



Arana

College

Takina te hoe kia rite

2027

Resident Handbook





Meet Bill, the Arana Mascot

Every great college has a mascot with a story, and Arana's is one of putting a fun and positive spin in an otherwise disappointing situation. As the story goes, many moons ago, Arana College did not have enough rooms to accept everyone who applied. Unfortunately, this was at a time when there were many who did not handle disappointment well. The disappointed few were known to shout bad words at Arana whenever they passed by. Being the positive, creative and fun natured students Arana residents tend to be, they decided to quack back, and from this, a legend was born: "Duck Arana!"

What began as a tongue-in-cheek nod to Arana's popularity has evolved into a much-loved mascot representing community, resilience, friendship, and the ability to laugh at ourselves.

Today, Bill is a familiar face around college events, celebrations, and traditions. Bill reminds everyone who is part of the Arana whānau to have a spirit of resilience, and the importance of making the best of less than desirable situations.

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

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Overview

Our Journey

Ōtākou rohe

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

Te Karetī o Arana stands on Kāi Tahu occupied land. This area was historically utilised as a mahika kai/food gathering place. The Owheo/Leith was a source of wheo/blue duck, kanakana / lamprey, weka/woodhen and tuna/eels were collected from Taiari and Kaikarae. The tuna was trapped in hīnaki/fish traps woven from kareao/supplejack that grew all through the area. Ko te Awa Ōtākou/Otago Harbour was a wonderful source of seafood that sustained generations of Kāi Tahu.

(Mita is the sound and pronunciation of a language. Some of Ngāi Tahu substitute the 'ng' for 'k'. Ngāi Tahu becomes Kāi Tahu. Ranginui becomes Rakinui).

Our Place

Arana College is owned by Ōtākou Whakaihu Waka - University of Otago and is operated through the Director of Campus and Collegiate Life Services.

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

At Arana, 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.

Our History

Arana College opened in 1943 and is one of the original student Residential Colleges at the University of Otago. As such it has a rich and interesting history. The Administration Office building, on the present Clyde Street site was the former home of Sir James Allen, the University of Otago Vice Chancellor 1903-1909 and Chancellor 1909-1912. Sir James was also an important New Zealand statesman, being a Member of Parliament, Minister of the Crown and Acting Prime Minister.

Arana perpetuates Sir James' last name, translated into Māori. Rev. Dr Harold W. Turner was the founder and first Warden of the college. The Turner Wing of the modern Arana complex is named after him and was opened at the beginning of 1994. For many years, the residents of Arana were accommodated in the converted World War II Nissen huts, and it was not until 1962 that the major construction work that resulted in the current 'Main Block' began. Much of this

work was paid for by the Colombo Plan, a scheme that was designed to increase intra- commonwealth cooperation through education.

The opening of the Bates and Colombo wings for accommodation in 1968 completed the main design for Arana College. By 1968, the number of residents was around 140, but this continues to grow through the acquisition of property on the streets that surround the main grounds. Today we have over 300 residents because of the building works undertaken in 2002 of the Rawiri and Leith View buildings. Our residents live in a mixture of houses and multi-story buildings. Facilities are steadily refurbished, most recently with the Colombo and Bates Wings completed in the summer of 2013/2014 as well as the dining room/ kitchen facilities in 2005 and Boiler house in 2004.

In 2024, Arana had a moe (sleep) while significant work was being undertaken. Since our re-opening in 2025, we have come back stronger than ever, and 2027 promises to be the best yet. One thing that has not changed, is we remain firmly committed to our proud tradition of developing outstanding individuals who go on to excel in a wide range of fields and human endeavours.

Our Mission

Arana College provides a safe and conducive environment that complements the University of Otago's Mission and Charter and its standards of conduct and policies. We aim to create and sustain a caring community - a community that embraces diversity, is supportive and fully engaged with the life of the college. A community whānau focussed on:

- Promoting well-being and positive student experience
- Providing opportunities for academic success and personal growth and development
- Creating an inclusive community that creates a sense of belonging and encourages cultural excellence

Through the delivery of a balanced program of events and activities that fully supports a fully engaged residents committed to the pursuit of academic, social, sporting and personal excellence. We strongly encourage our residents to be fully involved as we journey together to achieve everyone's potential - Takina te hoe kia rite.

