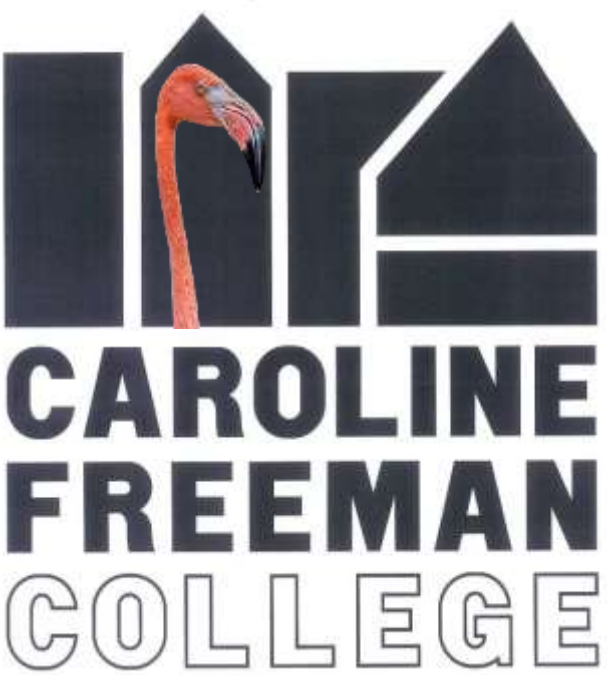
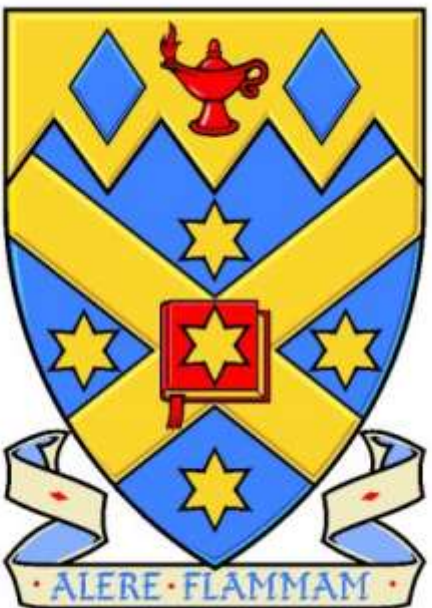


Caroline Freeman College

Te Kāreti o Caroline Freeman

2024

Resident Handbook



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SUPPORT SERVICES—CONTACT DETAILS

AskOtago	0800 80 80 98 (03) 479 7000	www.otago.custhelp.com/
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	www.lifeline.org.nz/
OCASA Dunedin	03 474 1592	www.ocasa.org.nz/
OUSA- Support OUSA Club and Socs	0800 12 10 23 03 479 5960	www.ousa.org.nz 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	
Student Health	(03) 479 8212 0800 479 821	www.otago.ac.nz/studenthealth
Student Learning Development	03 479 8801	www.otago.ac.nz/hedc/students/
Te Huka Mātauraka (Maori Centre)	03 479 8490	www.otago.ac.nz/maoricentre
Te Whare Tāwharau Sexual Violence Support Centre	0800 479 379 03 479 3790	www.otago.ac.nz/te-whare-tawharau/
UniCrew (Otago Volunteering)		www.otago.ac.nz/social-impact-studio
Unipol/ Recreation Services	(03) 479 5888	www.otago.ac.nz/recreation/
1737	Text or call 1737	1737.org.nz



DEFINITIONS

- ⇒ **Residential College**—A residential living-learning community at the University of Otago. There are 14 residential colleges at Otago.
- ⇒ **Resident**—An Otago student who lives in a college.
- ⇒ **CFC**—Shorthand version of Caroline Freeman College.
- ⇒ **Warden**—The leader of a residential college.
- ⇒ **Deputy Warden**—The second-in-charge of a residential college with various assigned duties related to pastoral care, academic support and event management.
- ⇒ **Assistant Warden**—A full-time live-in or live-out staff member with various assigned duties related to pastoral care, academic support and event management.
- ⇒ **Sub-Warden**—A senior student who works at Caroline Freeman College and provides help and assistance to the residents. We have ten Sub-Wardens at CFC.
- ⇒ **Inter-Collegiate**—Events and competitions between colleges during the year.
- ⇒ **Vice-Chancellor**—The leader of the University of Otago
- ⇒ **Campus Watch**—A team of support persons who are available 24/7 for student safety and support throughout North Dunedin
- ⇒ **Proctor**—The University of Otago's overall safety and security manager. The Proctor also handles matters of student discipline.
- ⇒ **Ringo**—Caroline Freeman's Mascot—Nourish the Flamingo!
- ⇒ **Block**—A "geographic" division at Caroline Freeman. Everyone belongs to a block and each block is overseen by a Sub-Warden.
- ⇒ **Apartment**—There are 38 apartments at CFC—West. Each apartment houses 4—6 residents.
- ⇒ **Pod**—a cluster of CFC—East rooms which have two or three bedrooms, bathroom and kitchenette area
- ⇒ **Te Puna Portal**—An on-line app where you can file a maintenance request, order a late dinner, make payments, indicate an upcoming absence from the College, etc.
- ⇒ **eVision**—the University of Otago's on-line app which manages student enrolment, course selection, timetable, communication, etc.
- ⇒ **Undergraduate**—A student working towards their first degree at Otago.
- ⇒ **OUSA**—The Otago University Students' Association.
- ⇒ **Orientation Week**—The week before classes begin, full of events and activities both at CFC and the University of Otago.
- ⇒ **Blackboard**—The University's on-line portal for teaching resources for individual classes.



CONTACT INFORMATION

Mailing Address—Mail, parcels and courier packages delivered to the College should be addressed to

Caroline Freeman College
911 Cumberland Street
Dunedin 9016

Caroline Freeman Office Phone—03 479 5590

Caroline Freeman Night Phone—021 271 6313

E-mail—carolinefreeman.college@otago.ac.nz

External Facebook Page—www.facebook.com/carolinefreemancollege

Website—www.otago.ac.nz/freeman-college

Campus Watch—03 479 5000

Warden—Chris Addington—021 279 5586

Deputy Warden—Eric Nabalagi—021 279 3741

Assistant Warden—Kieran Duncan—021 279 2487

Property Manager—Rob Strang—021 244 5597



WARDEN'S WELCOME



Nau mai, Haere mai Te Kareti o Caroline Freeman. Greetings 2024 residents of Caroline Freeman College. I am delighted you have chosen Caroline Freeman as your residential college to begin your Otago journey. We are a friendly, supportive and inclusive college with fantastic facilities, great traditions and a reputation for excellent service. University study is a privilege, an honour and a special time in your life. I encourage you to take every opportunity available here at Caroline Freeman and at the University of Otago. It is our ultimate goal to provide you with the best in residential education and support you in your personal development and academic work. We have a fantastic staff and all of us have the goal of making Caroline Freeman a residential community where everyone can live together happily, in comfort and safety with a healthy blend of events, social life, fun and academic study. Whether you come from a small town, large city or an overseas origin, Caroline Freeman will be a place you can make friends, have great experiences and call home. Get ready for a fantastic 2024. Tino pai! **CFC—The Place To Be!**

THE FULL-TIME STUDENT

One of the requirements for living at CFC is that you are a full-time student. Being a full-time student is more than just enrolling for classes. Caroline Freeman College sets a higher standard for “full-time” study.

Full-time residents at Caroline Freeman

- Have an enquiring mind
- Show a keen interest in what they are studying
- Aim to achieve the best academic results possible
- Attend all classes, lectures and tutorials
- Complete required readings and research in a timely fashion
- Prepare in advance for classes
- Form study groups and work cooperatively with others
- Engage with the CFC mentoring, tutorial and general studies support programmes
- Participate in CFC events and activities
- Engage with campus events such as performances, clubs, sport and cultural activities
- Manage their time effectively



THE CAROLINE FREEMAN WAY

Caroline Freeman College is owned by the University of Otago and is operated through the Director of Campus and Collegiate Life Services (CACLS).

The Tautiaki (Warden) is responsible to the University and reports to the Divisional Director for the administration of the College and the welfare of the Residents.

At CFC we endeavour to provide:

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

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

Residents of Caroline Freeman College are treated and expected to act as adults. As a College community we are a supportive and helpful family. Residents of Caroline Freeman College are expected to be responsible, accountable, respectful, caring, enthusiastic, successful and loyal to the College and to each other.

It is a privilege for residents and staff to be at Caroline Freeman College. Active involvement with the College builds a strong community and supports each individual.

We embrace the richness that diversity brings. The College is an environment where all residents can be themselves. The exciting art collection on the walls of the College is one way in which, over the years, residents have expressed their creativity and identity.

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

You will be living, eating, studying and experiencing all of residential college life with 300 other young adults all going through a period of adjustment. This is an important part of the College experience and you will achieve significant personal growth by embracing this time enthusiastically and with an open mind.

The largest adjustment is learning that your behaviour has an impact on those living around you. Most residents will not have experienced intense community living involving daily interactions with others who have different interests, values and life viewpoints.

As an adult and resident of the College community, we expect you to recognise that boundaries and policies are essential for our operation. Residency means accepting these boundaries and treating both the people in the College community and the buildings with respect. In all our dealings we are guided by the University of Otago Ethical Behaviour Policy and the Student Code of Conduct.

Success in academic programmes is our top priority and residents must respect and show consideration for the rights of others and their need for study time and rest.

COLLEGE STAFF

Caroline Freeman College has a team of dedicated staff who are here for your well-being. All staff work towards making CFC a pleasant, safe, and enjoyable environment. The following staff members are ones you will likely encounter on a regular basis.

Chris Addington—Warden—As the Warden Chris has overall responsibility for the running of the College and is the liaison between the College and the University. His working hours are normally during the day but he is usually here at meals, in the evenings and on weekends as well. Chris lives next to the College in the Warden's Lodge with his wife Julia and cat Kinko. Phone 021 279 5586. Email chris.addington@otago.ac.nz.

Eric Nabalagi—Deputy Warden—Eric has a wide range of duties and delegated responsibilities concentrating on day-to-day management, discipline, Sub-Warden team support, pastoral care and College activities. Eric normally works from 2:00 PM to 10:00 PM. He has Tuesdays and Wednesdays off. Phone 021 279 3741. Email eric.nabalagi@otago.ac.nz.

Kieran Duncan—Assistant Warden—Kieran provides academic support, mentoring, advice and guidance to residents. He has delegated tasks in areas such as volunteering, inter-collegiate competitions, etc. He normally works from 2:00 PM to 10:00 PM and has Thursdays and Fridays off. Phone 021 279 2487. Email kieran.duncan@otago.ac.nz.

Robert Strang—Property Manager—Rob looks after all matters related to property maintenance, safety and repairs. He also coordinates tradespeople who come into the College to provide services. Phone 021 244 5597. E-mail robert.strang@otago.ac.nz

Fiona Russell—Administration—Fiona provides front-line reception for the College. She is responsible for a diverse range of administration and finance tasks and also provides assistance and advice to residents. Phone 03 479 5590 E-mail fiona.russell@otago.ac.nz.

