

Te Kāreti o Carrington

Carrington College



Resident Handbook 2027

IMPORTANT CONTACTS

Carrington Duty Phone (24/7)	03 479 5533	https://www.otago.ac.nz/carrington
AskOtago	0800 80 80 98 (03) 479 7000	https://ask.otago.ac.nz/smfgeneralenquirypublic/
Campus Watch (24/7)	(03) 479 5000 0800 479 5000	www.otago.ac.nz/proctor/campuswatch/
Career Development Centre	(03) 479 8244	www.otago.ac.nz/careers/
Chaplains (24/7)	(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 (24/7)	0800 611 116	https://www.healthy.org.nz/
International Office	03 479 7000	www.otago.ac.nz/international
Lifeline Aotearoa (24/7)	0800 54 33 54 Text 4357	www.lifeline.org.nz/
OCASA Dunedin	03 474 1592	www.ocasa.org.nz/
OUSA Support	0800 12 10 23	www.ousa.org.nz
OUSA Club and Socs	03 479 5960	www.ousa.org.nz/clubsandsocs
Pacific Island Centre	03 479 8278	www.otago.ac.nz/pacific
Social Impact Studio	03 479 8631	www.otago.ac.nz/social-impact-studio
Suicide Crisis Helpline (24/7)	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 (24/7)	Text or call 1737	1737.org.nz

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This Handbook has two important companion pieces:

The Residents' Guide to Colleges

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

and

General Conditions of Residence

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

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

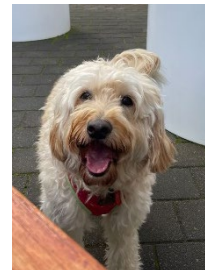
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WELCOME TO CARRINGTON COLLEGE

Tēnā koutou katoa!

It is my pleasure to welcome you to Te Kāreti o Carrington. We are so excited to have you join us for the 2027 academic year!

Carrington is a close-knit, vibrant, living-learning community comprised of 240+ students from around Aotearoa and the world. We have invited you to join our College because we know you will make a meaningful contribution; we can't wait to get to know you!



Meet Freo! She's our Tautiaki Ali's dog

For most of you, the opportunity to live in a collegiate community will be once-in-a-lifetime – we don't want you to waste a single moment! Be prepared to step outside your comfort zone; to talk to people you don't know; to put your hand up for the Inter-College Competition (sporting/culture/gaming); to get around volunteer initiatives; to take on leadership opportunities; to enrich our community by showing up and being who you are. You are welcome here.

He aha te mea nui o te ao? (What is the most important thing in the world)?

He tāngata, he tāngata, he tāngata. (It is people, it is people, it is people).

As a member of our Carrington community, we have high expectations of you – but it's nothing you can't handle!

We are about **whanaukataka** (relationships).

We are about **manaakitaka** (caring for and nurturing others).

We are about **atawhai** (kindness and generosity).

We expect you to seek out opportunities to make a positive difference; to ask, "how can I help?" and "what else can I do?" We expect you to respect others, and this place, always. We do not expect perfection – you will make mistakes. But to create a healthy, safe and respectful community, we must all take responsibility for our words and actions.

As you're settling in, please take some time to thoroughly read through this guide, asking questions if anything is unclear. (We also encourage you to use this as a point of reference throughout the year). As things change in our dynamic environment, updates may be necessary. (Don't worry – we'll make sure you're in the loop)! Please know that my door is open to you – you are always welcome to drop in for a chat!

Once again, welcome, welcome to Carrington College! We wish you all the very best for the exciting year ahead.

Karawhiua!

Ali (Tautiaki/Warden)

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MANA WHENUA – LOCAL IWI

Kāi Tahu are the iwi of Ōtākou, named after their tupuna (ancestor) Tahu Pōtiki. Through migration and inter-marriage, they have strong historical connections to Kāti Māmoe, Waitaha and Rapuwai.

Te Kāreti o Carrington stands on Kāi Tahu occupied land. This area was historically utilised as a mahika kai (food gathering) place. The Ōwheo (Leith) was a source of whio (blue duck), kanakana (lamprey), weka (woodhen) and tuna (eels) were collected from Taieri and Kaikorai. 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 the 'k'. Ngāi Tahu becomes Kāi Tahu. Ranginui becomes Rakinui).

ABOUT CARRINGTON COLLEGE

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

The Tautiaki (Warden) reports to the Senior Warden of Colleges within Campus and Collegiate Life Services and is responsible for the administration of the College and the welfare of the residents.

At Carrington College, we endeavour to provide:

- A comfortable, safe environment;
- A quiet place for effective study;
- A home where discrimination 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 follow our guidelines so that the College will be a happy, inclusive and supportive community for all.

PRIVACY POLICY

At the University of Otago | Ōtākou Whakaihu Waka, we care about your privacy. We need to collect and use personal information about the people we deal with – students (including prospective students and students visiting from other institutions), alumni, donors, and users of our websites and applications – to meet our purposes. However, we know that we have a duty to care for that information and use it lawfully, fairly and respectfully.

Artificial Intelligence Tools

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

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

A BRIEF HISTORY

Carrington College was established by a group of Dunedin stalwarts with strong links to the church and education, as a response to the increased demand for university residential accommodation at the end of World War II. It was the very first co-educational student residence in Australasia and was officially opened in February 1945.



In 1946, the College moved from Stuart House at 638 Cumberland Street (now occupied by the University Union) to the present site. As we've evolved, new buildings have been added and named after notable Dunedinites. We now cater for 260+ residents.

The name Carrington was chosen to acknowledge a key player in the establishment of the institution, George William Carrington, a local administrator, accountant, and educator.

OUR MOTTO

The Carrington motto is: Neque sapientiae neque fidei immemores (unmindful of neither wisdom nor faith). Wisdom may refer to the knowledge and critical thinking that underpins our purpose at Ōtakou Whakaihu Waka. No matter where you hail from, we might interpret faith as a trust in the unknown. As we take our first steps at Otago, we ought not to let scepticism inhibit our ability to form new bonds, and so we have faith in those around us that they are good people. Mindful of wisdom and faith, we step into our waka together and pick up our oars.

THE CARRINGTON COLLEGE WAY

Members of Carrington College are treated as adults and are expected to act as such. As a college community, we are part of a family that supports and helps each other. Students at Carrington College are expected to be responsible, accountable, respectful, caring, enthusiastic and loyal to the college and each other.

It is a privilege for residents and staff to be at Carrington, with all members expected to take an active part in our community. Participation is key – to help build our community and ensure you gain as much as possible from your collegiate experience, we strongly encourage you to attend college events, whether as a participant or supporter.

We embrace the richness that diversity brings; our college is a place where all members of the community can be themselves.

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DIVERSITY

The Carrington College community consists of a wide range of people, and we respect all members of our 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.



