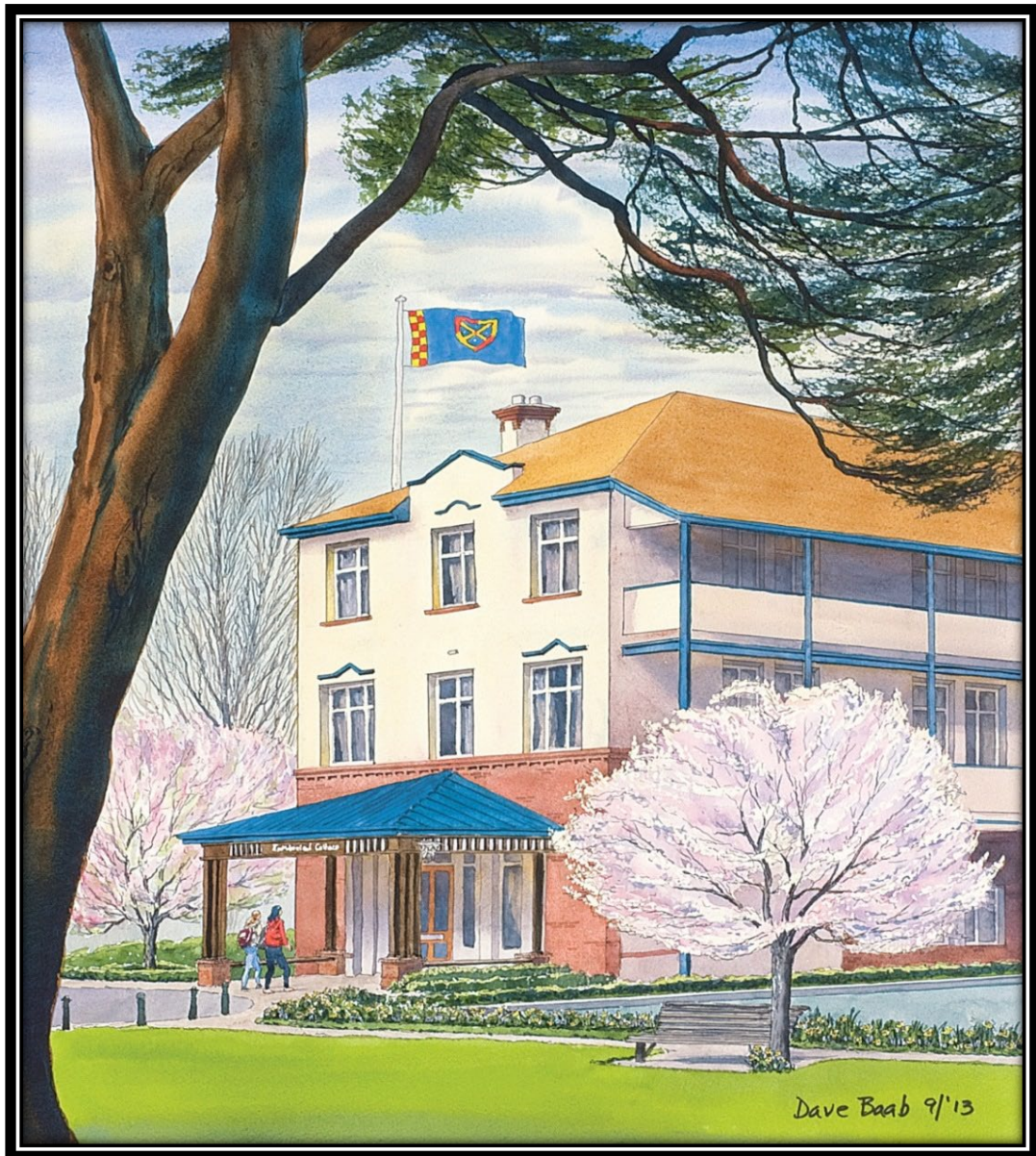






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NAU MAI, HAERE MAI

Welcome to Cumberland College



Kia ora and welcome to Cumberland College / Te Kāreti o Cumberland.