Brent Cowie—Executive Chef —Brent and the rest of the catering team look after all matters related to the dining room and keep everyone well-fed. E-mail brent.cowie@otago.ac.nz

Night Staff—The College has several Allied Security staff who assist with resident safety and well-being throughout the night. Phone 021 271 6313

Sub-Wardens - CFC has a great team of 10 Sub-Wardens who assist with pastoral care, resident support, event management, evening and weekend duties. Our SW team members for 2024 are Thomas Anderson, Jamie Salemink-Waldren, Sahba Jackson, Amy Whyman, Donald McIntosh, Brodie Devon, Meg Barnes, Leah Rhee, Rhys Spilling and Lily Heidmann.



HISTORY

In 2000 the Dunedin Tertiary Accommodation Trust opened City College. The original name was chosen to reflect the involvement of the Dunedin City Council in collaboration with the University of Otago, Otago Polytechnic and the Dunedin College of Education. The College “houses”, Hepburn, Sandland, McKenzie, Ford, McIvor, Mitchell and Dawson, are named after the owners of the Original Crown Land Grants of Block 34 North Dunedin in 1858.

In 2018 the University of Otago assumed complete ownership of the College and the name was changed to Caroline Freeman College. In 2021, Abbey College was merged into Caroline Freeman to create CFC-East with new houses titled Tūi, Kererū, Rātā and Kowhai. All these native species can be found at CFC-East.

Caroline Freeman enrolled at the University of Otago in 1878 and graduated with a Bachelor of Arts degree in 1885. She was a strong, pioneering woman and walked to and from Green Island to attend her lectures while also supporting herself by teaching and tutoring. Caroline Freeman went on to found her own private secondary schools in Dunedin and Christchurch - both named Girton College.

Former Otago Vice-Chancellor, Professor Harlene Hayne, commented

“The University of Otago was the first university in this part of the world where women could study. This is a part of our history that brings us great pride. I am very pleased to recognise that proud history by renaming this College after our first female graduate.”

The coat of arms has been designed for the College. The lower edge of the chief is made up of two Ms. MM is the Roman equivalent of 2000, the year that City College opened. The design also hints at the roofline of the College buildings.

A lamp is a conventional symbol of learning and was also the symbol of Girton College. Caroline Freeman is not known to have a personal coat of arms, but most Freeman family arms contain lozenges (diamond shapes), so two are included as a reference to her name. The lozenge is the shape of shield normally used for women’s arms, and can also allude to Caroline Freeman’s status as the first female graduate of the University.

The College motto, **“Alere Flammam”** (nourish the flame), was used by Girton College.



CAROLINE FREEMAN COLLEGE GEOGRAPHY

Caroline Freeman College consists of two campuses, CFC West and CFC East. CFC West houses 214 students and CFC East has 84. All residents have access to both West and East facilities and are free at all times to use the facilities and interact with residents at either campus.

Entry into CFC West is via the main entrance on Howe Street and entry into CFC East is via the Cumberland or Castle Street entrances. It is essential that residents cross Cumberland Street using the Howe Street crossing when travelling between East and West.

Both East and West have extensive common facilities, gardens, outdoor and recreational spaces.

For purposes of college management and organisation Caroline Freeman College is divided into nine “blocks”. Each block has a designated sub-warden and a designated member of the management team.

CFC West blocks are

- Mitchell / Dawson
- Hepburn
- Ford 1—5, Mackenzie and Sandland
- Ford 6—11
- Mclvor 1—6
- Mclvor 7—12

CFC East blocks are

- Kōwhai and Tūi
- Rātā Ground floor, Rātā First floor and Kererū
- Rātā Second floor

All accommodation at CFC West is “apartment-style”. There are 38 apartments each housing four to six residents. Each apartment is equipped with a lounge, kitchenette and bathroom facilities.

CFC East has a variety of rooms including single en-suite rooms, shared en-suite rooms and standard rooms. Standard rooms are in “pods” with two or three bedrooms sharing a bathroom and a small kitchenette.



FACILITIES AND GROUNDS—CFC WEST

We have some fantastic shared spaces at CFC, arguably the best at Otago. Please use them with respect and being mindful that others use these spaces as well.

Dining Room—The Dining Room is the heart of the College. As well as mealtimes this space is open for study, conversation, hot drinks and toast time throughout the day and night.

The Café—The Café is a social area situated alongside the Dining Room. It has casual seating, a pool table, foosball tables, games and big screen TV.

The Attic—The Attic is a large, multi-purpose space designed to accommodate resident activities. There is a large DVD collection, TV, table tennis, gaming equipment and group games available for use.

Library—We have a fantastic library here at CFC—one of the best college libraries on campus. There is a large range of fiction and non-fiction books, study tables and sofas. There is also a University of Otago networked printer.

Art and Music Room—The Arts and Music Room has a piano, other musical instruments and art supplies.

Fitness Room—Cardio, light weights, Swiss Balls, yoga mats, etc.

Mclvor Courtyard—The Mclvor Courtyard is a great outdoor space for socialising. The College holds functions and gatherings in this space for events like the Toga Party, St Patrick's Day celebrations, etc.

Ford Courtyard—The Ford Courtyard has outdoor seating and the sports court. Residents are welcome to use this space but use of the sports court finishes at 9:30 PM.

Laundry—There is a central laundry for the use by CFC West. The laundry is open 7.00 AM – 10.00 PM daily. The laundry is free to use, however you will need to provide your own washing powder. Please attend to your laundry in a timely manner and do not leave it sitting in a washer or dryer. Caroline Freeman College is not responsible for the security of property left in the laundry.



FACILITIES AND GROUNDS—CFC EAST

There are four resident accommodation buildings at CFC East. These are called Rātā , Kōwhai, Tūi and Kererū. Rātā is the central building and houses most of the lounges and recreational spaces.

The Rātā Lounge—Rātā has a ground floor lounge with comfortable furniture, big screen TV and ample space for socialising.

The Rātā Dining Room—The Rātā Dining Room has dining tables, chairs, comfortable furniture and kitchenette facilities.

The Penseler Room—The Penseler Room has a large projection screen and is equipped with comfortable furniture. This space is used for movie nights and other college events.

Di Menna Room and the Rātā Study Room—These spaces have study desks and tables and are used for evening tutorial sessions. Residents are welcome to use these rooms for quiet study at any time when they are not used for a tutorial. A collection of reference textbooks is available.

The Kōwhai Lounge—Located on the ground floor of Kōwhai Block, this space has a large screen TV, comfortable furniture and kitchenette facilities.

Rātā Garden—Behind Rātā is the Rātā Garden with lawn, outdoor spaces and a sport court.

Laundries—There are two laundry facilities at CFC East, one on the ground floor of Kōwhai and the second on the ground floor of Rātā . The laundries are open 7.00 AM – 10.00 PM daily. The laundries are free to use, however you will need to provide your own washing powder. Please attend to your laundry in a timely manner and do not leave it sitting in a washer or dryer. Caroline Freeman College is not responsible for the security of property left in the laundry.

GENERAL FACILITIES

Bicycles—Caroline Freeman College has bike sheds at both East and West. Bicycle security is your responsibility and you should use a sturdy lock. Please do not ride bikes or skateboards within the College grounds.

Car Parks—Caroline Freeman College has a limited number of car parks available at the set University of Otago rate per semester paid in advance. Parks are allocated on a first-in basis. Residents are allocated a numbered parking place. The car park gates are closed between 10.00pm and 7.00am each day so as not to disturb others. Visitors must park on the street. Any unauthorised vehicle may be clamped or towed.



SAFETY AND SECURITY

GENERAL HEALTH AND SAFETY

The College is safety and security conscious. All residents have an obligation to behave in a safe manner at all times and to report to management any problems which may compromise safety. The biggest health and safety issues in colleges tend to be around slips, trips and falls. Please be careful with such situations.

At any time if you are around North Dunedin and you feel unsafe or unsure you can always contact Campus Watch on 03 479 5000. A CW staff member will come and assist you.

We encourage all of our residents to look after each other. Please "look after your mates", make sure everyone gets home safely and supported by others. If you think someone is in trouble or a situation is likely to escalate then contact someone who can assist.

SECURITY OF THE COLLEGE

The security of all residents is important and it is expected that all residents will adopt reasonable security habits. The College is not a public area and outsiders should only be here at the invitation of a resident. Strangers in the College not accompanied by a resident will be asked to leave. Make arrangements to meet your friends and accompany them. If you feel threatened or uncomfortable with the presence of an unfamiliar person please contact the office or staff immediately. Ultimately the security of the College relies on each resident.

SECURITY AFTER HOURS

The night staff are on duty from 10:00 PM until 6:00 AM. The College gates are locked at approximately 7:00 PM each evening. After this time access is by your magnet key or swipe card. The gates may be locked at other times at the discretion of the College management.

ELECTRICAL SAFETY COMPLIANCE

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

CCTV SECURITY CAMERAS

The College has a large number of security cameras operating in high traffic areas. Footage from these cameras is used to identify potential intruders, disciplinary situations and other matters of College security. Security camera footage is only accessed by authorised College or Otago personnel and only for the defined purpose of College security and safety.



FIRE SAFETY

All bedrooms are fitted with smoke alarms. For fire safety reasons additional kitchen appliances, dehumidifiers, heaters or electric blankets or any other homeware appliances are not permitted within Caroline Freeman College. For the same reason candles, incense, burners or any other item that has or requires a naked flame are not be used within any College bedroom, common space or corridor. The smoke alarm sensors are sensitive for your protection in the event of a fire. Covering smoke detectors or sprinkler heads, tampering with the detection system or any misuse of fire equipment are all breaches of Fire and Emergency NZ regulations and will be treated as serious misconduct by the College. The sensors can be activated by hair dryers, hair straighteners and aerosol sprays. Therefore, to prevent accidental activation of the alarms, hair dryers, hair straighteners and aerosol sprays (including deodorant sprays) must only be used in bathroom areas and are not permitted to be used in bedrooms.

Fire regulations require hallways and shared spaces to be kept clear. Obstruction of smoke alarms and sprinklers by clothing and personal effects is dangerous and can result in damage and/or false alarms. False alarms form the bulk of Fire and Emergency Service callouts. There is a cost for each false alarm call-out and this may be charged to the Resident, whether malicious or accidental.

EMERGENCY PROCEDURES

Evacuation notices are posted throughout apartments and common spaces. Please read these and take note of instructions given by the staff at the beginning of the year. In the event of a fire or if the fire alarm sounds, You MUST leave the building and:

- Shut window, turn off electrical equipment if it is safe to do so. Do not put yourself at risk to achieve this.
- Put on shoes and leave your door unlocked but closed.
- Leave the building using either the stairway or the fire exit.
- Do not use the lift.
- Assemble with other residents of your floor/house/ stairwell at the designated meeting area.
- Staff and/or Emergency Services will check your rooms/ houses after you have vacated them.
- Do not re-enter the building until staff advise it is safe to do so.