HARRASSMENT/BULLYING/DISCRIMINATION/ANTI-SOCIAL BEHAVIOUR

The Carrington College community aspires to be an inclusive community and we believe that all members of the community have the right to study and live in an environment that is free from any form of anti-social or malicious behaviour.

Bullying is any repeated unreasonable behaviour that is directed toward a person, or a group of people, that can lead to physical or psychological harm. This includes cyber bullying.

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

Any proven incident of harassment may result in the offending Resident being excluded (termination of residency) from the College.

If you feel you have been subjected to any of the behaviour listed above, we recommend you take the following steps:

- make sure you are safe

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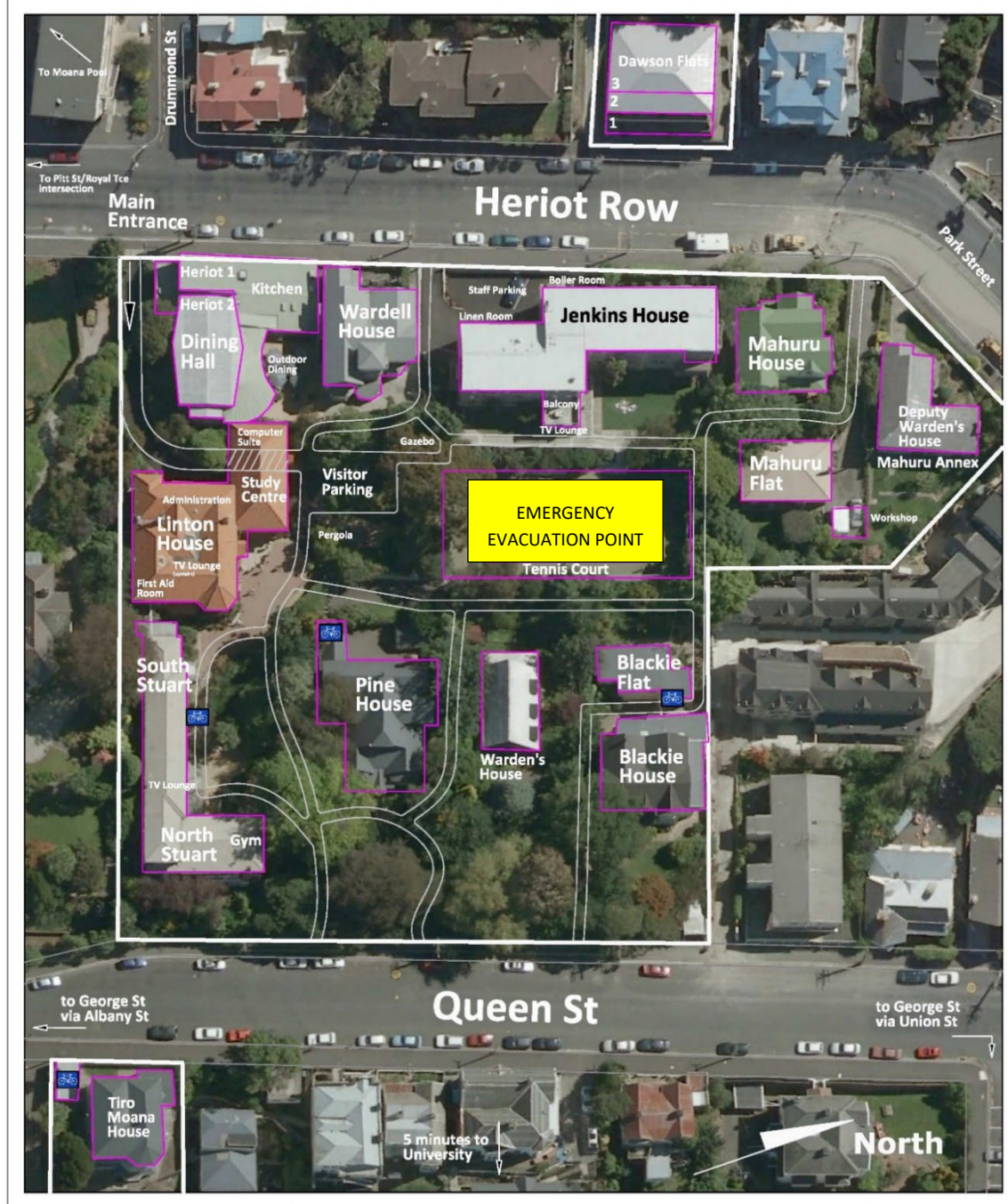
- talk with a staff member to decide if you wish to make a complaint
- seek advice and get support from a staff member
- or you can check out the other support services available at the University of Otago at: <http://www.otago.ac.nz/services>

We also expect that you will undertake to uphold and maintain a standard of good conduct in or at all other University of Otago residential colleges. You can expect that any behaviour or conduct that raises concern or is deemed inappropriate while present at any other University of Otago college (including affiliated colleges) will duly be reported to us. This may initiate a conduct process, as outlined.

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Carrington College

Site Map



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MEET THE STAFF

TAUTIAKI (WARDEN)

Ali Norton | BJourn/BA (Hons), MSc

Īmēra: ali.norton@otago.ac.nz

Ali is responsible for leading and managing all aspects of the Carrington community and is keen to get to know you! A dual citizen of Canada and Australia, Ali has been working in residential communities since she was a student – so far, she’s had the pleasure of working at six universities in four countries. Ali is a massive sports fan (hockey – which is played ON ICE! – Aussie Rules Football, basketball, baseball), loves camping, the beach, live music and travelling. Ali lives on-site with her husband (Court), toddler (Paddy), and their golden retriever x miniature poodle (Freo). Freo loves people and is out and about in the college most days. Please don’t be shy about dropping by to see Ali in Linton – *you* are the reason she’s here!



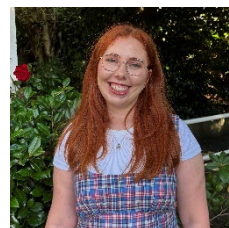
TAUTIAKI PIKI (DEPUTY WARDEN)

Chloe Banks | BA (Hons), MA

Īmēra: chloe.banks@otago.ac.nz

Paeāhua: @chloeatcarrington

Chloe has always lived in the mainland (that’s the South Island of Aotearoa), but she moved to Ōtepoti for uni and loved it so much she never left. Chloe supports our taura with all facets of their first-year journey, including through running the academic programme (one aspect of which is a Humanities Helpdesk for all your referencing and essay writing needs). Come past her office for a chat! Chloe is always up for a yarn about books, knitting, TV shows or where to get the best coffee on campus. Chloe lives on-site with her cavoodle Stevie and her office is next to Ali’s in Linton House.