Privacy Policy

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

Artificial Intelligence Tools

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

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Welcome to the Arana College Whanau

Welcome to Arana College!

Whether you are joining us for the first time or returning for another year, we are delighted to welcome you to our residential community. Living at Arana is about much more than having a place to stay while you study. It is an opportunity to become part of a vibrant, supportive, and inclusive community where lifelong friendships are formed, personal growth is encouraged, and academic success is celebrated.

At Arana College, we value respect, integrity, responsibility, and care for one another. Our community brings together students from diverse backgrounds, experiences, and cultures, creating a rich and dynamic environment in which everyone can learn and thrive. We encourage residents to engage fully in college life, participate in events and activities, support one another, and contribute positively to the community we share.

This handbook has been designed to help you make the most of your time at Arana. It outlines the expectations, policies, and resources that support a safe, respectful, and enjoyable residential experience for all residents. We encourage you to familiarise yourself with its contents and refer to it whenever you need guidance.

Our team is committed to supporting your wellbeing, academic journey, and personal development. We understand that university life can present both exciting opportunities and challenges, and we are here to help you navigate them. Please do not hesitate to reach out to any member of our team if you need assistance, advice, or support.

Throughout your stay with us, embrace the opportunities that college life offers, challenge yourself to grow, and contribute to making Arana a welcoming and inclusive place for everyone. The experiences you have here, the connections you build, and the memories you create will become an important part of your university journey.

We look forward to sharing this journey with you and wish you every success throughout the year.

Mā te wā
The Arana College Team

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Our People



Chris Jacobs

Tautiaki | Warden
(Variable days of the week)
Mon-Fri 9:00am – 5:00pm
Phone: (03) 479 5509



Camille Reid-Barron

Tautiaki-Piki | Deputy Warden
Wednesday - Sunday
2:30pm – 10:30pm
Phone: (03) 556 7813



Dani Rutter

Tautiaki-Kaiāwhina | Assistant
Warden
Saturday - Wednesday
2:30pm – 10:30pm
Phone: (03) 479 5509



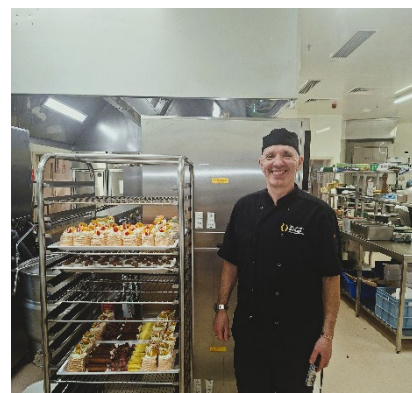
Meghan Kruskopf

Kaiwhakarite Wharepuni | College Administrator
Monday - Friday
8:30am – 5:00pm
Phone: (03) 479 5509



Evan Holzer

Kaituitui Rauhaka | Facilities Co-ordinator
Monday - Friday
8:30am – 4:30pm
Phone: (03) 471 6091



Brian Galvin

Kaiwhakahaere Ratoka Ka | Food Services Manager
Monday - Friday
7:30am – 3:30pm
Phone: (03) 479 5509

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Our Teams

Ratoka Tara-a-Whare (Domestic Services)



Our wonderful Domestic staff are on-site 7 days a week. They generally work from 7am until 11am.

Te Ratoka Whakataka Kai (Catering)



Our dedicated Catering staff work 7 days a week to create tasty and nutritious meals for you to enjoy.

Kaiāwhina Whare (Sub-Warden)



The Kaiāwhina Whare are our senior students who live amongst you, providing you with support. Being students themselves, they are a great source of advice on how to navigate University and Arana.
(Pictured — 2027 Kaiāwhina Whare)

Arriving at the College

Prior to Moving In

This is an exciting chapter of your life, and we know you are eager to prepare ahead so that moving in is as seamless as possible. Here are four easy steps to doing just that!