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

If you discover a Fire:

- Operate the nearest fire alarm call point
- Ensure the Fire Service is called on 111, tell them the nature of the emergency, your name, Caroline Freeman College and either 911 Cumberland Street (CFC-West) or 900 Cumberland Street (CFC-East)
- Leave the building via your designated escape route.
- Report to your designated assembly area.
- Do not return to the building



FIRE EVACUATION AT CFC WEST

If you accidentally set off the smoke alarm in your apartment in situations like making popcorn, burnt toast, excess steam from the shower, etc. then you should immediately find a staff member who will investigate and then reset the alarm.

If the smoke alarm goes off in your apartment and it is an actual fire then you should.

- **Activate** the red call button in your apartment.
- **Ensure** everyone in your apartment evacuates the building.
- **Move** to the assembly point in the Ford car park.

If the general fire alarm sounds throughout the complex then you should ensure everyone in your apartment evacuates, proceed to the nearest exit to an external footpath and proceed around the buildings to the Ford Car park. Staff will advise you when it is safe to return.

FIRE EVACUATION AT CFC EAST

If you accidentally set off the smoke alarm in your area then you should immediately find a staff member who will investigate and then reset the alarm.

If you discover a fire you should.

- **Activate** the nearest red call button.
- **Ensure** everyone in your pod evacuates the building
- **Move** to the assembly point in the car park.

If the general fire alarm sounds throughout the complex then you should ensure everyone in your pod evacuates, proceed to the nearest exit to an external footpath and proceed to the car park assembly point.

TRIAL EVACUATIONS

At certain times during the year we are required to hold trial evacuations. We will let you know in advance when these are likely to occur.



EARTHQUAKES AND OTHER EMERGENCIES

Earthquake

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

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

HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around. The shorter the distance to your safe place, the less likely it is that you will be injured by furnishings that become flying debris during the shaking.

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

College Lockdown - Threat to life on Campus

- The College will be locked down
- All curtains will be closed
- Switch your mobile phone to silent so you can make and receive communications. Switch off other electronic devices such as laptops.
- Move away from all windows and/or doors
- Move to higher floor where practicable
- Remain quiet
- Follow the instructions of Senior staff
- Await instructions from Emergency Service

Threat to life in College—Run – Hide – Fight

RUN – to a place of safety

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

HIDE – if unable to run from the area, hide

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

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

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

YOUR APARTMENT AND ROOM

Caroline Freeman College West comprises 38 apartments, each housing four, five or six residents. Our apartments and bedrooms are safe, warm and comfortable. Each apartment has access to a kitchenette and lounge area where residents socialise and relax. Most apartments have two bathrooms. Sandland, Dawson and Mitchell apartments have their own laundries.

CFC—East has rooms in “pods” of two or three bedrooms which share a small kitchenette and bathroom. There are also individual and shared en-suite rooms.

You will be allocated a room at the start of the year. To change rooms you must have the prior approval of the Warden or the Deputy Warden who reserve the right to move residents within the College.

Bedrooms—Bedrooms are equipped with a bed, wardrobe, heater, desk and chair, desk lamp and waste paper bin. It is expected you will keep your room tidy throughout the year. Please let us know immediately if any repairs are needed. Your room is private to you. It is your personal space and your responsibility. 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.

Decoration—Residents often like to personalise their room. While we encourage and support you in making your room feel like home, we expect you will take care in doing this. Please observe fire and safety standards. Use white-tack or similar products when sticking items to walls.

Kitchenette/Lounge—CFC-West lounges are equipped with couches, table, chairs, kettle, toaster and microwave. These items should remain in the kitchenette/lounge available to everyone. Caroline Freeman College provides food and drinks in the dining room only.

Keys—You will be issued with a key and a magnet that enables access to all public areas. For security reasons only the residents of an apartment have access to that apartment. Please look after your keys as you must pay for a replacement. We recommend that bedrooms remain locked when you are away from the College or asleep. Loss or theft of keys must be reported immediately. Please do not give your keys to another person as this is a breach of college security and may have liability issues for you.



Linen Service—Only bed linen supplied by the College is laundered by the College. A clean sheet and pillowcase is available on a weekly basis. Linen exchange days will be advised by the college. You are required to supply your own pillow, duvet and towels.

Maintenance—Your room and apartment will be in good condition when you arrive and will be checked before you leave at the end of the year to ensure it is in a similar condition. During the year, please let us know quickly if any repairs are needed so they can be fixed as soon as possible. If your room or floor needs something fixed, file a maintenance request through Te Puna. <https://College-accommodation.otago.ac.nz/StarRezPortalX>. By sending a request you understand and agree for someone to attend your bedroom/ area of the building to begin remedying the issue in a timely manner. You are responsible for any deliberate or avoidable damage to your room whether this damage was caused by you or by your guests. All apartment residents will be jointly responsible for the cost of any damage or loss in their apartment if responsibility cannot be decided.

Cleaning—The bathrooms and other common areas are cleaned regularly. Your cleaner will enter your bedroom at least twice weekly to vacuum and/or empty your rubbish bin. Staff at the College will give you information about the cleaners' schedule relevant to where your room is. Please help the domestic staff by making sure the room is tidy – their role is to clean, not to tidy.

Residents are expected to wash and dry lounge dishes and keep the area tidy. Our cleaners work hard to keep the facilities at Caroline Freeman College clean and fit for purpose. Please show them respect by making sure that communal areas are tidy. Empty bottles, cans, pizza boxes, etc should be put in the appropriate recycling or waste containers.

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.

Noise—Noise is the most common problem within any college. Please be considerate of others and moderate your noise levels. Residents must always respect everyone's right to sleep or study. We expect noise will be limited during the day and quiet by 10.00 PM every night. Keep your electronic devices to a low volume level or use headphones. We may confiscate equipment which is unduly noisy.

Pets—Cats, dogs, birds, rabbits, rodents, turtles, stray ducklings, lizards and any other animals may not be kept by Residents as pets, nor may they be housed, encouraged or taken into buildings. Well behaved goldfish (of the cold-water variety) may be kept in a small fish bowl. For Health and Safety reasons electrical equipment and attachments (including but not limited to filters, heaters, pumps) to the fishbowl are not permitted. Aquaria are not permitted. If you have a service animal, please contact the Student Accommodation Centre upon completing your Accommodation Application to discuss your requirements.



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

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

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

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



FOOD SERVICE

The Caroline Freeman College Dining Room is centrally located and provides a healthy, appealing and varied menu prepared on site by our kitchen staff. For breakfast there is a choice of cereals, breads and fruit. For lunch and dinner, there is a choice of mains with a vegetarian option always available. Fruit, vegetables, self-serve salads, desserts and a variety of drinks help make mealtimes enjoyable, social occasions. Formal meals, themed dinners and other treats also make a break from routine dining. We strongly encourage you dine regularly with the rest of your fellow collegians. Socialising in the Dining Room is a key part of collegiate life

MEAL TIMES AND GUEST MEAL PRICES

	Time	Guest Price
Breakfast	7:00—9:15 AM	\$5.25
Lunch	Noon—1:30 PM	\$8.00
Dinner	5:00—6:30 PM	\$13.25

BEHAVIOUR

- All bags to be left neatly outside the dining room.
- Join the end of the queue.
- Return your dishes to the dishwashing area.
- Crockery and cutlery provided are to remain in the dining room.
- Use tongs and utensils to serve food at all times.
- Guests may only use the dining room at meal times if they have purchased a meal.
- Inappropriate use of food, including throwing of food, is unacceptable and may result in disciplinary action.
- Please let us know immediately about any spills or broken crockery.
- The Dining Room may be used as a study area outside of mealtimes.
- Residents must not sit on the tables in the Dining Room or café area.
- Food provided in the Dining Room (including bread, tea and coffee) is for consumption in the dining room and café area only. Please do not remove food items from the Dining Room.
- A clean and tidy standard of dress is expected.
- Footwear must be worn.
- Dirty sports gear such as muddy rugby jerseys is not acceptable.
- Alcohol may not be consumed in the dining room.



PORTIONS AND SECONDS

The protein portion of each meal will be served to you. You will normally help yourself to the other dishes. Serving sizes are generous and based on healthy nutritional guidelines. There is always plenty of bread, vegetables and salads available. Second servings may be available after everyone has been served. If you would like seconds, watch for the flag outside the servery door.

SPECIAL DIETS

Caroline Freeman College caters for vegetarian and vegans. If you have a special dietary requirement such as religious or cultural food needs, allergies or intolerances, clearly communicate your needs to the catering team. They are experienced in catering for special dietary requirements and will make every reasonable effort to assist.

SPECIAL OCCASIONS

On special occasions, we may expect a semi-formal dress code. There will also be a number of themed dinners through the year when costumes and fancy dress are encouraged.

PACKED LUNCHES

If you are unable to return to Caroline Freeman College for lunch, you may make a packed lunch in the servery at breakfast time. You cannot have both a packed lunch and a lunch at the College.

LATE MEALS / SICK MEALS

Late meals are available for collection between 7.00 and 10.00 pm and must be ordered via your Te Puna portal by 4.30 pm on the day the meal is required. You cannot have both a late meal and a regular dinner on the same day. The duty Sub-Warden is responsible for the issue of late meals. If you are unwell and need a sick meal you should also book these through Te Puna.



SUB-WARDENS (SUBBIES)

Sub-Wardens are older students usually in their third or higher year of tertiary study. They are employees of the College but also full-time students. Being a CFC Sub-Warden is a popular job and we have many applications for our positions. Most of the Sub-Warden team lived in a residential college in their first year of study and most of them have been flatting as well.

Subbies are selected because of their diversity, academic effort, integrity, work ethic and empathy with first-year residents. You will find the CFC Subbie team are a fantastic group who have a passion for college life.

Each "block" at the College has an assigned Sub-Warden. Your Subbie will normally live in one of the units in your block. Think of your Subbie as a combination of friend, mentor, educator, constable, platoon sergeant, advisor and social director. You should feel free to go to your Subbie if you need help with University of Otago matters, if you are feeling uncertain or anxious, if you are having challenges with your academics or other aspects of life or if you just want to chat. You are welcome to speak with any member of the Sub-Warden team.

Your Subbie is responsible for promoting harmony and respect, ensuring College rules are followed, encouraging and supporting residents and enforcing a general standards of cleanliness and decorum.

As well as looking after their block, Sub-Wardens complete rostered duty, interact with residents and assist with activities and events.

It is important to remember that Sub-Wardens are human. They have their own studies to follow and they face assignment and examination stress the same as any other student. It is also important that they maintain friendships outside the College and have time for their own personal interests, fitness and fun. Sub-Wardens are trained to provide pastoral care and support but they are not health professionals and will refer you to other people for specialist support.

Most residents have an excellent relationship with their Sub-Warden and enjoy the fact they go the extra mile. However, if you are facing a challenge with your Subbie it is important to raise this issue sooner rather than later.

Sub-Wardens are required to enforce the rules of the College and to inform the Warden of any potential challenging situations which may affect the College. This means that a Subbie cannot hold a strict confidence with you. Subbies will not, however, discuss your private details with other residents.