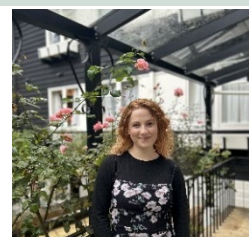
TAUTIAKI KAIĀWHINA (ASSISTANT WARDEN)

Jay Addington | BAsc (Otago)

Īmēra: jay.addington@otago.ac.nz

Paeāhua: @jayatcarrington

Jay is an Ōtepoti local who has spent 11 years of her life living in a variety of residential colleges! Jay is passionate about pastoral care and the development and personal wellbeing of our rangatahi. She is also artsy and loves reading, poetry, dance and Dunedin walks. Jay is responsible for organising college events and activities and loves volunteering. If you have an idea for an event or project or would like a kōrero about how you’re travelling, Jay is your go-to! You can find her office in Linton House next to Reception. No appointment needed - just drop in or send her a message. Jay lives offsite and works afternoon/evenings (including weekends).



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KAIĀWHINA WHARE (SUB-WARDENS)

The Kaiāwhina Whare are our incredible student staff team who are employed to help you navigate your first year of tertiary study. We have 8 Kaiāwhina, which is a ratio of about 1:29 Kaiāwhina to residents.

All members of the Kaiāwhina Whare team are current, upper-level students at the University of Otago; they have a wealth of knowledge about university life! Kaiāwhina (who are commonly referred to as KDubs) help manage day-to-day aspects of collegiate life through pastoral care and event management.

Every Kaiāwhina is the leader of a Whānau Group. Your Whānau Group will be made up of residents from other houses/floors so that you will get to meet a variety of new people early on. We encourage you to get to know all of the Kaiāwhina and chat to them about anything you need – they are *all* here for you, not just your Whānau Group leader or the Kaiāwhina who lives closest to you.



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ADMINISTRATOR

You'll find our friendly and helpful administrator at Reception in Linton House from 8:30am – 4:30pm Monday through Friday. Reception is a hub of life at the College – fee payments, guest registration, assistance with keys and general questions...a little bit of everything!

At night and on weekends/holidays, Reception is where you'll find the Duty Kaiāwhina and/or Security when they're not on rounds, supervising the whare kai, or assisting residents elsewhere. You can reach Reception via email (carrington-college@otago.ac.nz) or by calling 03 479 5533.

EXECUTIVE CHEF

Keeping us well-nourished and happy is the goal of our Executive Chef, Jodie Spedding, and her talented catering team. If you have any questions about our food or need to register a dietary concern, the catering team is here to help! Just pop into the kitchen and ask to speak with one of our chefs, or email carrington.foodservice@otago.ac.nz.

CLEANING TEAM

Our experienced and professional cleaners keep Carrington beautifully clean...with your help! Our cleaners will enter your rooms twice per week – once for an all-over-clean and vacuum, and a second time to empty your rubbish bin. You are responsible for keeping your room tidy, removing items from the floor and desktop to enable their work, and taking out your own recycling. Please follow this approach in our common spaces as well to ensure our cleaners can work quickly and efficiently.

FACILITIES MAINTENANCE

If something is broken, please let us know as soon as possible so it can be fixed. If it's an emergency – like a shower flooding – please call 03 479 5533 right away.

Non-emergencies can be submitted via an online request in Te Puna. (Not sure if it's an emergency? Please ring the duty phone for advice!)

Please don't rely on someone else to report what you have seen – we'd rather get a hundred notifications than none!

We have a team of internal staff (Facilities Coordinator, Groundskeeper, Trades Assistants) and external contractors who help keep our facilities and grounds in great shape. By submitting a maintenance 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 the damage was caused by yourself or your guests.

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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**.

The Tautiaki (Warden) of the College has concern and responsibility for the whole College – all staff members consult with the Tautiaki regarding issues with residents. The Tautiaki only shares personal or sensitive information on a “need to know basis” with other staff.

Senior Management (the Warden, Deputy Warden, and Assistant Warden) and Kaiāwhina 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, will treat all resident concerns and private details with respect and confidentiality. There are occasions when it may be necessary for the Tautiaki or other members of the senior 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)
- There have been serious breaches of the University or College rules, guidelines, or policies
- Accommodation fees payments are in arrears.

PREPARING TO ARRIVE AT CARRINGTON

OPENING

We prefer that residents do not arrive before we open at 9am on Saturday, 20 February 2027. In the event that a resident has circumstances requiring them to arrive one day prior to the college opening, the cost to stay will be **\$85**, including meals. Please contact us in advance if you would like to request to arrive before the college opens. Please note – we may not be able to accommodate your request.

When you arrive on move-in day, please make your way to the tennis court in the middle of our grounds. Staff will be waiting to give you your keys and show you to your room.

There is no parking available on our grounds, but on-street parking can be found on Heriot Row and Queen Street (which border our college).

Please note that no visitors (including parents/caregivers/whānau) are permitted to stay overnight within the first two weeks of the college opening.

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IMPORTANT DATES

Move-In: Saturday, 20 February (any time from 9am), and Sunday, 21 February **before noon**. If you are absolutely unable to move in before noon on 21 February, please contact the college to let us know.

Carrington Orientation: Sunday, 21 February. We will be holding a Mihi Whakatau on the tennis court at 11am which we encourage you (and your whānau, if they are around) to attend. Following the Mihi Whakatau, we will enjoy lunch together before meeting on the tennis court again at 12:30pm to begin our orientation programme. (Please note, this first day is quite busy and typically concludes around 10pm.) The sessions on this day are critical to your understanding of how Carrington functions and your responsibilities as a member of our community. Every effort should be made to attend these sessions, as they cannot be fully recreated for those who miss out.

Orientation Week: Monday, 22 February through Sunday, 28 February. O-Week has a mix of social and academic offerings to help you adjust to campus life. Some events provided by OUSA are optional and incur additional costs. College events/activities and academic initiatives are free of charge.

Academic Semester 1: Classes begin 29 February. Mid-semester break begins 26 March and ends 11 April. Exams begin 9 June and end 23 June.

Mid-year break begins 24 June and ends 11 July.

Academic Semester 2: Classes begin 12 July. Mid-semester break begins 28 August and ends 12 September. Exams begin 20 October and end 13 November.

Carrington College will be open during *all* break periods, and you are welcome to stay.

*****Important: Accommodation arranged outside of the contracted dates (Early Arrival and Late Departure) will be at the discretion of the Warden. If approved, there will be a cost involved. Your contract ends 24 hours after your final exam in Semester 2. You will not know your final exam schedule until just before mid-semester break in Semester 2, so please do not book any flights/travel until you know when you will be finished exams. The college may not be able to accommodate requests to stay late. The college will close at midday on Sunday, 14 November 2027.*****

COMMUNICATION

Phone: 03 479 5533

The phone is answered 24/7 when the college is open (February to November).