For many of you, coming to the University of Otago / Ōtākou Whakaihu Waka means leaving home and living in a community for the first time. Some of you can't wait to get away from home, while others may be a bit more hesitant. It is normal to find the start of the year challenging - 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.

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

It is important to us at Cumberland that you have fun and enjoy yourself, but not at the expense of why you are here (to study). Achieving your academic objectives remains the top priority; we encourage you to aim high and accomplish your goals.

This handbook is a guide for you, containing important information regarding the College and University policies. Read it before you arrive in February and you will be set to go.

Ngā mihi nui

Tautiaki/Warden of Cumberland 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 Kāreti o Cumberland 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).

Overview

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 Cumberland 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.

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

Personal Information

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 to meet our purposes. However, we know that we have a duty to care for that information and use it lawfully, fairly and respectfully.

Please refer to the University's Privacy Statement for information about the collection and use of information about students <https://www.otago.ac.nz/administration/privacy>

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](#)

Meet the Staff

Tautiaki / Warden

The Tautiaki / Warden position is currently vacant but the recruitment for a new Warden is now underway and will be appointed before Semester 1 commences.

Tautiaki-Piki / Deputy Warden

Our Tautiaki-Piki / Deputy Warden, Alastair Campbell, oversees the College's academic programme, organises the Kaiāwhina / Sub-Warden team, and provides pastoral support.

Tautiaki-Kaiāwhina / Assistant Wardens

Our Tautiaki-Kaiāwhina / Assistant Warden, Claire Stewart, takes responsibility for the event life of the College, such as sporting activities, and cultural activities as well as assisting with pastoral care and a range of other tasks.

Collectively, the Tautiaki / Warden, Tautiaki Piki / Deputy Warden and Tautiaki Kaiāwhina / Assistant Warden are known as the senior staff. If you are asked to speak to a senior staff member, it is one of the above staff that you need to talk to. All senior staff live on-site either in the Cumberland building itself or nearby.

Kaiāwhina-Whare / Sub-Wardens

Cumberland College has a team of Kaiāwhina-Whare / Sub-wardens (often just referred to as Kaiāwhina)

- Get to know your Kaiāwhina and the wider team as they are an invaluable source of support and knowledge. The team will be available as your first point of contact for all questions you may have about our College and the University in the first few weeks, and throughout the year.
- Kaiāwhina are involved in a wide range of duties around the College.
- One of the main situations in which you will encounter Kaiāwhina is during their weekend and evening rounds. Evening rounds have several functions. As well as ensuring an appropriate atmosphere for study and sleep, they will be monitoring noise and checking for health and safety risks throughout the College.
- When they are not on rounds, the rostered duty Kaiāwhina will usually be found at the front desk in the College foyer. Each evening at least one of the team will be on duty from 5:00pm until 10:30pm as well as over the weekend.

Wider Team

Supporting this team are our administrator, kitchen staff, facilities co-ordinator, cleaning staff, and overnight security guards.

Duty Phone Number: 021 225 9430

Arrival

Arriving at the College

In 2027, Cumberland College will open on Saturday 20th February.

Staff, including Kaiāwhina, 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. Short-term parking will be available at the College on Saturday 20th and Sunday 21st February, but is limited, so we ask that you move your vehicle once all your belongings have been moved into your room.

In the event that a resident has circumstances requiring them to arrive on Friday 19th February, the additional night will be subject to the rate applicable to the room type selected which also includes meals. Please note that due to refurbishment work taking place over the 2026-27 summer, no residents will be permitted to arrive earlier than 19th February.