- 1 Learn more about Arana College.**
- 2 Check your immunization status.**
- 3 Make your payment arrangements.**
- 4 Connect with us!**

Step 1: Learn more about Arana College

It is important that you familiarize yourself with the college before you arrive! Reading the Arana Resident Handbook and the Residents Guide to Colleges is a great first step. Make sure you also read our General Standards of Behaviour, information on our website and all emails that are sent to you.

Step 2: Check your immunization status

We want to make sure that Arana College is a safe living environment. Ōtākou Whakaihu Waka - University of Otago strongly encourages all our students to have up-to-date inoculations for all preventable diseases such as MMR (measles, mumps, and rubella) whooping cough, diphtheria, chickenpox, polio etc. It is strongly recommended that you consider getting immunized for meningococcal disease and other communicable diseases as well. Student Health will also send you a reminder. If you are unsure about your immunization history, please consult your GP before you arrive.

Step 3: Make your payment arrangements

When you accept your offer, you also choose a payment option. It is important that you have a plan for paying your accommodation fees throughout the year. Talk with your whanau and come up with a budget and payment plan.

Step 4: Connect with us!

Prior to your safe arrival, we will email you an Information Pack containing important information regarding your arrival (move in date & time), dietary requirements, details of your emergency contact, timetable, etc. It is important that you return this to us in a timely manner. We will be sending you emails along the way to help you stay on track and you'll also have the opportunity to join our online community prior to moving in, so look out for that!

Moving in!

Move-In Day is one of, if not **the** most exciting time of the year! Leading up to this day, the Arana team would be busy trying to make your welcome as perfect as possible. Residents are therefore strongly urged not to arrive before **Saturday the 20th of February 2027** as we would still be in the process of preparing for everyone's arrival. If extenuating circumstances require you to arrive a day or two prior to the College's official opening, contact us as soon as possible via email at info@arana.ac.nz and we will do our best to accommodate you. If we are able to accommodate you, there will be a nightly rate for your selected room type, which will be inclusive of meals. It is also important to know that we do not provide parking, and street parking is limited.

Here are three easy steps to making the move-in process a breeze:

Step 1: Unload your car - drop off only 🚗

Step 2: Collect your key/swipe 🗝️

Step 3: Move in - Haere Mai! 🏠

We will email you more detailed information before you arrive, and we will also be there on the day to guide you along. Make sure you regularly check your emails prior to your move in date.

If you drive to the College, please be aware that there is limited street parking on Clyde Street, which is the reason we encourage you to unload before trying to find parking.

Tips to settle into your new home:

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

- Bring along plenty of familiar things from home to decorate your room with;
- Walk around the building and introduce yourself to your new college members;
- Find someone to go and explore your new home and city;
- Make sure you meet your Kaiāwhina Whare and the other staff members;
- Make sure you get involved with our events and activities.

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What You Need to Know While Here

Academic Term Dates

The Table below shows some important dates to keep in mind for 2027.

	Event	Date
Semester 1	Move-In Day!	Saturday 20 th Feb.
	Orientation Week	Saturday 20 th Feb. – Sunday 28 th Feb.
	Preliminary Lectures	Friday 26 th Feb.
	Lectures Begin	Monday 1 st Mar.
	Mid-Semester Break	Friday 26 th Mar.
	Lectures Resume	Monday 12 th Apr.
	Lectures End	Friday 4 th June
	Examination Period	Wed. 9 th June – Wed. 23 rd June
Mid-Year Break		Thurs. 24 th June – Sun. 11 th July
Semester 2	Lectures Begin	Mon. 12 th July
	Mid-Semester Break	Sat. 21 st Aug. – Sun. 12 th Sept.
	Lectures Resume	Mon. 13 th Sept.
	Lectures End	Fri. 15 th Oct.
	Examination Period	Wed. 20 th Oct. – Sat. 13 th Nov.
	Last Day for Check-Out	Sunday 14 th Nov.