Email: carrington-college@otago.ac.nz

Instagram: You will be sent a link to the Carrington College 2027 Instagram account. This is a key communication line for the college and is frequently updated. Please be sure to check  regularly.

Text: The Senior Management team may text you from time to time to pass on important messages, or to ask you to drop by for a chat.

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Notices: Notices are posted on college white boards, on our Instagram account and e-mailed to you weekly. You will also see posters around the college for upcoming events.

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](#)

E-VISION

Email: ensure your email address is up-to-date in eVision. Important information will be sent to 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. (It can be a bit awkward if we end up texting your parents)!

With all forms of communication, the college expects that you will take an active role in informing yourself about what is happening in our community.

YOUR ROOM

ROOM FURNISHINGS

Carrington provides well-maintained rooms for its residents. We expect that when you leave at the end of the year, the room will be in the same condition in which it was found at the start.

Your room will be furnished with:



- A bed, sheets, blanket, duvet and duvet cover (no pillows or pillowcases)
- Desk, lamp and desk chair
- Wardrobe and drawers
- Heater
- Mirror
- Rubbish and recycling bins
- Pin board and multibox

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WHAT TO BRING (AND WHAT TO LEAVE AT HOME)

What you **need** to bring: Pillow, pillowcases, towels, first aid kit, medications.

What **not** to bring: Heaters, humidifiers/de-humidifiers, fans, electric blankets, refrigerators, electric jugs/coffee machines, toasters, irons, candles, oil burners, plug-in diffusers, large speaker systems and any bed other than the one supplied by the college. These items will be confiscated. If you have issues with your room being cold/damp please log this in Te Puna under maintenance. (Fridges may be supplied to students with a legitimate medical need – please contact Senior Management before you arrive).

What you **can** bring: Personal electrical items such as a hair dryer, electronic devices, personal bedding (which you will be required to launder), umbrella, musical instruments, hot water bottle/wheat bag, etc.

ELECTRICAL APPLIANCE TESTING

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

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 DETECTOR

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

ROOM INSPECTIONS

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

- Prior to your arrival.
- Colleges will conduct regular room inspections and will notify you before this takes place, prior to your departure at the end of the year.

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

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.

ENTERING ROOMS WITHOUT PRIOR CONSENT

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

ROOM ALLOCATION AND CONDITION

Rooms are assigned by Senior Management. The college reserves the right to change room allocations during the course of the year if it is deemed necessary. Residents may not swap rooms without approval from Senior Management. (Approval for room swaps is rare.)

We expect that you will keep your room reasonably clean and tidy throughout the year. Failure to do so may result in disciplinary action. Your room will be thoroughly checked before your arrival to ensure it is ready for you and will be checked again upon departure with any damages subject to additional fees. Cleaners will enter your room twice per week and may report concerns to Senior Management.

You are encouraged to personalise your room, but do not affix anything to the walls, ceiling or woodwork with **any** adhesive other than White Tac. The cost for repairing damage (other than wear and tear) will be invoiced to your account.

You are fully responsible for your room and the behaviour of visitors and happenings within, whether you are present or not.

Your room and its contents are your responsibility. Make it a habit to lock your room when you are absent.

Please do not move furniture out of your bedroom or communal spaces.

To ensure your room is adequately ventilated, please open windows and curtains for at least an hour each day (especially in winter, when condensation can build up).

COLLEGE FACILITIES AND SERVICES

TE PUNA STUDENT ACCOMMODATION PORTAL

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

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Te Puna has on it:

- Accommodation - Apply for accommodation.
- Accounts – View your account and make payments.
- Maintenance – Report maintenance issues.
- Shopping Cart – Purchase items and event tickets.
- Time away – Let us know if you are going to be away from the college by recording your departure and return dates. This includes temporary absences during semester time and semester break. *(This is important to log in case of emergencies and for pastoral care checks).*
- Self Service – Request a late dinner or sick meal (staff must be notified that you are ill in order to access the sick meal option).
- Complaints and Compliments.
- Check out – to record your leaving date at the end of the year.

Bookmark the following URL to Te Puna:

<https://college.accommodation.otago.ac.nz/StarRezPortalX>

MAIL

Should you wish to receive mail at Carrington College, please ensure whānau and friends include your first and last name on the letter or parcel.

Outgoing mail can be posted from Reception (if you provide adequate postage). Letters received are sorted alphabetically into the shared mailbox area next to the pool room in Linton House. You will receive a text message when parcels arrive for you.

Resident mail address:

[Resident's Name]

Carrington College

57 Heriot Row

Dunedin 9016

DINING FACILITIES/CATERING

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

MEAL TIMES

Breakfast:	Daily	7:00am - 10:00am
Lunch:	Mon-Fri	12pm - 1:30pm
Brunch:	Sat & Sun	11:00am - 1:00pm
Dinner:	Daily	5:15pm – 6:45pm
Packed lunches:	Weekdays	Available from 7:00am – 9:30am
Late dinners:	Daily (during semester)	Order before 4pm on the day
Sick meals:	Daily	Ring 03 479 5533 if you are unwell

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Appropriate behaviour and a reasonable standard of dress (i.e. you must wear a shirt) while queuing and dining is expected.

- Footwear must be worn in the whare kai.
- Seconds are available 15 minutes before the end of meals (except breakfast). Kitchen staff will ring the seconds bell to let residents know when seconds are available.
- **No plates, cups or cutlery is to be removed from the Dining Room.**
- Toast and spreads, coffee machines, milo, tea and milk are available 24/7 to all residents.
- The Dining Room front door is open 7am – 10:30pm each day. Access through the Heriot door is by sil key 24/7.



LATE MEALS AND PACKED LUNCHES

You can choose to dine-in or have a late meal/packed lunch, **not both**.

Packed lunches are self-made in the dining room at breakfast. Late dinner is a service strictly for residents who are unable to make dinner due to a scheduled academic commitment, extra-curricular activity, or employment. Please note – trying to squeeze in more study time is **not** a legitimate reason to request a late meal. Late meal requests must be received in Te Puna (student portal) by 4pm the day of.

SPECIAL DIETS AND FOOD ALLERGENS

There is a choice of meals offered at all mealtimes, including dietary restricted options. Special dietary requirements can be catered for at the college. Please contact us to discuss your needs before accepting your place. The catering team will make every reasonable attempt to manage a special diet, however due to the large number of residents it may not always be possible to cater for all needs. Examples of diets not catered for include keto and FODMAP.

Read more about how food allergens are managed in the Residents' Guide to Colleges (https://www.otago.ac.nz/_data/assets/pdf_file/0033/628197/Residents-Guide.pdf).

Please note that while our dining room is a nut free zone with measures in place to limit exposure to a range of additional allergens, kitchenettes and other common spaces around the college **do not** have these measures in place.