Keys

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

Te Puna Student Accommodation Portal

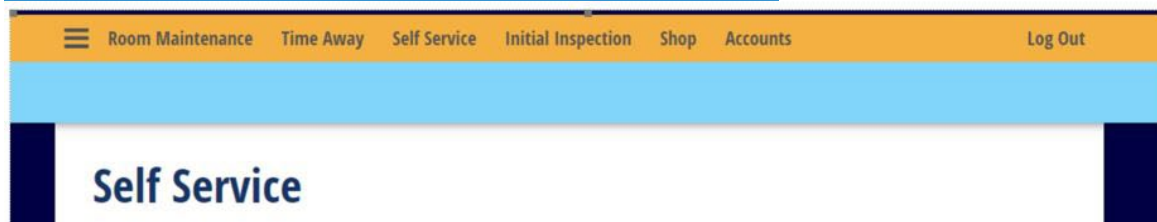
Te Puna is our online tool to assist you while you are living in the College.

The following can be done via Te Puna:

- 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 lunch or late dinner; if you are unwell, you may also request a meal be delivered to your room (only available if you have notified us that you are unwell).
- 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>



Your Room

All bedrooms have the following:

Bed and Bedding	Bed base, mattress, mattress protector, two sheets, pillowcase (pillow not included), duvet and duvet cover.
Furniture	Wardrobe, set of drawers, desk and chair, mirror, noticeboard, heater, rubbish bin and laundry bucket. Some rooms may have one or two extra pieces of furniture. Most rooms also have a wall lamp.

Bring	Don't Bring
Study • Computer • Headphones • Chargers • Stationery Personal • Personal first aid kit • Keep cup, drink bottle etc • Coat hangers • Umbrella • Flashlight • Storage bins • Blu tack • Personal clothes, rain jacket, etc • Additional personal items (hair dryer, personal electronic devices etc) Washing & Hygiene • Facecloths and towels • Shower caddy • Personal toiletries • Laundry Powder	• Candles or Incense sticks • Heaters • Oil burners • Air diffusers/purifiers • Hot plates or appliances or fridges (If you need a fridge for storing medical items, please let staff know prior to arrival and we can provide a small fridge)

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. This can be done without notice, but the staff member will always knock before entering.

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

Linen

Only bed linen supplied by the College is laundered by the College. Clean linen is available during "Sheet Change" on Sunday and Wednesday evenings.

Damage

Please let us know promptly of any damage you notice to any part of the building or facilities. If you break something, talk with a staff member or drop by the office to let us know immediately. Willful damage, however, is a breach of our conditions and any resident involved in such behaviour will face disciplinary action.

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.

Information will be posted on your floor notice board giving you information about the cleaners' schedule for your floor. Please help the cleaning staff by making sure your room is tidy – their role is to clean, not to tidy.

No items (including foods and fluids) are to be disposed of out of windows.

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. Technicians will be available at the College on a specified day during O'Week to test your appliances.

Room allocation

Room allocation is the responsibility of the Tautiaki/Warden. Prior to arriving, you will be given the chance to answer a number of questions, which helps us to decide how to allocate rooms. The College reserves the right to change room allocations during the course of the year if it is deemed necessary.

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 Detectors

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 only. There is a cost associated to re-setting the fire alarm. This cost may be passed on to the resident who caused the activation or from whose room the activation occurred.

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.

Please note that all of our dining room and kitchen areas are nut-free.

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.

	Monday - Saturday	Sunday
Breakfast	7.00am – 10.00am	7:00am – 11:00am
Lunch	12:00pm – 1:30pm	11:30am – 1:00pm (Brunch)
Dinner	5:30pm – 6:30pm	5:30pm – 6:30pm

General Dining Room Behaviour

- Please queue considerately
- 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 the 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.

Late Meals

Late lunches and late dinners are available every day via Te Puna, Self Service.

You can only request a late lunch or late dinner for the current day (not in advance) and need to have your request completed by 11:00am for lunch and 4.00pm for dinner.

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 and 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.

Overnight guest charges include meals, the guest should come to the meal with their host resident and have their guest pass ready to show to dining room staff.