For more key dates, please refer to the University of Otago website: <https://www.otago.ac.nz/news/academic-key-dates>

The University of Otago and by extension Arana College reserves the right to make changes to these dates and/or events as it sees fit.

Te Puna Student Accommodation Portal

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

- **Accommodation** – Apply for accommodation.
- **Accounts** – View your account and make payments.
- **Maintenance** – Report maintenance issues.
- **Shopping Cart** – Purchase items and event tickets.
- **Time away** – Let us know if you are going to be away from the College by recording your departure and return dates. This includes temporary absence during semester time and semester break.
- **Self Service** – Request a late dinner.
- **Feedback** – Let us know any complaints or compliments you may have.
- **Check out** – to record your leaving date at the end of the Year

Bookmark the following URL to Te Puna:

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

Extending Your Stay Beyond Your Check-Out Date

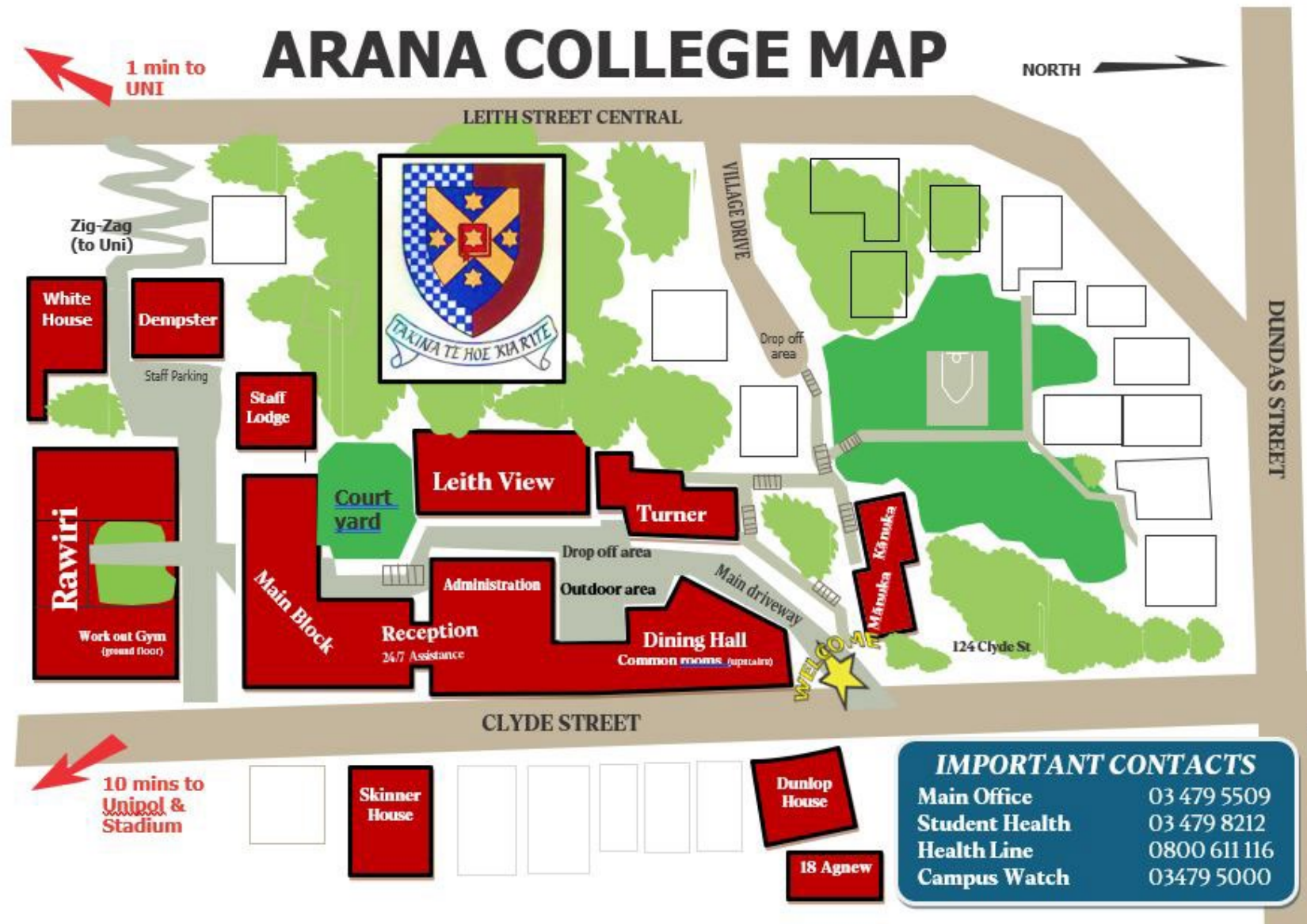
Accommodation arranged outside of the contracted dates will be at the discretion of the Warden.