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.

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MANAGING FOOD ALLERGIES IN COLLEGE DINING

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

On arrival at the college, an individual meeting with our Executive Chef 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.

GUEST MEALS

Residents may have guests over for meals. This needs to be booked in and paid in advance of the meal through Reception. Some meals will not be open to guests (special events/formal dinners, etc). During move-in weekend and O Week (20 – 28 February) we do not allow guests at meals.

The current cost for guest meals will be advised from the main reception.

KITCHENETTES

- Each house is equipped with a kitchen space which includes basic appliances to refrigerate perishable foods and prepare hot drinks and snacks.
- Some houses have full cooking facilities which you are welcome to use, as long as you clean up after yourself. **Please wash, dry and properly store all dishes used, whether personal or communal. Dishes left on benches may be confiscated if they impede the ability of the cleaning team to sanitise benchtops.**

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- Everyone has a responsibility to clean and look after shared spaces – consideration is an essential part of communal living.

BATHROOMS

Bathrooms are serviced daily. If the bathroom closest to your room is being serviced, please use another bathroom nearby.

- **Please do not flush paper hand towels down the toilets, as this results in blockages and flooding. Instead, place used paper towels in the rubbish bins provided.**
- **Please do not flush sanitary pads. Special bins are provided in bathrooms for this purpose.**
- Please do not leave personal toiletries in bathrooms, as this makes cleaning difficult.
- You are encouraged to BYO bathmat and hang it to dry in your room (not on the heater, please)! after use. Using a bathmat reduces slip hazards for yourself and others.

ROOM CLEANING

The bathrooms and other common areas are cleaned daily. Your cleaner will enter your bedroom at least twice weekly to vacuum and/or empty your rubbish bin. You are responsible for emptying your own recycling bin. Cardboard should be flattened and taken out to the cardboard recycling bins behind Jenkins, Pine or Tiro Moana.

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, with the floor easily accessible - their role is to clean, not to tidy.

LAUNDRY FACILITIES

All houses/floors have a laundry facility attached. When using laundry facilities, it's important to be considerate of others sharing the space. Please note:

- Laundries cannot be used after **10pm**.
- Do not turn off dryers or washing machines being used by others before cycles have been completed.
- It is recommended that you purchase a laundry basket to help keep your items together.
- Avoid long time lapses between washing and drying to help prevent clothes going astray and the hogging of equipment.
- Each resident supplies their own laundry detergents and pegs. Please take note of whether your washing machine is a top-loader or front-loader before purchasing washing powder.
- Please do not OVERLOAD machines and take care to clear lint from dryers after use.
- It pays to separate lights from darks, and lint-givers from lint-takers!!
- You can manage muddy sports gear by rinsing it in tubs before washing, however, please be sure to clean up thoroughly afterwards.
- Use outside drying spaces whenever practical.
- Clothes racks are to be used for AIRING only, not drying soaking wet clothes – this is to avoid condensation issues. Clothes racks are not allowed in communal areas/hallways.

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- Remember to switch off irons and allow them to cool where they will not accidentally injure someone or be a fire risk.
- Please log any issues with washers/dryers in Te Puna, providing as much detail about the location and issue as possible.

LINEN

The College will provide you with a duvet, duvet cover, mattress (and protector) and sheets (no pillows or pillowcases). If you wish to use some of your own bed linen, you must store the college-provided items carefully in your room and be able to account for them in the end-of-year inventory check. You will be charged for any items that go missing or are damaged (beyond wear and tear) during the year.

A sheet change service is provided twice every Thursday night, typically between 6:45pm and 7:15pm and again at 9:15pm. (Any changes will be posted to the 2027 Instagram story). Sheet change is held in the Linen Room on Ground Floor Jenkins. You can access the door via the parking lot behind Jenkins. Bring your used, college-provided sheets to swap for clean items. Personal linen cannot be sent out as part of the linen exchange service. The cleaning of duvet covers is your responsibility.

PARKING

Carrington does not offer car parking on the grounds and unauthorised vehicles will be towed at the owner's expense. On-street parking is available on Heriot Row and Queen Street, but this is at your own risk and can be competitive at certain times of the day.

STORAGE

BIKE STORAGE

We have several storage spaces for bikes, both indoor (locked and secure) and outdoor. Indoor storage at Tiro Moana is provided on a first-come, first-served basis by visiting Reception.

SUITCASE STORAGE

We are happy to store your suitcase(s) on site in an area which only staff have access to. To store your suitcases or retrieve them, please contact duty staff.

No on-site storage is available over summer; we only store suitcases during the academic term.

RECYCLING AND RUBBISH FACILITIES

We are committed to sustainable practices, and residents of the college commit to recycling in their rooms and in shared spaces. Residents are issued with a personal recycling bin, and every kitchenette has bins to sort glass, cans and plastic. Cardboard should be flattened and taken out to the cardboard recycling bins behind Jenkins, Pine or Tiro Moana. Residents play an important role in ensuring the right materials go into the right bins.

STUDY FACILITIES

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We have a range of study areas around the college.

Our 24/7 quiet study spaces (which are also used for tutorials) include:

- Study Centre (with access to university printing)
- Upstairs in Linton House (turn left at the top of the stairs, go through the doorway, turn left again and it's the first door on your left).

Informal study areas include Linton Lounge, the dining room, Stuart Lounge, Heriot 2 (above the dining room, accessed via the stairs by the coffee machines) and outdoor tables. Please refrain from 'setting up camp' in a specific study space; use will be monitored and items shifted if necessary.

An excellent study atmosphere at Carrington is a top priority, and every resident has a responsibility to make this work.



INTERNET

Wireless internet access is provided at no additional charge as an extension of the University's network.

The University works hard to ensure services are robust and reliable. The quality of internet access can be variable because of heavy demand. The University makes every attempt to minimise disruptions and offer access everywhere. **If you're experiencing connectivity issues, please lodge a request via AskOtago.**

SPORTS FACILITIES

GYM

Carrington has a small cardio gym located on the ground level of North Stuart, available for use 8am - 8pm daily. Please be mindful of noise, as there are resident bedrooms above. You will need your sil key to access this facility. Please note, music should be listened to using headphones only and good hygiene practices (such as wiping down machines) should be enacted.

TENNIS COURT

Situated in the centre of the college, we are lucky to have a turf facility for outdoor recreation. The court has soccer goals, netball and basketball hoops and nets for tennis, volleyball and badminton.

We have a collection of sports gear that you are welcome to use, all stored in the sports shed on the landing between the tennis court and the visitor carparks. Please return anything you borrow and let staff know if anything is broken.



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RECREATIONAL FACILITIES

All ledges and roof spaces are out of bounds - offenders will be dealt with in accordance with the Disciplinary Process found in the Residents Guide to Colleges

POOL ROOM

We have a pool table located next to Reception in Linton. This is open from 9am – 10:30pm daily. It is a strictly alcohol-free area, and users should be noise aware due to proximity to office spaces.