Sick Meals

Meals can be delivered to residents who are unwell, on request. If you or a friend is sick, notify a staff member or call the Duty Phone 021 225 9430.

Managing Food Allergens in our Colleges

The University's colleges are committed to providing a safe, inclusive, and enjoyable dining experience for all students. To help us support your needs, it's mandatory and essential that prior to arrival at the college, students with food allergies need to complete and sign the Student Allergen Declaration Form.

On arrival at the college an individual meeting with our Food Service Head will be organised to discuss individual students' specific requirements around allergen management. This open dialogue with impacted students will continue once in residence.

If you have a food allergy, please make sure to speak directly with a staff member at the dining area counter each mealtime and fill out the required meal request form. Special non-allergen specific meals will be provided and are prepared separately to help reduce the risk of exposure to allergens.

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.



Visitors and Overnight Guests

Day visitors

Visitors are welcome to visit residents in the College. All visitors must be signed in at reception by their host resident, and the host resident is responsible for their visitor's behavior. Visitors must depart the College by 10 pm.

There may be occasions during the year when visitor hours are reduced, or where the College does not permit visitors, or reduces the number of visitors permitted. When this occurs, residents will be notified in advance.

Overnight Guests

Permission to have an overnight guest must be obtained from a senior staff member or from the College Administrator, prior to the guest's arrival. Current charges for overnight guest are \$20.00 per night, which includes a mattress and meals. The normal maximum length of stay is 3 nights – any stay of more than three nights requires approval of the Tautiaki/Warden.

Guest Free Periods

Cumberland College has periods where overnight guests are not allowed in the College.

In 2027, overnight guests will not be permitted on the following dates:

20 February – 28 February	O Week
16 & 17 March	St Patrick's Day and day immediately prior
Dates to be advised March/April	Day of Baseline Music Festival and day immediately prior
24 May – 23 June	Semester One Study Zone and exam period
4 October – 13 November	Semester Two Study Zone and exam period
Other dates as may be advised	Major events or activities taking place in Dunedin (for example, some music festivals, dates still to be announced)

Whenever you wish to have a guest stay overnight, it is recommended that you consult with Senior Staff or the College Administrator, prior to your guest's travel arrangements being finalized.

Frequent Guest Pass

Students may apply for a "Frequent Guest Pass" enabling a partner or regular visitor to stay at the College up to 3 nights per week. These passes cost \$70.00 per semester. Each resident is permitted only one Frequent Guest Pass per semester.

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

Any breach of College rules by holders of these passes will be referred to senior staff and may result in the Frequent Guest Pass being revoked.

Alcohol

Alcohol is permitted at Cumberland College. We respect the right of residents to use alcohol responsibly within the College's alcohol rules as outlined below. The following are not allowed at Cumberland College: kegs, drinking implements including funnels, snorkels, etc., drinking games, home brewing.

Anyone under the age of 18 years is not permitted to carry, store or consume alcohol within the College. Any resident found to be in breach of this condition may face disciplinary action. Any resident supplying alcohol to a resident aged under 18 years may also face disciplinary action.

Alcohol Free Periods

An alcohol free period (Study Zone) occurs at the end of each semester to aid exam focus. The College enters Study Zone approximately 2 weeks before exams begin in each semester and the College is alcohol free during this time.

The Tautiaki/Warden has the right to impose an alcohol free period on individual residents, where appropriate, as a result of a disciplinary process.

Alcohol Consumption Times

Unless otherwise specified, alcohol may only be consumed between 6.30pm and 10.00pm.

Alcohol Consumption Locations

- Alcohol may be consumed in bedrooms (apart from on alcohol-free floors).
- With prior approval from senior staff, alcohol may be consumed in some common spaces.
- There may be occasions where the College will run events which permit drinking in a particular common space.
- Consumption of alcohol is never permitted in bathrooms, toilets or balconies.
- Alcohol may not be consumed in the Dining Room.
- The drinking of alcohol is not permitted in hallways, but open alcoholic drinks may be carried in hallways when moving between rooms.
- If others are drinking alcohol in your room, you are responsible for their behaviour.