In Semester 2 an email is usually sent to residents requesting their Check-Out date. For residents needing accommodation after the Check-Out date on **Sunday 14th November** (e.g. College of Education students on placement in Dunedin), it is important to respond to this email, or inform the Warden as soon as possible. If your stay is extended, you will be informed of the associated costs.

Important: No visitors are permitted to stay overnight within the first 2 weeks of the College opening (this includes parents/caregivers/whānau).

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Arana College Map



What To Expect from Life at Arana



Your Room

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

Personalisation is allowed and encouraged within common sense limits. All residents must comply with fire safety standards and leave the room how they found it.

Do not fix anything to the walls, ceiling or woodwork by any form of adhesive such as glue or sticky tape.

We expect that you will keep your room at a respectable level of cleanliness. Your cleaner will visit twice per week to empty your wastepaper basket and vacuum your floor.

Ventilate your room for at least one hour per day by opening the window.

Rooms and their content are the responsibility of the resident. Given this, rooms should be kept locked when the resident is absent.

All damage and losses not attributed to fair wear and tear will be charged to the resident. Please report any damage that occurs during the year through the Te Puna.

You may not bring your own additional furniture or appliances into the College or substitute any of the furnishings without the express permission of the Warden or their delegated authority.

Arana College will not remove or store any provided furnishing that you may not want to use during your residency.

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

What is in your room:

- Bed base
- Mattress Protector
- Pillowcase
- Wardrobe
- Desk & chair
- Noticeboard
- Rubbish bin
- Laundry basket
- Mattress
- Two sheets
- Duvet, duvet cover & blanket
- Drawers
- Mirror
- Heater
- Lamp

What you should bring:

- Laptop, mobile phone, etc.
- Headphones
- Chargers
- Stationery
- Personal First Aid Kit
- Mug, keep cup, cutlery, bottle
- Coat hangers
- Umbrella
- Flashlight
- Storage bins
- Blu Tak
- Clothes for warm and cold weather
- Hair dryer
- Towel(s)
- Pillow(s)
- Shower caddy
- Personal toiletries
- Laundry detergent

What NOT to bring:

- Candles, incense sticks, etc.
- Heaters
- Oil burners
- Air diffusers/purifiers
- Loudspeaker system
- Pets (fish, cat, dog, etc.)

Important: Hotplates, mini fridges and other such appliances are not permitted unless approved for medical use.

Recreational & Shared Spaces

Arana College offers a range of recreational facilities that help residents maintain a healthy balance between study, wellbeing, and community life. We strive to provide an environment you everything residents need to live, learn, create and connect. Here are a few of the many facilities we offer at Arana College.



Gym

We also provide a space for exercise and physical wellness. This is open from 7:00am – 9:00pm and equipment includes:

- Elliptical trainer
- Treadmill
- Rowing Machine
- Exercycle
- 3-in-one resistance machine (lateral pull, seated bench press, seated row)
- Punching bag
- Kettle bells
- Foam rollers, Swiss balls

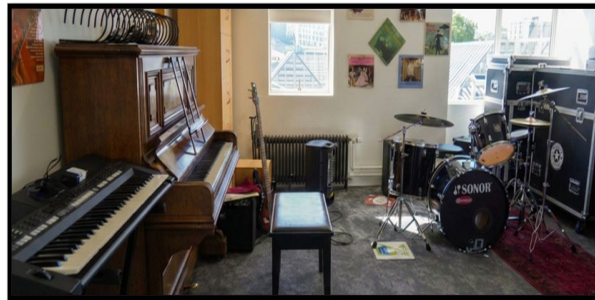
And so much more!