TV LOUNGES – JENKINS AND STUART

These spaces are for the use and enjoyment of *all* residents, with everyone having sil key access until 10pm. Reasonable noise levels are expected in consideration of nearby bedrooms (especially after 10pm).

Please be aware that the viewing of pornographic material is strictly prohibited.

The TV rooms and adjoining kitchens must be left in a tidy condition with rubbish cleared and seats/furniture returned to their original position.



Responsible consumption of alcohol is permitted in these areas so long as noise and behaviour is community-minded. Stuart Lounge is also home to the college's table tennis/foosball tables and arcade/video games.

LINTON LOUNGE AND LIBRARY

This is a multi-purpose area for student use. It is available as a chill out space, study space, place to play board games/cards, for musical instrument practice (including use of the baby grand piano) and for movie nights (a drop-down screen with projector is available to connect your own device). You are welcome to borrow any of the books on the shelves, just please be sure to return them when you're finished.

You can use the Linton Lounge & Library at any time. If you wish to book out the use of the room, you can do so through Reception or the Duty Kaiāwhina Whare. As with all the common areas around the college, please tidy up after use.

ART AND SEWING ROOM (DOWNSTAIRS IN THE STUDY CENTRE)

This is a multi-purpose area for student use. Please be mindful that the Study Centre is directly above, so you may be asked to leave if you are making too much noise. If you wish to book this room for a specific purpose, you can do so via Reception or the Duty Kaiāwhina Whare. As with all the common areas around the college, please tidy up after use.

MUSIC

The college has three pianos available to use throughout the day (Linton Lounge, dining room and the music room). The dedicated music room is above the dining room (accessed via the stairs by the

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coffee machines). The Music Room has an electric piano (with headphones), drum kit, box drum and array of guitars and ukuleles. Drums and amps should not be used during quiet hours or tutorials.



STUDENT LIFE AT CARRINGTON

CARRY COMPS

Carrington College is famous for its intensely contested Whānau Group competition. Dodgeball, Carryvision, Chess, The Great Carrington Bake Off, Mission Unsockable – you name it, and we'll make it a competition!



INTERCOLLEGE SPORTS, GAMING AND CULTURAL COMPETITION



An extensive programme of competitions against the other colleges is held throughout the year. Carrington competes in a variety of sports and gaming comps, as well as in cultural events such as debating, film-making, singing, etc. Competition is fierce and fun!

CARRY CLUBS

Our Kaiāwhina Whare team run a variety of in-house Carrington Clubs based on special interests each year. In 2025 we had: Baking Club, Book Club, Gaming Club, Film Club, Art Club, Sports Club, Choir, Knitting Club, Good Night & Sleep Society, Social Club, Queeringtons and Weekend Walkies (with Freo)! Have an idea for a club you'd like to see? Talk to the Kaiāwhina Whare or Jay (Tautiaki Kaiāwhina). Clubs are a great way to meet people from different houses/floors, so we encourage you to get involved!



COLLEGE BALL

Each year the college holds a formal ball, the highlight of the annual social calendar. The Ball is held at the college – it completely transforms for one night only!

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CARRY PARTIES

Each semester Carrington holds a themed party. These events give residents a chance to get creative with costumes and dance the night away!

STUART SHIELD AND KING'S CUP

In honour of Carrington and Arana's shared history with the Stuart Residence Halls Council, each year we battle across sports and games in pursuit of the Stuart Shield, and in debating for the prized King's Cup.



STUDENT VOICE: THE STUDENT REPRESENTATIVE COMMITTEE

The Student Representative Committee is selected at the beginning of each year to assist in organising social events such as volunteer opportunities, the college ball, open mic nights and cultural performances. They work closely with the Senior Management team and help to amplify the student voice. Information about how to apply and what you can expect from your Student Representatives will be provided to you when you arrive.



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SAFETY

EMERGENCY PREPAREDNESS

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

Minimum requirements:

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

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

- Warm clothing (jacket or similar)
- Your mobile phone

Additional extras that would be useful:

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

PANDEMIC SAFETY/ALERTS

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

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

- Ministry of Health Directives and Guidelines
- Ministry of Education Directives and Guidelines
- University of Otago Guidelines
- Instructions from College and University staff
- Social Distancing Guidelines and Restrictions
- Sanitising Requirements
- You should have your own medical kit and masks.
-

During a pandemic (e.g. COVID-19 Carrington College will remain open unless closed by the Ministry of Education.

It is imperative at all levels that you advise a staff member when you are feeling unwell and if you have any symptoms we strongly encourage you to seek medical advice. You should follow the medical advice you receive. If you are isolating a staff member will deliver your meals and check on you. Should you need anything whilst in isolation contact the Duty Phone on 03 479 5533.

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

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EVACUATION

Evacuation notices are posted by front doors of buildings and at the top of stairwells – 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 your door unlocked but closed with your pillow in front of it (not propping it open) to indicate you have evacuated.
- Leave the building using either the stairwell or fire exit.
- Assemble with other members of your house/floor at the tennis court.
- Staff and/or Emergency Services will check your rooms/houses after you have vacated.
- Do not re-enter the building until staff advise it is safe to do so, even if the alarm stops.

Staff are trained fire wardens, and it is important that you follow their direction.

FIRE

If you discover a fire:

- Operate the nearest fire alarm call point
- Call 111 to request the fire service and tell them:
 - Your name
 - The name of your building at Carrington College
 - 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

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

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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.

KEYS

Upon move in, you will be provided with three different types of keys: a personalised bedroom key; a sil key (magnetic key tag) for 24/7 access to the outside doors of your house, the front door of Linton, the Heriot door of the dining room, and the Study Centre; and a “green card” to open exterior gates. Once your student ID has been issued, you will return the green card and use your student ID for perimeter gate access.

You should carry your keys with you at all times.

- Do not lend your keys to other people.
- Lost a key? Report it to Reception immediately. Replacements are \$50 for sil/bedroom keys and \$30 for lost green cards. You can borrow a temporary key for short-term use to allow you time to try and find the original.
- Please do not let non-Carringtonians into buildings unless they are your registered guests.
- Please call the duty phone immediately if you see someone from outside of the college using a resident’s keys.

Access to other buildings:

- Linton: Open 8.30 am – 7pm (but still accessible with your sil key outside of these hours).
- Dining Room: main door entry 7am – 10:30pm every day, with overnight access via the Heriot door (with your sil key).
- Sil key access is needed for the Study Centre and Heriot Rooms 24/7.
- The gym is accessible with sil key from 8am-8pm daily.
- Other residential areas require sil key access from 7am – 10pm (no entry from 10pm – 7am). You can be invited into a friend’s building after this time, but you will not have sil key access yourself.