SPECIFIC SUPPORT GROUPS

INTERNATIONAL STUDENTS

A welcome event for international students will be held at the start of the year. We encourage you to participate in the orientation and events organised by the International Office at Otago.

MAORI AND PACIFIC ISLAND STUDENTS

We encourage all Maori and Pacific Island residents to connect with the Maori and Pacific Island Centres available on campus. They have excellent academic and personal support programmes.

DISABILITY SUPPORT

We encourage residents with any disability which may impede on your learning, mobility or general living to make early contact with the College and with the University's Disability Support Service.

SUSTAINABILITY

We all have a responsibility for sustainability. If you follow the mantra of "Refuse, Reduce, Reuse, Recycle" we will go a long way towards our sustainability goals. Simple acts make all the difference. You are also welcome to join the CFC Sustainability committee.

Refuse

- Do you really need this item?

Reduce

- Turn off the lights when you leave your room or apartment.
- Take what you want, but eat what you take.
- Walk, cycle or skate rather than drive.
- Consider carefully if something needs to be printed.

Reuse

- Save your plastic bags and use them again.
- Buy clothing from op-shops.
- Purchase second-hand textbooks
- Donate your unwanted clothing or other items to support agencies.

Recycle

- Put your clean glass into the blue-topped bins around the College.
- Take your clean plastic, cardboard and paper to the recycling station behind the kitchen



OFFICE AND SERVICES

OFFICE HOURS

Office hours are from 8.30 AM to 5:00 PM Monday to Friday for the payment of College fees, stamp and courier bag purchases, printer/photocopier top-ups, meal vouchers and binding services.

EFTPOS

EFTPOS is available for paying bills and making purchases. The office cannot accept credit cards or issue cash.

BINDING

The office can provide binding services at a reasonable rate.

CHANGE OF PERSONAL DETAILS

You must notify the College office immediately of changes to your personal details such as mobile phone number, home address or parent contact details. You should also update your details on the University's website using eVision.

PHOTOCOPYING

There is a networked photocopier/printer located at both East and West. The cost is 13 cents per copy and credit can be added to your student ID card through the Internet.

LOST PROPERTY

Please hand in any found property to the office. We will do our best to notify people of found property especially if it is personal or valuable.

INTERNET ACCESS

Internet access at CFC is provided at no additional charge. Connectivity is provided as an extension of the University's Internet services, on a best endeavours basis. Where practicable, access is available in bedrooms by wireless but connectivity in bedrooms cannot be guaranteed. It is also important to remember that Internet access may slow or become unavailable at times due to heavy demand, or the need to provide upgrades or maintenance. The University makes every attempt to minimise such disruptions to the service. If you have localised problems with Internet access remember that the College has wireless access available in many common and study areas. Additionally the University of Otago provides wireless and wired Internet access around the campus in areas such as libraries, study areas and common spaces.



COLLEGE ABSENCE AND WITHDRAWAL

TEMPORARY AND HOLIDAY ABSENCES FROM COLLEGE

There are no refunds or rebates for any residents who have days away during the period of the contract. This includes the holiday breaks. If you intend to be away from the College for one or more nights you must complete the “time away” module in the Te Puna portal to indicate your intended departure (check-out date) and your return (check-in date). You should hand in your key when you leave the College. If there is a serious incident, we need to know if anyone is away from the College and we also need to know of your whereabouts should you need to be contacted urgently by members of your family.

HOLIDAY ACCOMMODATION

Full accommodation is available during the two mid-semester breaks and the mid-year break. You do not have to leave the college during any Otago holiday break during your contract period.

ACCOMMODATION DURING THE SUMMER BREAK

Limited accommodation may be available over the summer break. Your needs should be discussed with management well in advance.

LEAVING THE COLLEGE PERMANENTLY

In the event that you leave the College prior to the end of the academic year, you are still liable for payment of your fees as per the conditions of your contract found at <https://www.otago.ac.nz/accommodation/apply-for-accommodation/terms-and-conditions/index.html>

Please read the General Conditions of Residence in a University Managed Residential College for further information about fee liability and a \$500 penalty fee that may be applied in the instance of early termination of the contract. Please note that should several residents leave the College prior to the end of their contract, a replacement resident is deemed to fill the place of the first, or next person to have vacated the College, regardless of which room this replacement resident occupies.

Where necessary, as a result of exceptional or unforeseen circumstances, to withdraw from the College during the academic year, you must immediately give written notice of intention to withdraw to the Warden. You may be asked for any relevant supporting documentation that confirms your situation. Residents who are considering withdrawal from their programme of study are advised to meet with the Warden to discuss the situation. The Warden has discretion to apply for a waiver in cases of severe health problems, bereavement or other serious challenges.

Academic failure or a desire to change your living situation are not normally grounds for release from your contract obligations. If you are thinking about leaving the College you must see the Warden as soon as possible to discuss the situation. Any and all decisions related to contract release are decided by the Campus and Collegiate Life Services divisional office. Reasons for possible release consideration are:

- Serious physical or mental health and well-being
- Bereavement
- Serious family crisis or emergency
- Other serious and unforeseen circumstances which prevent study continuation

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

FINANCES, FEES AND FEES ARREARS

ACCOMMODATION FEES

You have a contract with the College. On acceptance to the College, an account will be established for you and your account will be charged according to the payment option you have selected. Invoices will be sent for accounts with upfront or quarterly instalments. Residents choosing a weekly payment option must have an automatic payment for the first payment. Your account balance can be accessed via Te Puna, an account statement can be requested, and messages will be sent regarding upcoming and overdue payments. College administration staff will assist with any queries you have about your account.

STUDY LINK AND LIVING COSTS

All relationships and interactions with StudyLink for student loans and allowances must be done by you as an individual. The College cannot contact StudyLink on your behalf.

For further information, please contact StudyLink directly on 0800 88 99 00

Website <http://www.studylink.govt.nz>

PERIOD COVERED BY COLLEGE FEES

Residential fees cover the period Saturday, 17 February 2024 through to 24 hours after your final second semester examination, or as agreed by the Warden. If you arrive before opening day or leave after the final day of your contract, you will be charged for extra days. No refund or reduction is available in respect of any period of absence from the College during any of the period of residence, unless specially mandated by the University with regards to specific events. Subletting your room is prohibited, as is having guests stay in your absence.

FEES ARREARS

The University Fees Statute 2011 applies in respect of amounts due under this contract. The failure to make payment of any amounts due may have the consequences described in section 6.1 of the Statute. Any student who is in arrears with their fees, or fails to make a due payment, will be contacted (as will their guarantor). Should the problem persist, the Warden is required to notify the University. In this instance any person in arrears may:

- incur additional fees as prescribed by the University Council;
- be excluded from classes, and/or from re-enrolling until the debt is cleared;
- have the final award of qualification withheld by the Council;
- have any official record or results withheld and may not be issued with an official transcript;
- have access to the means of changing course withheld;
- have access to course materials, including materials provided electronically and other University resources and services, withheld.

Please refer to <https://www.otago.ac.nz/administration/policies/otago003199.html>

Further, the resident may also have their residency terminated i.e. be asked to leave the College. A debt collection agency will be engaged, when necessary, with collection costs being on-charged to the resident.

Please raise payment issues with administration staff or the Warden as early as possible. This enables time to investigate the support options available to you before your study is impacted.

ACADEMICS

Academic endeavour and engagement is the main reason you have come to Otago. We expect all residents to effectively engage with their academic studies.

ACADEMIC MENTORING

Every resident at the College is assigned an academic mentor from the start of the year. Your mentor may be the Warden, Deputy Warden or Assistant Warden or an experienced Sub-Warden. Your mentor will meet with you as soon as possible and will continue to meet with you throughout the year. Your mentor will provide guidance and assistance with your academic work, personal progress or challenges or indeed any aspect of collegiate or Otago life. You should feel free to see your mentor to discuss any aspect of these areas.

TUTORIALS

In-house tutorials are offered for certain 100-level papers based on resident demand and tutor availability. The aim is for you to become a confident independent learner. Students who regularly attend sessions achieve improved results in their papers.

STUDY GROUPS

Study groups are a key element in getting better grades during university. A good study group can make the difference between failing or passing a subject. It is best to join one as soon as possible after you arrive and have it up and running by the third week of the semester. Meetings for various subjects will be held and this will be your opportunity to meet other people who are interested in starting study groups.

STUDENT LEARNING DEVELOPMENT

Student Learning Development, which is part of the Higher Education Development Centre, provides learning support, free of charge, to all enrolled students. Their services include:

- a workshop programme on learning strategies and generic skills
- individual assistance with study matters
- on-line study skills advice
- a student leadership programme
- peer-writing and advising
- conversational English groups for students from a non-English speaking background

THE CAREERS CENTRE

The University of Otago Careers Centre is available to advise you on career options, constructing a curriculum vitae, job applications and a range of other matters related to employment and study. Visit them in the Information Services Building.

UNIVERSITY LIBRARIES

You may find it easier to study away from your room. The University of Otago maintains fantastic library facilities within walking distance from CFC. As well as the Central Library (also known as the ISB) you may want to check out the Education Library, Law Library, Science Library and the Medical and Dental Library. All of these libraries have wireless network access and quiet places to study. The Dunedin City Library has free w-fi and is located next to the Octagon.



COMMUNICATION

FACEBOOK—Caroline Freeman College has a closed group Facebook page available to those currently in residence. You should join this group and check the page daily for information about activities, events and College life. We also have an open Facebook page which parents and friends can see, www.facebook.com/carolinefreemancollege

eVISION—eVision is the University of Otago student management system. eVision will provide you with information about your timetable, exams, finances and other important matters. Please check your eVision portal regularly.

BLACKBOARD—When you are enrolled and have your university email address and password you will be able to access Blackboard via the internet. Blackboard is where you will find information about your academic classes at the University.

FOYER ELECTRONIC NOTICE BOARD—The electronic notice board in the foyer displays current information about campus life.

E-MAILS—E-mails are very important in the university environment. It is important that you check your university e-mail daily. This is how your lecturers and tutors will communicate with you. CFC will also communicate with you via e-mail including the weekly ***“Warden’s Monday Message”***. You can forward your student e-mails to another e-mail if you wish.

WARDEN’S NOTICE BOARD—The Warden’s noticeboard is just outside his office and displays current information.

OTHER NOTICE BOARDS AND TABLE TALKERS—There are other notice boards with information placed around the College and Table Talkers in the Dining Room.

PHONE/TEXT—You may receive a text from the office for administration purposes. The Warden, Deputy Warden and Assistant Warden also send many texts to residents. It is important that you respond to text messages promptly.

MAIL BOXES - Please check the West foyer mailboxes daily for any mail. If you receive a parcel we will alert you with a text message or on Facebook.

PHOTOGRAPHS—CFC loves photographs and we regularly take photos of events, sports, functions, etc. We use these photos on our Facebook pages, publications, noticeboards, etc. CFC photographs are always taken openly and any staff photographer will be readily identifiable.