Music Room

Located on the second floor of the main building, the Music Room has a drum kit, piano, keyboard, guitars, ukuleles and more. We do our best to source instruments that our residents request and, in the past, we have managed to provide a harp and cello for residents on a short-term basis.

Start a band!

NB: Key for the music room is available at the reception office and should be returned after using the music room. There is a \$35 fee if the key is lost.



Main Common Room

As the heart of Arana College, the Main Common Room is where our diverse community come together around shared interests to create friendships. It's a great place to play pool, foosball, table tennis, watch a match on the TV with friends or just lounge.

Study/Tutorial Facilities

There are five dedicated study/tutorial rooms that can be used for both independent study and group learning. These purpose-designed rooms support academic success by providing an environment conducive to study.

Arana also offers an excellent tutorial programme. For residents requiring assistance in subjects not covered by the College's tutorial offerings, Arana can connect them with the University's wide range of academic support services and specialist resources. This ensures that every resident has access to the guidance and support they need to achieve their academic goals.



Recreational & Shared Spaces (cont'd)



Library

The Arana Library provides books that cover numerous genres so residents have access to both leisurely and academic reading materials. There are also dual-monitor workstations and a printer linked to their University account, making it easy to complete academic work on campus. Wi-Fi is available throughout the College, ensuring residents can stay connected and access online learning resources wherever they choose to study.

The Formal Room

The Formal Room is a versatile multi-purpose space designed for hosting both formal and informal gatherings for small groups. It provides a cosy atmosphere for study and social interaction. Adding to its charm is a beautiful baby grand piano, which novices and experts are welcome to play.

Common Room

There is a Common Room on each floor, equipped with a kitchenette that typically includes a fridge, microwave, wall-mounted hot water dispenser, and sink. The Common Rooms may also have sofas/chairs and tables to facilitate greater social interaction among residents. These shared spaces play an important role in fostering a sense of belonging and community within the College.

Movie Room

Located next to the Main Common Room, the Movie Room is the perfect place to relax and enjoy a movie night with friends. Residents have access to a wide selection of DVDs, or they can connect their own device to the room's cinema-quality audiovisual entertainment system for an immersive viewing experience. To complete the atmosphere, the room is equipped with vending machines stocked with snacks and drinks, as well as a popcorn machine, bringing all the fun and comfort of the cinema right to Arana College.

Costume Closets

There are two costume closets that offer residents a fun and convenient way to find the perfect look for a wide range of College events, like Relay for Life, Weekly Night Sports, and themed social events such as Halloween. The Costume Closets are one of the many ways residents are encouraged to have fun while engaging in college events.



Art Room

The Arana Art Room is located on the first floor in our Leithview building. It provides a creative space where residents can explore their artistic interests, develop new skills, and unwind through hands-on projects. Equipped with a wide range of materials and resources, including a sewing machine and a wide range of art and craft supplies, the room supports a variety of creative pursuits, from painting and drawing to sewing and design work. Whether you're an experienced artist or simply looking to try something new, the Art Room is another space for residents to express their creative side.

Sport Equipment Room

The Arana Sports Equipment Room provides residents with access to a wide range of sporting and recreational equipment. The sports equipment is provided to residents during Intra/Inter-College events, but residents can also borrow equipment, free of charge, from the front office. All borrowed items are expected to be returned promptly and in reasonable condition.

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“View of Arana College from Clyde Street

College Services

Catering

The dining room is centrally located and managed by our dedicated Food Service Manager. Great care is taken to ensure that all meals are nutritious, hygienically prepared, and of a high standard. Residents are provided with three meals each day, with menu options available to accommodate a range of dietary requirements. This section outlines what residents can expect from our catering service, as well as their responsibilities and expectations when using the dining facilities.