SECURITY STAFF

Our after-hours security service is provided by Allied Security.

- Our security guards work from 10:30pm to 6:30am every day, conducting regular walk-throughs of our buildings and grounds and responding to calls on the duty phone.
- When Security leaves on weekday mornings, the phone is handed to a Kaiāwhina until Reception opens at 8:30am. On weekends/holidays, Kaiāwhina are on call between 6:30am and 10:30pm and hand over to Security.
- In addition to Allied Security, our Tautiaki (Warden) and Tautiaki-Piki (Deputy Warden) live on site and are available overnight in the case of emergency.

GENERAL SAFETY ADVICE

- Our duty phone is monitored 24/7.
- For everyone’s safety, please ensure external doors shut behind you when you come in.

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- Please ensure gates shut behind you as you exit/enter the college along Queen St and Heriot Row.
- To protect your belongings, lock your door whenever you are away from your room (even if just for a short time), and while sleeping. (Cleaners will lock your room once they have cleaned it, regardless of whether it was locked when they entered.)
- The University of Otago operates an external CCTV security system at Carrington 24/7 for the safety of all residents.
- Campus Watch can assist students 24/7 on campus. You can phone them on 03 479 5000.
- Check whether your parents/guardians have an 'extended cover' insurance policy which will cover you whilst in residence. If not, please consider obtaining your own personal effects policy. **The College is not responsible for any loss or damage to personal property.**

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>

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.

ILLNESS AND WELLBEING

IF YOU BECOME UNWELL

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 (including Paracetamol).

If you (or a fellow resident) are ever unwell, it is important that this is communicated to college staff; this is part of being a responsible and caring community member. To notify staff that someone is unwell, please ring the duty phone (03 479 5533). If you have any symptoms of a contagious or highly spreadable illness (e.g. COVID-19, flu, measles) you should follow the medical advice you receive and are strongly encouraged to isolate in your room until you are symptom-free. When you are isolating, a staff member will deliver your meals and check on you. Should you need anything whilst in isolation, the duty phone can be contacted.

When you contact college staff to say you are unwell, staff may recommend you contact Healthline for an expert opinion. If Healthline advises that you need to attend hospital via ambulance, college staff can help to arrange this. If Healthline advise that the situation is not critical but you should be

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seen by a doctor within a particular timeframe, staff will encourage you to attend Urgent Doctors or make an appointment with Student Health or your GP (if local).

You are responsible for arranging your own transportation to and from medical appointments/hospital, and for covering any associated costs for the care you receive (including prescriptions). Staff are not able to collect prescriptions on behalf of residents.

If a student elects to attend hospital but does not require an ambulance, they are responsible for arranging their transportation. Staff are not able to attend hospital with residents, but you may ask a friend to accompany you. If a resident is fully conscious and capable of making decisions, the responsibility of informing their parents rests with them. If staff send a resident to hospital via ambulance and/or a resident is not fully conscious or capable of making decisions, college staff will make contact with the resident's designated emergency contact.

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

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

VACCINATIONS

We strongly encourage you to be fully vaccinated.

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

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

3 x Tetanus/Diphtheria/Pertussis

3 x Polio

2 x MMR (Measles, mumps rubella)

3 x HPV

3 x Hep B – (there is a charge for this)

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

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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](#)

CONCERN FOR OTHERS

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

Start a conversation with these four steps:*

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

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

If you are worried about someone, or you haven't seen someone for a while, we encourage you to contact a staff member.

You can do this by:

- Calling the duty phone 24/7: 03 479 5533
- Speaking to the staff member at Reception
- Speaking to any staff member
- Emailing anyone in Senior Management

POSITIVE WELL-BEING AND SELF-CARE

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

Taha hinengaro, mental and emotional well-being. College staff are available for onsite support 24 hours a day through Kaiāwhina and Tautiaki mā 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.

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Taha tinana, physical well-being. Physical well-being starts in the kitchen, with the college providing healthy and nutritious meals and working with 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



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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.

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ACADEMIC SUPPORT

We offer a wide range of academic support at the college to assist your transition to tertiary study, including in-house tutorials, 'tips and tricks' sessions, and the knowledge and experience of the staff team. The Tautiaki-Piki (Deputy Warden) is the first port of call for assistance with academic issues, including special consideration and accessing further support.

Please note that Senior Management can access your grades and, following the release of first semester results, may contact you to discuss your progress. You are always welcome to contact Senior Management to discuss your academics.

As we do not see your grades as the semester goes, it is up to you to seek out help by booking an Academic Catch Up with the Tautiaki-Piki. These can be to discuss goals, study techniques, essay writing, academic referencing, making a catch-up plan or how to access further support.

ACADEMIC ORIENTATION	Course Advice and Planning	
	UNIO101 - Transition to University	
	Preliminary Lectures	
WEEKS 1 - 3	Initial Academic Catch Ups (voluntary)	Identify Academic Goals and Challenges
		Identify Support Mechanism and Processes
	Study Skills Sessions	
SEMESTER 1 ONGOING	Paper Specific Tutorials/Study Support	
	Academic Support Drop In Sessions	
	Assessment Preparation Support	
START OF SEMESTER 2	Academic Catch Ups	Semester 1 Results Review/Semester 2 Goals
		"Back on Track" Support if Necessary
	Course Advice and Planning	
SEMESTER 2 ONGOING	Paper Specific Tutorials/Study Support	
	Academic Support Drop-In Sessions	
	Assessment Preparation	

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UNIVERSITY-BASED SUPPORT

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

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

Disability Information and Support - <https://www.otago.ac.nz/disabilities/index.html>

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

Student Learning Development - <https://www.otago.ac.nz/educational-design-innovation/students>

The Centre for Educational Design and Innovation provides free and confidential academic development to students studying at the University of Otago. Whether you are working hard to get a pass mark or seeking to gain a top result, all students can benefit from their services. They provide consultations, peer-support services and workshops.

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

If you're studying a 100-level paper, attending Peer-Assisted Study Sessions (PASS) is a great way to succeed at University. The more sessions you attend, the greater the benefits!

Peer Assisted Study Sessions are fun group-based study sessions led by an experienced student who has successfully completed the course.

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

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

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

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

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HOUSE RULES

ALCOHOL

As noted in the Student Code of Conduct, during your time at university, you must understand the consequences of the risks you take, including drinking and drug use. Excessive use can have serious consequences, including increased vulnerability to physical harm, poor decision-making, and in some cases, involvement in behaviour that may impact others or result in legal consequences.

Please know that being intoxicated does not excuse offensive or unlawful actions. Respect for yourself and others is expected at all times.

If you are feeling uneasy about your alcohol or drug use—or are simply unsure—confidential support is available. The University's Student Health Service offers medical advice and counselling in a safe and non-judgmental environment. Reaching out early can make a meaningful difference.