WELL-BEING OVERVIEW

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

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

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

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

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

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



HEALTH AND WELL-BEING

PASTORAL CARE

A robust pastoral care system is central to creating a strong Caroline Freeman College community. Although the management staff and Sub-Warden team have the primary role to play in pastoral care, all members of staff assist with the welfare and well-being of residents at Caroline Freeman College. Staff will treat all residents' concerns and private details with respect and confidentiality. There are occasions when it may be necessary for the Warden to contact or disclose information to relevant parties such as parents/caregivers, health professionals, University of Otago officials or other staff members. If at all possible we will advise you about who we will inform.

BASIC HEALTH CARE

Living in an environment such as Caroline Freeman College can place challenges on your health. Eating well, exercising, getting enough sleep and limiting your alcohol intake are all essential for good health. Basic hygiene such as hand washing and sanitising are also extremely helpful. Please keep a close eye on your friends and neighbours and let the College staff know if someone is ill.

We encourage and support you to take good care of your personal health and well-being. There is a medical centre and a counselling service on campus. They can be contacted on **03 479 8212**. Every University of Otago student can access the Student Health Service of the University of Otago. There is also an urgent medical centre for after-hours care. The Emergency Department at the hospital is five minutes away by taxi.

EXISTING CONDITIONS

If you have a pre-existing condition please advise staff as soon as possible after you arrive at CFC. Your information will be confidential and we will be discreet about how we support you.

ILLNESS AND INJURY

Please advise a staff member if you are ill or injured. We can arrange for meals to be brought to your room. If you need to see a doctor, contact Student Health or a staff member.



HOSPITAL

If you need to go to hospital you must advise the staff. You should tell us before you go or as soon as possible after you arrive at hospital. We can arrange transport for you. Please be aware that if you are in hospital we have an obligation to contact your parents/guardian.

HEALTH AND SAFETY

We take our obligations seriously and expect our residents to avoid behaviour which could be dangerous or cause harm to individuals or other residents. If you notice a dangerous or hazardous situation within the College please report this to a staff member urgently.

COMMUNITY SERVICES CARD

If you qualify, please make sure you obtain a Community Services card so that you pay only the minimum charge for health services.

VACCINATIONS

Preventable communicable diseases can put a serious dent in your academics as well as being potentially life-threatening. We strongly recommend you are vaccinated against communicable diseases. The College will coordinate influenza vaccinations for all residents who wish to be inoculated.

EXAMS AND ILLNESS, INJURY OR BEREAVEMENT

If you are ill or injured during exams or when you have a test please advise management. You may qualify for compassionate consideration. If you have a bereavement or illness at a crucial time please see a senior staff member to discuss your situation.

CHAPLAINS

Caroline Freeman College has a close relationship with the Chaplains at the University of Otago. Chaplains provide pastoral and spiritual support to all members of the Otago community. You do not need to hold any particular religious affiliation to meet with a member of team.

LOCAL RELIGIOUS GROUPS

There are many faith communities around North Dunedin including Christian, Muslim, Jewish, Hindu, Buddhist and others. We are happy to assist you with information if you would like to be involved with a local religious group.



CONSENT AND RELATIONSHIPS

With 300 residents in the College relationships will form between residents. These may range from casual friendships to more intimate interactions. Generally speaking it is unwise to form an intimate relationship with someone in your apartment. The consequences can be challenging.

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

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

The following are very good guidelines.

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

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

During the first weeks of the College year Te Whare Tāwharau will come to the College and provide the CommUNITY102 workshop. This is a workshop designed with first years' in mind, to explore ideas about relationships and to learn skills to create a community that looks out for everyone. By taking the time to learn about consent and to consider your values, you are saying that you value having a community that everyone thrives in. You may find these of use for further information about consent:

<https://www.youtube.com/watch?v=oQbei5JGiT8>

<http://www.areyouok.org.nz/resources/free-resources/you-me-us-booklet/>

Male Survivors (toah-nnest.org.nz)

<https://thewalrus.ca/what-consent-means-in-the-age-of-metoo/>

<https://www.theglobeandmail.com/opinion/metoo-young-men-and-consent/article37341952/>



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

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

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

- Te Whare Tāwharau - 0800 479 379
- NZ Police - 111
- OUSA - 03 479 5332
- Student Health - 03 479 8212
- Healthline - 0800 611 116
- OCASA Dunedin - 03 474 1592
- Male Survivors Otago - 03 425 8018
- 1737—1737.org
- Youthline - 03 477 2461

CONCERN FOR OTHERS

There are times where you might be worried or concerned about a fellow Resident, friend or community resident. We encourage you to start a conversation. You don't need to be an expert to reach out - just a good friend and a great listener. Start a conversation with these four steps (Taken from <https://www.ruok.org.au/>)

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

We encourage you to contact any staff member if you are worried about another resident.

You can do this by:

- Speaking to the on-call staff member
- Calling our 24/7 duty number: 021 271 6313
- Speaking to the staff member at reception
- Speaking to any staff member
- Emailing the Warden at chris.addington@otago.ac.nz



ALCOHOL AND ILLEGAL SUBSTANCES

The sensible use of alcohol by those of legal age is allowed at Caroline Freeman College. Alcohol consumption times are from 5:30 PM to 9:30 PM . These times may be extended in certain locations on certain nights. These hours are at staff discretion and may be restricted at any time.

Alcohol consumption should be safe, sensible, moderate and respectful and behaviour should not endanger anyone. Noise should be kept to acceptable limits at all times and not be a disruption to those who wish to study or sleep. To ensure a suitable environment is maintained within Caroline Freeman College staff will ask residents who wish to continue to consume alcohol outside the stated hours to do so away from Caroline Freeman College.

UNDER-18

Anyone under the age of 18 years is not permitted to carry, store or consume alcohol within the Caroline Freeman College community. All residents aged under 18 years at the start of the year will be required to meet with the Warden to discuss this alcohol restriction. 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.

RESTRICTIONS

The following are not permitted at Caroline Freeman College:

- Liqueurs, fortified wines & premade shots
- Kegs, casks or goon sacks
- Large bottles or crates of beer
- Home brewing including beer/wine/spirit-making or home brewing equipment
- Drinking games or apparatus and paraphernalia associated with drinking games and/or binge drinking including but not limited to funnels, shot glasses, beer pong equipment, etc.
- Drinking in communal areas, such as dining hall, Café, Attic, courtyards or car parks unless authorised in advance by the Warden
- Storage of alcohol bottles (full or empty) on window ledges, shelves, in lounges or in public areas
- Alcohol deliveries

As the items listed above are not consistent with moderate behaviour involving alcohol, they will be confiscated.

At Caroline Freeman College alcohol may be consumed in apartment lounges at CFC-West, the Rata and Kowhai lounges at CFC-East and outside areas as designated by the Warden. Alcohol should not be consumed in bedrooms.

A maximum of 10 people may consume alcohol in an apartment lounge unless prior approval has been granted by a senior staff member.



ALCOHOL-FREE PERIODS

The Warden has the right to impose an alcohol-free period or an alcohol restriction or modify the alcohol rules for any individual, group or the whole College at any time without warning and at his discretion. Noise, offensive behaviour and damage to property are the most likely reasons for an alcohol restriction

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 Warden.

ILLEGAL DRUGS

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

The process to be followed in relation to any specific incident shall be appropriate to the nature of the allegation involved and the range of penalties under contemplation, provided that in any process the Resident shall be entitled to be fairly informed of the matter of concern and shall have the opportunity to provide a response or explanation before any penalty is imposed. Where a Resident faces an allegation that amounts to criminal behaviour, or where the circumstances otherwise make it inappropriate for the Resident to remain in the College while the matter is considered, the Tautiaki (Warden) may suspend the Resident from the College until the process is complete. In such circumstances, the Resident may be offered accommodation at another College but shall not be entitled to such an arrangement being made.

Where any sanction is imposed by a person other than the Tautiaki (Warden), the Resident shall be entitled to have that sanction reviewed by the Tautiaki (Warden). For further information on how to appeal any sanction, please refer to the appeals process.

DRUG PARAPHERNALIA

As we do not condone the use of illegal drugs, or legal substances, the presence of drug utensils and/or drug related paraphernalia within our community or grounds will not be tolerated. Anyone found to be in possession of, or using such items will face disciplinary action, which may involve being suspended or excluded (termination of residence) from the CFC community. Suspension or termination of residence due to possession, use or distribution of drug utensils and/or drug related paraphernalia does not affect the Resident's ongoing liability for their remaining annual Residential fees.

OTHER SUBSTANCES

At any given time, a substance can be classed as legal and yet it can have a serious effect on your mental and physical health, some of these are not yet known. The legality of substances is something that can change suddenly as a result of government passing laws. The fact that a substance has become illegal after you purchased it will not be accepted as an excuse by the law or the College. While we recognise that some readily available substances are classed as legal, we cannot condone the use of these substances due to the unknown health effects they have. Our expectation is that you will not have any drugs apart from your prescribed medication or over the counter products. The only 'legal substance' that we allow to be used at Caroline Freeman College is alcohol and this is subject to College rules and current legislation. Any Resident found in the possession of, under the influence of or using a legal high will face disciplinary action.

ALCOHOL-FREE APARTMENTS AND PODS

Caroline Freeman College offers alcohol-free apartments and pods. There is an expectation and

understanding that residents who live in an alcohol-free apartment will:

- Abstain from using or possessing any alcohol in the apartment.
- Return home in a quiet, civilised manner if alcohol has been consumed elsewhere.
- Assist in holding others accountable for maintaining this environment.
- Ensure any visiting guests follow the rules.

INTERVENTIONS

If the Warden believes you are using alcohol in a harmful or dangerous way, or in a way that affects the wider life of the College, you may be required to participate in counselling or other assistance programmes. Repeated negative incidents with alcohol may also result in the imposition of punishments and restrictions and could ultimately result in your suspension or exclusion from the College. We may also contact your parents or guardians concerning your alcohol use. Negative incidents involving alcohol which occur outside of CFC may involve the Police, the Proctor or the Vice-Chancellor. The University of Otago is very serious about dealing with negative behaviour which stems from alcohol misuse or overuse.

ALAC (Alcohol Advisory Council) RECOMMENDATIONS

There is no level of drinking that is safe for all people all the time. Factors like health, age, and weight directly affect “safe levels”. “Low risk” is not “no risk.” Even within these limits, drinkers can have problems if they drink too quickly, have health problems, or are older. Based on your health and how alcohol affects you, you may need to drink less or not at all.

ALAC’s advice for reducing the risks from drinking over a lifetime.

- For a healthy man no more than **three standard drinks on a day** reduces your risk of harm from alcohol-related disease or injury **over a lifetime**.
- For a healthy woman no more than **two standard drinks on a day** reduces your risk of harm from alcohol-related disease or injury **over a lifetime**.
- **At least two alcohol free days a week** are recommended

ALAC’s advice for reducing the risks from drinking on a single occasion

- Drinking **no more than four standard drinks on a single occasion for a woman** and **no more than five standard drinks for a man** on a single occasion reduces the risk of alcohol-related injury arising from that occasion.

As a rough guideline a ***standard drink*** is one 330 ml can of normal strength beer, a 100 ml glass of normal strength wine or 30 ml of spirits. All alcoholic beverages sold in New Zealand contain information on their standard drink amounts.