Mealtimes

Meal	Monday-Saturday	Sunday
Breakfast	7.00am-9.30am	8.00am-9.30am
Lunch	12.00pm-1.30pm	11.30am-1.30pm
Dinner	5.00pm-6.30pm	5.00pm-6.30pm

*Second servings are available when catering staff have given approval

**There is a 24-hr toast station in the dining room

To fully enjoy the dining services available, it is important to know the following:

- **Late dinners** and packed lunches are available if academics/extracurricular reasons prevent you from coming to a meal service. Late dinners must be ordered through Te Puna. Late dinners may only be collected after 7pm.
- **Packed lunches** can be made by residents during breakfast service if they won't be back for lunch.
- **Special dietary needs** (vegan, vegetarian, halal, etc.) are available at the college. Please contact us to discuss your dietary needs before accepting your offer of a place at Arana. The kitchen team will make every reasonable attempt to manage a special diet however due to the large number of residents it may not always be possible to cater for all needs.
- **Guest meal passes** can be purchased at reception.
- **Sick meals** are available upon request. To request a sick meal, residents must first inform a member of the pastoral care team or by calling the Duty Phone at 03 479 5509. Once residents have informed a member of staff that they are unwell and would like to request sick meals, they will be added to the sick list which then allows them to a sick meal through Te Puna. The sick meal will be delivered to the resident's room by a staff member.

Dining room etiquette

- Any resident caught throwing or using food inappropriately may be subject to disciplinary processes.
- A clean and tidy standard of dress is required in the dining room.
- Footwear must be worn in the dining room
- No hats or hoods are to be worn in the dining room. Cultural headwear is allowed.
- Please do **not** remove plates, cups, and cutlery or any other kitchen item from the dining room – if you do, there will be nothing to eat with!

Managing Food Allergies in College Dining

The University's colleges are committed to providing a safe, inclusive, and enjoyable dining experience for all students. To help us support your needs, it's essential that students with food allergies notify their College team before arriving and continue to communicate openly once in residence. If you have a food allergy, please make sure to speak directly with a staff member at the dining area counter each mealtime. Special dietary meals can be provided and are prepared separately to help reduce the risk of exposure to allergens.

While our catering team follows strict food safety protocols, shared dining environments do carry some risk of cross-contamination. This can occur through shared serving utensils, accidental contact with allergens, or trace ingredients from suppliers. For this reason, students with known allergies should avoid consuming food directly from the dining room servery.

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

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

Important

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

While our food preparation standards adhere to strict allergen and faith-based practices, we cannot guarantee that our dining room and kitchen areas are allergen free or conform to strict faith-based practices.

Living Facilities

Arana College is vast and wide. There are 10 residential buildings, and we house 342 students across the college.

Off-limit areas: The Warden's Lodge (labelled Staff Lodge), Deputy and Assistant Warden's apartments.

All Arana College buildings are installed with either central heating, heat pumps or electric oil column heaters to keep you warm. However, energy conservation should be always considered for sustainability reasons.

Winters in Dunedin are cold, so consider using a hot water bottle or a wheat bag and wearing 'thermal' underclothes.

Unreported damage in the public areas of the College will be repaired and there may be a charge to all residents in that area.

Most floors/houses have their own communal lounge/kitchenette area which residents are encouraged to use. They have zips/kettle, refrigerator and an oven or microwave.

Residents should supply their own crockery and cutlery for personal snacks.

Postal Mail

Mail is received and placed in the shared mailbox opposite the reception office. Pre-paid mail can be posted from the reception office. Parcels are received at the reception office and residents will be notified when their parcels arrive. The postal address for:

(a) **Parcels:**

Arana College
110 Clyde Street, Dunedin North
Dunedin 9016

(b) **Letters:**

PO Box 56
Dunedin 9054

Rubbish & Recycling

The University is committed to reducing waste and maximising recycling. Please recycle to the fullest degree.