Drinking in the college must be in a controlled, civilized manner so the rights of others are not compromised, and personal health and safety is ensured. Self-regulatory behaviour is expected around consumption and quantities purchased.

The following guidelines have been set to keep our community safe and respectful.

At Carrington, **we do not:**

- Consume alcohol while under 18.
- Drink in bedrooms.
- Drink in buildings which have been designated “alcohol-free” (these will be outlined at Carry101 on move-in weekend).
- Transport open vessels between locations (we finish our drinks before leaving the areas where alcohol is permitted to be consumed).
- Drink in kitchens, kitchenettes, outside on college grounds, or on balconies.
- **Possess glass bottles under 500mls.**
- Possess/use kegs, crates, casks/goons, home-brewing kits, funnels/similar apparatus.
- Play drinking games.
- Allow our guests to bring alcohol into the college.
- Get so intoxicated that we need other people to look after us (as this would be a breach of our rules with serious potential consequences).
- Consume alcohol in the college after Town Time (10:30pm, unless otherwise stated).

At Carrington, **we do:**

- Enjoy casual, social drinks in our designated “alcohol-friendly” lounges.
- Enjoy the latest “town time” of all colleges (though duty staff reserve the right to move this up based on noise and behaviour).
- Ensure our noise isn't disturbing others and take health and safety seriously.
- Recycle our empties in provided bins.
- Clean up after ourselves – we never want to make more work for other people!

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Duty staff and/or Senior Management reserve the right to confiscate alcohol based on behaviour. Senior Management may impose a penalty if this happens. Return of confiscated alcohol must be negotiated with Senior Management.

Residents breaching these guidelines can expect to be brought to the attention of Senior Management and followed up.

ALCOHOL-FREE PERIODS

The Tautiaki and Tautaki-Piki have the right to impose an alcohol-free period/restriction or to modify the alcohol rules for any individual, group, or for the college as a whole at any time without warning.

Noise, offensive behaviour, and damage to property are the most likely reasons that an alcohol restriction would be imposed. Additional alcohol restrictions will be put in place prior to and during the exam period and may be put in place at other times throughout the year as deemed necessary by the Tautiaki.

Please note that should there be any change in Government legislation regarding alcohol, we may review and/or change our alcohol policy and guidelines if and when we deem it necessary to do so.

RESIDENTS UNDER THE AGE OF 18

Anyone under the age of 18 years is not permitted to carry, store or consume alcohol within the Carrington 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. For further information on the Disciplinary Process, please refer to the Residents' Guide to Colleges (https://www.otago.ac.nz/__data/assets/pdf_file/0033/628197/Residents-Guide.pdf).

ADDITIONAL INFORMATION ABOUT ALCOHOL IN COLLEGES

Please find more detailed information about alcohol (including consequences) in the Residents' Guide to Colleges (https://www.otago.ac.nz/__data/assets/pdf_file/0033/628197/Residents-Guide.pdf).

FOR MORE INFORMATION ABOUT SAFE DRINKING

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

DRUGS, SMOKING AND VAPING

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.

ALL buildings and grounds are smoke/vape free.

Please find more detailed information about these topics (including consequences) in the Residents' Guide to Colleges (https://www.otago.ac.nz/__data/assets/pdf_file/0033/628197/Residents-Guide.pdf).

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EXCESSIVE NOISE AND QUIET HOURS

To ensure everyone can sleep and study, please be mindful of the noise you generate. From 10:30pm daily, residents who wish to hang out, listen to music, etc., should move to the whare kai. Lounges may continue to be used as long as noise cannot be heard in neighbouring bedrooms. No alcohol is to be consumed at the college after 10:30pm. If you're planning a call with friends or family after quiet hours, please do this from one of the study rooms or the whare kai to avoid disturbing people around you who are trying to sleep.

STUDY ZONE

Each semester as exams approach, the college will enter our "Study Zone" period with restrictions on noise and guests. (More info will be provided to you when this occurs). During these periods of high-stress, our community is expected to be extra mindful of noise generation.

VISITORS AND OVERNIGHT GUESTS

VISITORS (NON-OVERNIGHT GUESTS)

Students are more than welcome to have non-overnight guests at the college, unless otherwise stated.

These guests must leave the college no later than 10:30pm and may be asked leave earlier at the discretion of duty staff. All guests should be introduced to duty staff, failure to do so may result in them being asked to leave.

Please note that guests are not permitted to bring alcohol into the college.

There are times during the year where guests must depart by 7pm, including during O Week, Re-O Week, and during "Study Zone" periods.

You are responsible for any guest you bring into our college. Never loan your keys and please ensure you always accompany your guest.

OVERNIGHT GUESTS

- Overnight guests must be recorded and paid for at Reception before the guest stays. Please note – meals are charged separately.
- The cost of an overnight guest stay at Carrington is **\$5.00 per night**. If required, you can check out a mattress, guest bedding pack and pillow from Reception.
- Residents are only permitted to have one guest at a time.
- There are designated "No Overnight Guest" days and periods each year where guests are not allowed at the college. (These dates will be displayed in your room when you arrive and can include the first week of each semester – O Week and Re-O Week – Hyde Street Weekend, St Patrick's weekend, concerts, sports matches and during "Exam Zone" periods).
- If a guest wishes to stay 3 nights or more, permission from a member of Senior Management is needed. Email carrington-college@otago.ac.nz to request this.
- Overnight guests are not permitted to bring alcohol into the college.
- We cannot stress enough that the host resident has total responsibility for their guest, including making them aware of our expectations and being present with them at all times.

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(For example, if you need to leave the college for work or other purposes, your guest should not be left behind).

- Failure to inform the college that you have a guest staying will result in a nightly charge of \$85.
- The staff team have authority to ask guests to leave the premises at any time.
- Any guest under the age of 17 requires separate permission before they can come and stay at the college.
- Guests must pay for all meals (see Guest Meals in the Dining Facilities/Catering section).

FREQUENT GUEST PASSES

Where a resident has a partner/family member/close mate who wishes to stay over regularly, they may apply to the Tautiaki (Warden) for permission to register this person as a Frequent Guest. Frequent Guest passes are \$30 per semester and allow the holder to stay without needing permission each time.

Frequent Guests will be charged for any meals they have at the college and are limited to a maximum of three nights stay per week.

Frequent Guest passes are not valid during No Overnight Guest periods.

Any breach of the rules and regulations by these guests will lead to the immediate removal of their permission to stay. Other conditions may apply.

FOOTNOTE TO THE DOCUMENT

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

ANY QUESTIONS?

Please ask! Our friendly staff are here to help you have the best year possible! Welcome home, Crocs!

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Te Kāreti o Carrington

Carrington College



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