HARM REDUCTION

There are a number of things you can do to make sure you stay within low-risk levels and don't get to a stage where you are no longer capable of controlling your drinking. These include:

- Set limits for yourself and stick to them
- Start with non-alcoholic drinks and alternate with alcoholic drinks. Drink water as well.
- Drink slowly
- Try drinks with a lower alcohol content
- Eat before or while you are drinking

For more info about alcohol

<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>

GUESTS

Caroline Freeman College exists primarily for the residents. However, we recognise that friends and guests are an important part of your life. Your visitors and guests are welcome at Caroline Freeman College. You must ensure your guests follow our rules and behaviour standards. They are your responsibility. Residents may entertain their visitors within the College until 10.00 PM. After this time, residents are not permitted to have visitors at the College without the prior permission of the Warden, Deputy or Assistant Warden. Visitors are welcome to join you for meals in the College if you purchase a meal voucher in advance.

OVERNIGHT GUESTS

Permission must be sought from a senior manager prior to your visitor's arrival. An overnight application must be submitted at least the day before any guest stay. Please do not book flights until a pass is approved to avoid disappointment. Pre-booked flights do not impact a decision about guest approvals.

Residents may only have one overnight guest at any time for up to three nights in a seven-day period. The guest charge is \$5.00 per person per night. Visitors who stay without prior permission will be assessed a fee of \$50 per night. There are a small number of mattresses which may be borrowed and must be returned when your visitor leaves. Linen and bedding for guests is not provided by the College. As a courtesy to the other residents in your apartment, please inform them that you are intending to have an overnight guest. You should sign in your guest when they arrive.

PARTNER PASS

Residents may apply for a partner pass enabling a partner to stay at the College for up to three nights in a seven day period. Partner passes cost \$30 per semester and can be purchased from reception with the agreement of the senior management .

ADDITIONAL GUEST INFORMATION

We reserve the right to ask any visitor or guest to leave Caroline Freeman College at our discretion.

There are periods of the year when overnight guests will not be permitted to stay at Caroline Freeman College. For 2024 these times are

- **Orientation Week**— 17 to 25 February
- **St Patrick's Weekend**—15 to 17 March
- **Semester One Examination Period**— 5 June to 19 June
- **First week of Semester Two**—14 July to 21 July
- **Semester Two Examination Period**—21 October to 9 November
- **Hyde Street Party Weekend**—Date to be confirmed

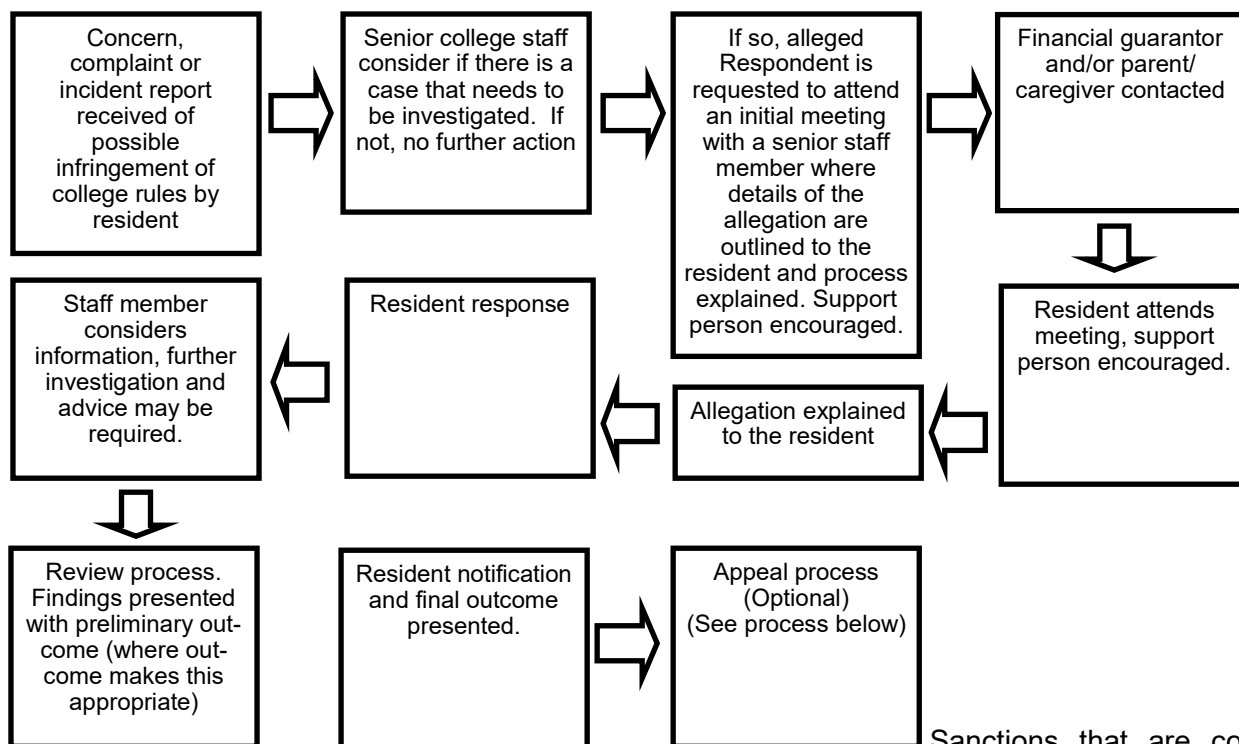
The Warden reserves the right to impose a visitor ban if required for safety and security at any other time during the year.

We do not allow parents or caregivers to stay in resident rooms. Parents/caregivers may stay in the Caroline Freeman College guestroom if it is available. There is a standard charge for this room. Please contact the College office for further details. Parents and caregivers are only permitted to stay in resident apartments, pods or bedrooms under exceptional circumstances at the Warden's discretion.

Children under 16 are not permitted to stay at Caroline Freeman College. Any guest between the ages of 16 and 18 must have prior parental approval to stay at CFC.

BEHAVIOUR AND DISCIPLINARY PROCESS

We aim to have a community where Residents respect themselves and others, a community where healthy social interactions and academic pursuits are expected. Living away from home can take some adjustment and we are here to assist you to learn the benefits of taking responsibility for yourself and your actions. The expectations, guidelines and policies we have outlined in this handbook have been developed to help everyone have a productive and safe year. Should an incident occur a disciplinary process may be worked through with you.



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

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

A Resident is always entitled to a support person and to seek advice from other agencies prior, during, and after the disciplinary process. Information on support services and referral agencies is available from College staff and is also available in this Handbook on page 2.

SERIOUS MISCONDUCT

Serious misconduct is defined as an offence which may result in suspension or expulsion from the College. The College has defined procedures for dealing with serious misconduct. In very serious cases you may be suspended from the College while your situation is under investigation. Incidents which may result in dismissal from the College are

- Physical or verbal assault on a fellow resident or staff member
- Sexual misconduct or sexual harassment
- Inappropriate use of social media, photographic, video or digital communication
- Unauthorised entry of a fellow resident's room
- Possession, use or storage of illegal drugs or equipment associated with illegal drugs
- Theft of property from a fellow resident or from the College
- Possession or use of fireworks
- Possession or use of firearms, air rifles, bows, crossbows, knives or other weapons. Note that firearms may be stored at the Campus Watch / Proctor's Office for a nominal fee.
- Wilful or reckless damage to College, staff or other residents' property
- Continued violation of College rules and regulations despite warnings and sanctions

This list is not to be considered exhaustive, any behaviour or actions that the Warden believes warrants potential dismissal from the College will be acted upon accordingly.

If the incident alleges Sexual Misconduct, the College will follow the procedures and guidelines contained in the University of Otago's Sexual Misconduct Policy: <https://www.otago.ac.nz/administration/policies/otago711781.html>. This may involve the implementation of protective measures within the College to address any safety concerns.

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

POTENTIAL CRIMINAL BEHAVIOUR

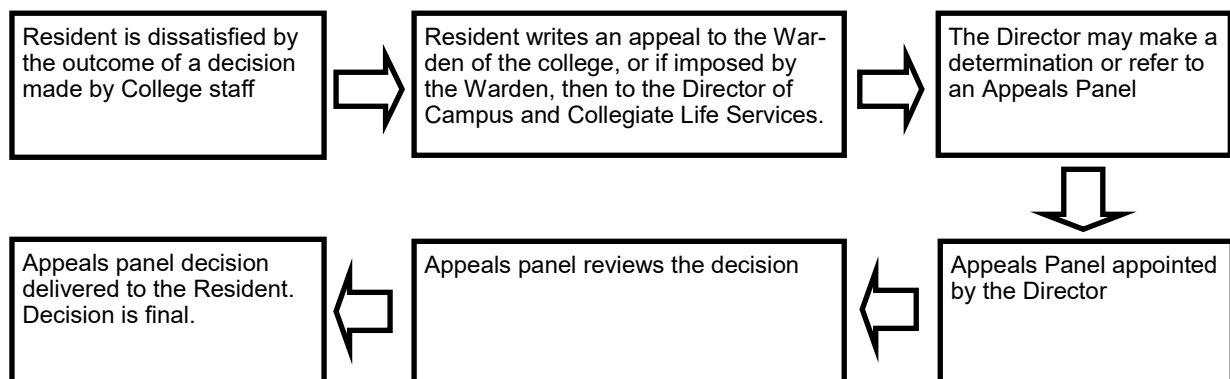
Where a Resident faces an allegation that amounts to criminal behaviour, or where the circumstances otherwise make it inappropriate for the Resident to remain in the College while the matter is considered, the Head of College may suspend the Resident from the College until such time as it may be appropriate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



APPEALS

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

The Director may determine any appeal as he or she thinks fit, or, in his or her absolute discretion, may refer the matter to an Appeals Panel for determination. Each Appeals Panel shall comprise not less than three persons appointed by the Director. An Appeals Panel shall regulate its own procedure and its decision on any matter shall be final.



OTHER BEHAVIOURAL MATTERS

COLLEGE DAMAGE

You will be charged for any missing items or damage to your room or furnishings which is beyond fair "wear and tear". If you wilfully damage College equipment, furnishings or the buildings you may be investigated for serious misconduct. You may be referred to the Proctor and/or the NZ Police. As a resident you are expected to behave in a respectful and civilised manner at all times towards the physical environment of the College. The Warden expects anyone who causes damage to come forward immediately and inform him of the situation.

UNIVERSITY OF OTAGO CODE OF CONDUCT

All students at Otago have agreed to abide by the University's Code of Student Conduct. The purpose of the Code of Student Conduct is to promote the University's academic aims and a sense of community through the cultivation of mutual respect, tolerance and understanding. To this end, the University expects that students will not engage in behaviours that endanger their own or others' safety and well-being. Students are expected to conform to the standards contained in this Code of Student Conduct off-campus as well as on-campus. The University reserves the right to pursue through its disciplinary procedures matters that are also being, or may also be, addressed by the legal system or under the University's Ethical Behaviour Policy processes.