Alcohol-Free Floors

There may be floors within the College that are designated alcohol free. No alcohol is to be consumed 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>

Further information on alcohol and drug policies can be found in the Residents' Guide to Colleges.

College Life

After Hours Access

Apart from emergencies, the only access into and out of Cumberland College is the main front door. This is locked daily from 7pm to 7am. During these times, you can access the college by swiping your University ID card.

Academic Support

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

As a condition of residence, Cumberland residents have agreed to allow the University to supply the Tautiaki/Warden with academic grades for the time they are in residence. This enables the College to more adequately assist residents with their academic programme.

Vehicle Parking

A small number of parks are available for hire during semesters - the cost is per University rates. 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.

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 should always 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.

Making a complaint

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

Communication

- Email: ensure your email address is current and up-to-date in eVision. Important information will be sent you via your student email address so please ensure you check this regularly.
- Phone: Please ensure you have updated eVision with your current mobile phone number.
- Notices: Notices are posted on College noticeboards and/or displayed on the digital screens.
- Socials: Cumberland will use the College Instagram page to distribute some information.

Harassment/Discrimination/Anti-Social Behaviour

The Cumberland community aspires to be an inclusive community and we believe that all members of the community have the right to study and live in an environment that is free from any form of anti-social or malicious behaviour. Bullying is any repeated unreasonable behaviour that is directed toward a person, or a group of people, that can lead to physical or psychological harm. This includes cyber bullying.

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

Any proven incident of harassment may result in the offending resident being excluded (termination of residency) from the 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 Kaiāwhina or senior 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 in the Residents' Guide to Colleges.

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 is likely to result in termination of the resident's contract with no offer being made to rehouse the resident in another College. For further information, see here: [Digital Communications Policy](#)

Emergency Procedures

Evacuation

Evacuation notices are posted in hallways throughout the building. Please read these and take note of instructions given by 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 and 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 the stairways to the closest fire exit.
- Do not use the lift.
- Assemble with other members of your floor on the lawn in front of the College.
- Staff and/or Emergency Services may check your room after you have vacated it.
- Do not re-enter the building until staff advise that 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:
 - Your name
 - The address, ie, Cumberland College, 250 Castle Street, Dunedin
 - The nature of the emergency
 - Answer any questions they may ask
- Leave the building via your designated escape route.
- Go to the assembly area at the front of the College, talk to the staff member in charge to let them know that you are the one who triggered the alarm and tell them what you know.
- Do not return to the building until staff advise that it is safe to do so.

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 should 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 phone
	Additional extras that would be useful: • Personal toiletry items • Small plastic bags • Whistle and light sticks • Copies of important documents

Health

Illness

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

When a student contacts college staff to say they are unwell, staff may recommend they contact Healthline for an expert opinion. If Healthline advises that the student needs to attend hospital via ambulance, college staff can help to arrange this. If Healthline advise that the situation is not critical but the student should be seen by a doctor within a particular timeframe, staff will encourage the student to attend Urgent Doctors or make an appointment with Student Health or their GP (if local). Students are responsible for arranging their own transportation to and from medical appointments, and for covering any associated costs for the care they receive (including prescriptions). Staff 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 always 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 will not generally bring forgotten items 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 approximately \$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.

Pandemic Safety

In the event of a pandemic, the University will follow Government advice and guidelines. In the event of a pandemic all residents are expected to be prepared and adhere to:

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

You should have your own medical kit and masks.

During a pandemic Cumberland College will remain open unless closed by the Ministry of Education.

It is imperative that you advise a staff member when you are feeling unwell and if you have any symptoms we strongly encourage you to seek medical advice. You should follow the medical advice you receive.

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

Health and Safety

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

Vaccinations

The University of Otago strongly encourages 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](#)

Support Services

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

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