DISCRIMINATION, HARRASMENT, ANTI-SOCIAL BEHAVIOUR AND BULLYING

Caroline Freeman College aspires to be an inclusive community and we believe that all residents 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
- talk with a staff member to decide if you wish to make a complaint
- seek advice and get support from a staff member
- or you can check out the other support services available at the University of Otago at: <http://www.otago.ac.nz/services>

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

HARMFUL DIGITAL COMMUNICATIONS

Under the Harmful Digital Communications Act 2015 it is illegal to make a visual recording, on any device, of another person without their knowledge or consent, where the recording shows them naked or partially naked or involved in any activity (eg showering or toileting) that involves dressing or undressing. These are 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.

CYBER SAFETY

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

SOCIAL MEDIA

All residents of Caroline Freeman College are cautioned to be careful about their use of social media. Residents may not set up pages or sites which bring the college into disrepute. Residents must exercise due diligence concerning what they post on social media sites and ensure such posts do not stray into discrimination, harassment or bullying behaviour. Particular care should be taken when sharing or posting photographic or video images.



CONCERNS AND COMPLAINTS

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

Procedures for concerns

Residents of the community are encouraged to talk directly with a staff member when a concern arises. However, if you do not feel this is appropriate or the concern is not resolved, you can approach the Deputy Warden or Warden. Many issues or complaints can be resolved through informal means. All staff are trained and permitted to resolve issues to the satisfaction of all parties. In many instances these matters will be addressed verbally and written confirmation of an outcome may not be necessary. We understand that sometimes matters are of such significance that informal resolution is not appropriate. In such instances a formal complaint is necessary and appropriate procedure as detailed below will be followed.

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

THE STUDENT VOICE

Caroline Freeman College values and respects input and ideas from our residents. Each year we have a Student Executive which works cooperatively with the staff to plan activities and events for the college community. The Student Executive also has a consultative role to play in providing input about college rules procedures, strategy and vision. We encourage residents to be part of the Student Executive and help make a positive difference for the CFC community.

CONFIDENTIALITY

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

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

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

This may occur when:

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



EVENTS AT CAROLINE FREEMAN

IN-HOUSE COMPETITIONS

CFC is “world famous” for its competitions. Table tennis, pool, art, foosball, darts, puzzling, quizzes, board games, poker and many others are all likely to be held throughout the year. We encourage you to participate.

COMMUNITY ENGAGEMENT

CFC is very interested in promoting community service and raising our profile in the community in positive ways. Please feel free to see Kieran about volunteering.

THEMED PARTIES

During the year the College has a number of themed parties. Past themes have included Toga, St Patrick's, Pink, Goths and Zombies, Pyjamarama, 70's, Country and Western, Pirates and others. CFC loves to dress-up for these events.

FORMAL DINNERS

Some formal dinners are held during the year. You will be expected to dress appropriately.

THE BALL

Each year the College holds a formal ball, a highlight of the annual social calendar.

OPEN MICROPHONE NIGHT

CFC holds open microphone and talent nights on scheduled evenings throughout the year. These are very popular and you are encouraged to sign up and entertain your fellow Collegians with your talents.

INTER-COLLEGIATE SPORT, CULTURAL AND GAMING COMPETITIONS

An extensive and comprehensive programme of inter-collegiate competitions is held throughout the year. CFC competes against the other colleges in various sporting codes as well as cultural and gaming events such as debating, film-making, musical performance, chess, etc.

THEMED DINNERS

During the year we have various themed dinners. Please feel free to dress in keeping with the theme.

FACULTY VISITS

On a regular basis the College hosts visiting academic staff and VIPs for lunch. Please watch the noticeboards for sign-up details.



PANDEMIC—KEY INFORMATION

It is imperative at all levels that you advise a staff member when you are feeling unwell and if you have COVID-19 symptoms we strongly encourage you to seek a COVID-19 test. If you have tested positive for COVID19, we recommend you isolate in your room for 5 days, even if you only have mild symptoms.

If you need to leave your room, we recommend you wear a mask to prevent the spread of covid to others. While you are isolating a staff member will deliver your meals and check on you. Should you need anything whilst in isolation contact the Duty Phone on 021 271 6313.

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

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:

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

Additional extras that would be useful:

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

CFC AND THE COMMUNITY

There is a big wide world outside the doors of CFC. Caroline Freeman doesn't exist in isolation but we are an integral part of the Dunedin and Otago community. The College regularly participates in various events and activities designed to help residents interact with our community.

COMMUNITY GROUPS AND VOLUNTEERING

Dunedin is full of groups and organisations which are very keen to make use of student volunteers. These can be one-off projects or on-going commitments. The Dunedin Volunteering Society maintains a comprehensive database of volunteer opportunities through their website at www.volunteeringotago.org.nz. Students can also find volunteering opportunities through the OUSA and Student Job Search or through the University of Otago Volunteering Office. Volunteering is a great thing to do. It helps the community, makes you feel good and can lead to further opportunities in the future.

TE PUNA ACCOMMODATION PORTAL

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

- **Accommodation** - Apply for accommodation.
- **Accounts** – View your account and make payments.
- **Maintenance** – Report maintenance issues.
- **Inventory** - Sign off on your room inventory.
- **Shopping Cart** – Purchase items and event tickets.
- **Time away** – Let us know if you are going to be away from the College by recording your departure and return dates. This includes temporary absence during semester time and semester breaks.
- **Meals** – Request a late dinner or a sick lunch/dinner. You need to do this at least an hour before the meal service begins (11:00 AM for lunch and 4:00 PM for dinner)
- **Check out-** to record your leaving date at the end of the year.

Please bookmark the following URL to Te Puna:

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



SUCCESS AT UNIVERSITY

Succeeding at university is not a mystery. These tips will help you get off to a good start at Otago. The way to succeed at university is through effective study strategies and life management skills. Our goal is to help you do well in your studies and benefit from your time at CFC. Your academic mentor is available for individual appointments to help you manage your studies, plan your career and cope with life's problems. This is your quick checklist for making sure you hit the ground running.

One — Why are you at the University of Otago? What motivates you to be here?

Successful students have a good answer to this question. Setting career goals is a crucial step towards success. Career goals are the focus and the reason behind all the hard work you're going to be doing. If you don't have a sense of what you're working towards, things can seem pretty pointless. Make sure you investigate all your options to find the programme that suits you best.

Two — Learn quickly the difference between school and university.

The major difference between university and school is that the University of Otago expects you to become an independent learner as soon as possible. You are responsible for your own time management and motivation to learn. No one will force you to attend lectures, remind you that an assignment is due, or study for exams. It is up to you to make sure you understand lectures and are up to date with assignments.

Three — Have a stable place to live, study and make friends.

This is what CFC is all about. Students who form good relationships with other students feel much more comfortable about being here and have a support network. They might be students in your course, clubs, at the College or just people you meet in a cafe. It doesn't matter who - just so long as you know somebody.

Four — Attend and keep up to date.

There is a very strong relationship between attendance at classes and end of semester results. The more you attend, the better your grades. Students who stay up to date with their work generally succeed. Falling behind can be a vicious circle of always trying to catch up. So it's pretty simple, attend class and do the work. Do that and it is actually quite hard to fail.

Five — Develop study skills and use the study supports available to you.

There are plenty of study-related skills to develop. The University doesn't expect you will automatically know how to do it all on day one - it will take time. Assessments and tests are ways to help you read more widely, and expand your learning. They are not just designed to make life difficult for you or to interrupt your social life! Read your course information handbooks! They will give you vital information about assignment due dates, referencing styles and much more. Success in anything requires hard work. Plan on spending two or more hours working outside of class for every hour in class. Difficult courses may require more working time. Earning a university qualification is not easy.



Six — Understand how the administrative system works.

Success at university is more than just doing well in class, it's also knowing how to work with the system. There are things that you need to know that you won't necessarily be told and ignorance is not bliss where University regulations are concerned! So be prepared to ask questions and dig a little to find out the information. It can be a real challenge if your study is upset by misunderstanding the way the system works. This means making sense of things like enrolment, withdrawal, fees and so forth.

Seven — Deal with any problems or issues as soon as they arise.

Things can go wrong. You might get sick, crash your car, experience problems in your personal life or whatever. Sometimes your life is going to get in the way of your studies. If this happens to you, be ready to seek out resources to help you deal with the situation. Make sure your academic standing doesn't suffer. If you need help please contact your Sub-Warden or Mentor.

Eight — Have a plan and manage your time carefully.

You need to manage your time very efficiently if you are to keep up with your studies and finish your assignments on time. Take a long-range view of the semester so that you know when assignments and exams are due. Set up a calendar for the semester, listing important due dates. Week-by-week list everything you must do for each of your courses. Include time for study, review, assignments and tests. Establish your priorities and estimate the time you need for each activity and make a schedule for the week.

Nine — Orientate yourself.

Learn to find your way around the Otago University website. There is a great deal of information available to help you and an hour or so of exploration will be time well spent. Get a map of the campus and go for a walk. Find out where your lecture theatres/labs are before lectures start. Go on a library tour. Get your student email sorted.

Ten — Ask for help.

Ask for help when you need it. Learning to ask for help is an important skill. There are many support services at the University, particularly the Student Learning Centre, Careers Advisory Service, CFC staff and Student Health but they can only help if you ask.

Eleven — Balance Your Life.

Devoting all of your time to study may sound like a sure fire way to succeed in your courses, but living only for study can actually lead to burn-out. However, spending too much time on leisure or other activities can lead to major stress (or even failure) when exam time comes. Finding the proper balance between time for study and time for everything else is a crucial step in achieving success.



OUT AND ABOUT IN DUNEDIN

Dunedin is one of the world's great small cities. This town was made for walking. You will greatly enhance your fresher experience by getting out and enjoying all the city has to offer. Here are 15 great activities or places for you to enjoy, most within easy walking distance

Otago Museum and Butterfly House—The Museum is free and entrance to the Butterfly House is not expensive for an incredible tropical experience.

The Toitu Early Settlers' Museum—Entrance is free.

The Chinese Gardens—For a small fee you can be transported back in time to a Chinese sanctuary.

Dunedin Rail Station and Art Gallery—Entrance is free.

Saturday Morning Farmers' Market—Entrance is free.

Moana Pool—For less than \$5 you can have a swim and a soak in the great hot pools. They also have hydrosides.

The Forsyth Barr Stadium—See the Highlanders play at the stadium. Get a spot in "The Zoo" for the full experience.

Baldwin Street—The world's steepest street.

The Dunedin Botanical Gardens—Just a stone's throw from CFC and no cost.

Op Shopping—Dunedin is world famous for its great Op Shops.

The Rob Roy Dairy—The largest ice cream cones in town.

George Street Cafes—George Street is full of excellent and quirky cafes. Try Governors, Modaks, the Good Oil and more.

The Octagon—Dunedin's funky town centre with cafes, movie theatres, the Regent, pubs and bars . . .

Beaches—Great beaches can be found at St Clair, Tomahawk and St Kilda. An easy bus ride from the University.

Dunedin Public Library—An excellent alternative to the University libraries. Great selection of resources, comfy chairs, quiet spaces and free Internet.

dunedin
www.DunedinNZ.com



WALK FROM CFC TO . . .

- | | |
|--|--|
| ⇒ ISB—Central Library (10 minutes) | ⇒ Moana Pool (25 minutes) |
| ⇒ St David Lecture Theatre (7 minutes) | ⇒ Otago Museum (10 minutes) |
| ⇒ Bill Robertson Library (15 minutes) | ⇒ Carrington & Toroa Colleges (15 minutes) |
| ⇒ UniPol and the Stadium (20 minutes) | ⇒ Cumberland & Hayward (15 minutes) |
| ⇒ Gardens New World (5 minutes) | ⇒ Aquinas College (15 minutes) |
| ⇒ Salmond and Knox Colleges (10 minutes) | ⇒ St Margaret's College (10 minutes) |
| ⇒ The Botanical Gardens (3 minutes) | ⇒ Arana & Studholme (10 minutes) |
| ⇒ Centre City New World (20 minutes) | ⇒ McDonald's North Dunedin (1 minute) |
| ⇒ Rob Roy Dairy (10 minutes) | ⇒ Student Health Centre (15 minutes) |
| ⇒ Meridian Shopping Centre (20 minutes) | ⇒ Forsyth Barr Stadium (20 minutes) |
| ⇒ The Octagon (25 minutes) | ⇒ Logan Park fields (15 minutes) |
| ⇒ Top of Baldwin Street (25 minutes) | ⇒ Saturday Farmer's Market (25 minutes) |

NINETY-NINE THINGS TO DO

Caroline Freeman College “Bucket List”

99 things to do in your first year at Otago

There are 57 FREE things to do on this list

The ones that cost are marked (\$) but for many of these the cost is quite small.

1. Visit the Butterfly House at the Otago Museum (\$)
2. Visit the Toitu Early Settlers Museum (free)
3. Have an ice cream from the Rob Roy Dairy (\$)
4. Take a city bus to St Clair Beach (\$)
5. Visit the Dunedin Art Gallery (free)
6. Have Saturday morning brunch in a George Street Café (\$)
7. Take a tour of Olveston (\$)
8. Visit Larnach Castle (\$)
9. Take part in a CFC in-house competition (free)
10. See a play at the Regent Theatre (\$)
11. Go to a lunchtime concert at Marama Hall (\$)
12. Go to a lunchtime play at Allen Hall Theatre (\$)
13. Visit a friend who lives in another residential college (free)
14. Join a club or society through the OUSA (free)
15. Go to the Saturday morning Farmers' Market (free)
16. Visit the sports museum at the Railway Station (\$)
17. Buy something from a Dunedin Op-Shop (\$)
18. Play for a CFC sports team in the inter-collegiate competition (free)
19. See a professor or lecturer during office hours (free)
20. See a movie in an Octagon cinema (\$)
21. Walk up Baldwin Street (free)
22. Go for a swim at Moana Pool (\$)
23. Go for a swim at the St Clair Salt Water Pool (\$)
24. Introduce yourself to one random person in each of your first-year papers (free)
25. Volunteer for at least one project or community service event at CFC (free)
26. Donate blood (free)
27. Listen to Radio One (free)
28. Form a study group at CFC (free)
29. See a rugby game at the Stadium (\$)
30. Go to an event at the U-Bar (\$)
31. Have a meal at a George Street Restaurant or Café (\$)
32. Visit Quarantine Island and stay overnight (\$)
33. Go to an open lecture or presentation at Otago (free)
34. Visit the Careers Centre (free)
35. Do a seminar/course at the Student Learning Development Centre (free)



36. Visit the Volunteer Centre and see what's available (free)
37. Sit with someone you don't know at dinner (free)
38. Attend a Faculty Lunch at CFC (free)
39. Read the ODT (\$)
40. Stroll around the Botanical Gardens (free)
41. Bake something in the CFC Staff kitchen (free)
42. Have a vegetarian lunch at the OUSA (\$)
43. Take a road trip to Queenstown (\$)
44. See the Capping Show (\$)
45. Do a tour of the Peninsula (\$)
46. See the Albatross Colony (\$)
47. Walk up to the Signal Hill Lookout (free)
48. Do a fitness class at UniPol (\$)
49. Play a game of 3-on-3 basketball at UniPol (free)
50. Play some touch rugby at Logan Park (free)
51. Play some Frisbee golf at Chingford Park (free)
52. Go to the Regent 24-hour book sale (free)
53. Study in a library other than the Central Library (free)
54. Visit the Dunedin Public Library and get a library card (free)
55. Watch a graduation parade (free)
56. Go to Leap (\$)
57. Watch a game of the Dunedin Thunder Ice Hockey team (\$)
58. Attend a cricket match at the Logan Park grounds (\$)
59. Go ice skating at the Dunedin Ice Stadium (\$)
60. Go to a Dunedin Fringe Festival event (\$)
61. Go to a movie at the Dunedin International Film Festival (\$)
62. Go into the Clocktower building and have a look (free)
63. Sit by the Leith across from the Clocktower (free)
64. Walk a dog at the SPCA Dog Shelter (free)
65. Run the Dunedin Half-Marathon or the Stadium-2-Surf (\$)
66. Go to the Big College Sing (free)
67. Learn to play a musical instrument through the OUSA (\$)
68. Learn a new sport through a UniPol class or weekend event (\$)
69. Perform an item for CFC's Flamingo Lounge (free)
70. Go to a CFC event dressed in costume (free)
71. Have a bagel at "Beam Me Up Bagels" (\$)
72. Visit Tunnel Beach (free)
73. Go to the International Office and talk about going on overseas exchange (free)
74. Complete a random act of kindness (free)



75. Visit the Octagon Market (free)
76. Visit the Chinese Garden (\$)
77. Visit one of Dunedin's iconic Gothic churches (free)
78. Visit the Orokonui Wildlife Reserve (\$)
79. Visit Aramoana (free)
80. Visit the glow worm caves (free)
81. Watch the Nuggets play basketball (\$)
82. Visit Smaill's Beach or Tomahawk Beach (free)
83. Go for a walk around the Woodhaugh Gardens (free)
84. Visit the Speights Brewery (\$)
85. Go to Sandfly Bay to see penguins and seals (free)
86. Check out the Dunedin Skate Park (free)
87. Play a round of golf at Chisholm Park or St Clair (\$)
88. Go to the Vogel Street Street Party (free)
89. Watch the Chinese New Year Fireworks (free)
90. With your friends watch a classic DVD from the CFC collection (free)
91. Handwrite a letter to a grandparent and mail it (free)
92. Read a book for pleasure (free)
93. Be a participant in a psych department experiment (free and they may pay you)
94. Have a sleep-over and binge TV session in your Apartment common room (free)
95. Do a walking tour of the Dunedin Street Art precinct (free)
96. Meet the Vice-Chancellor and say hello (free)
97. Feed the ducks at the Botanical Gardens (free)
98. Learn to play chess or bridge (free)
99. Challenge the Warden to a game of pool or foosball (free)



UNIVERSITY POLICIES AND PROCEDURES

As a University of Otago student, you have agreed to abide by the University's policies and procedures. There are four key documents for consideration while staying in the College:

Code of Conduct

The purpose of the Code of Student Conduct is to promote the University's academic aims and sense of community through the cultivation of mutual respect, tolerance and understanding. To this end, the University expects that students will not engage in behaviours that endanger their own or others' safety and well-being. Students are expected to conform to the standards contained in this Code of Student Conduct off-campus as well as on-campus.

Ethical Behaviour Policy

The purpose of this policy is to promote ethical interactions between members of the University community and to provide an environment of safety, respect and dignity so residents can participate fully in all aspects of University life.

Student Charter

The University is committed to scholarship through excellence in teaching, research and service and to the provision of a stimulating campus environment for the development of lifelong learning skills. The purpose of the Charter is to advance those aims, to acknowledge the University's commitment to the Treaty of Waitangi and to promote good relations between the staff and administration of the University and its undergraduate and postgraduate students.

Sexual Misconduct Policy

This policy sets out options for reporting sexual misconduct and the process for responding to reported incidents of sexual misconduct.

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

For more information

- <https://www.otago.ac.nz/proctor/otago670687.pdf>
- <https://www.otago.ac.nz/administration/%20policies/otago003161.html>
- <https://www.otago.ac.nz/about/otago005275.html>
- <https://www.otago.ac.nz/administration/policies/otago711781.html>



OTAGO—CODE OF CONDUCT

The purpose of the Code of Student Conduct is to promote the University's academic aims and a sense of community through the cultivation of mutual respect, tolerance and understanding. To this end, the University expects that students will not engage in behaviours that endanger their own or others' safety and well-being.

Students are expected to conform to the standards contained in this Code of Student Conduct off-campus as well as on-campus.

The University reserves the right to pursue through its disciplinary procedures matters that are also being, or may also be, addressed by the legal system or under the University's Ethical Behaviour Policy processes.

The basic rules of conduct require that no student shall:

- (a) disrupt any teaching, study or research or the administration of the University either wilfully or by engaging in conduct which ought reasonably to have been foreseen would cause disruption;
- (b) wilfully obstruct any member or employee of the University in academic work or in the performance of duties;
- (c) wilfully misuse, damage or deface, steal or wrongfully convert to the student's own use any property of the University or of any member of the University;
- (d) wilfully acquire by theft or deception the benefits of any service provided by the University or any academic advantage;
- (e) engage in actions that:
 - + amount to assault or which result in, or can be reasonably expected to result in, harm to a person or persons; or
 - + are unreasonably disruptive to other members of the University or the local community; or
 - + result in, or can be reasonably expected to result in, damage to property of any person; or
 - + are otherwise unlawful;
- (f) threaten, intimidate or harass another person or group;
- (g) fail to comply with the proper directives of a University official, including refusing to identify oneself;
- (h) lie to, or misrepresent information to, the University or any University official;
- (i) fail without good reason to co-operate with the University's disciplinary procedures;
- (j) fail without reasonable cause to comply with any penalty imposed under the Discipline Statute;
- (k) be party to or attempt to commit an act of misconduct as set out in the foregoing rules.



SMOKE AND VAPE-FREE

The University of Otago is a smoke-free and vape-free campus. This includes all Caroline Freeman College buildings and grounds. Please ensure that you follow the regulations related to smoking and vaping both at the College and in the wider University area. If you smoke, vape or use an electronic cigarette in any building or grounds of CFC you are liable for a fine of \$100 as well as parental contact.

COLLEGE ISSUES OR CONCERNS

Caroline Freeman College staff are able to provide support in all manner of things that may come your way. Our staff team are well-trained and experienced in all manner of life circumstances. If you need help, are worried, are not sure where to get help, or just want to talk about something that has happened, feel free to speak with your Sub-Warden, your academic mentor or any member of the staff.

EDUCATION CODE OF PRACTICE

Caroline Freeman College provides services consistent with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice.

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

THE FINAL WORD

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.

So you see my friend, you can research far and wide
Look throughout New Zealand, examine every side.
It's an undiscovered paradise, this place called CFC.
We're a flamboyance of flamingos, Caroline's the place to be.