You are responsible for the correct disposal of recycling and rubbish from your room.

You must dispose of rubbish hygienically and tidily.

You must not leave rubbish or recycling material lying around Arana.

We are committed at Arana College to sustainable practices and encourage where possible to recycle unwanted items. Recycle bins are found in each building and outside the houses.

Residents of Arana agree to recycle all glass, cans, plastic and cardboard into the correct bins located throughout the College. It is a series of small steps that can make this college more sustainable and so we ask for your cooperation on this.

There will be facilities towards the end of the year where residents are able to donate unwanted clothing, stationary, hygiene and some food items.

Cleaning

We have a friendly team of dedicated Domestic staff who work throughout the College every morning. They will visit your room twice a week. First to vacuum and second to empty rubbish bins and lightly clean door handles inside and out. Information advising your cleaning/vacuuming days will be posted on the floor noticeboards and your bedroom floor should be left clear on this day. When Domestic staff need to enter your room, they will knock on your door before entering. This is one way for us to find out if residents are unwell.

The Domestic staff also clean the bathrooms and common areas during the week.

Residents will have the same Domestic staff member working on their floor so they can feel comfortable knowing who is accessing their room.

Cleaning Fee

Residents are required to leave their room in a tidy state at the end of the year. A cleaning charge (\$50) will be placed on the resident's account if their room is left in an unacceptable state.

Laundry Facilities

When using the laundry facilities, please be considerate of others using this space. We provide each student with a laundry basket at the beginning of the year to keep their laundry in and to help keep our laundry space neat and tidy.

Do not turn off dryers or washing machines being used by others before cycles have been completed.

Collect your washing immediately, to avoid clogging up the space.

Each resident must supply their own laundry detergent and pegs. Please take note of whether your washing machine is a top-loader, front loader before purchasing washing powder.

Please do not OVERLOAD the machines.

Rinse muddy sports clothing before putting them into the washing machine. Do NOT use the washers and dryers for dirty shoes.

Never leave anything to dry on a heater.

You may wish to bring a clothes rack for drying your clothes. These must be kept in your room, not in the hallway

Linen Change

Once a week, usually on Sundays, residents are given fresh linen (2 sheets and a pillowcase). Only bed linen supplied by the College can be exchanged for fresh linen.

Ways you can help our Domestic team

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

Laundry tips from our Domestic team

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



Rabbit Courtyard

Respect our whenua

Arana College proudly acknowledges that we are kaitiaki (guardians) of this whenua (Land) and the buildings upon it. We use it and care for it while we are here.

This guardianship extends to all residents of the college. As guardians we must ensure that we use the whenua appropriately, we keep it clean and tidy, and when we leave Arana, we return the whenua and buildings as best as we can to how we arrived.

What does this look like for you?

It is our collective responsibility to:

- Put things away once we finish using them.
- Report any damage that is caused, accidentally or otherwise (see 'Damages' below).
- Avoid disturbing the gardens and flowerbeds.
- Do not litter. In fact, put all rāpihi (rubbish) in the allocated rubbish and recycling areas.
- Share with visitors, friends and other fellow residents about our kaitiaki responsibilities.
- Do not damage any of the artwork on the walls.
- Respect the College and its property so you can be proud to claim Arana College as your home.

Damage

Residents are responsible for their room and its contents.

Maintenance issues can be reported via Te Puna.

Residents will be held responsible for any behaviour which results in the need for replacement, repair or cleaning of their room or common facilities in the College.

You are responsible for paying for costs involved in cleaning, repairing, or repainting your room if you have not maintained it to the standards set or the condition of the room on arrival, fair wear and tear excepted.

Please report any accidental damage. If you admit to causing any accidental damage, we will endeavour to keep any remedial costs to a minimum. However, if no-one reports damage or takes responsibility for any damage, individuals, floors or even all residents will be held liable for extra charges.

You are responsible for the behaviour of your guests while on the premises. Damages caused by your guest(s) will be charged to you accordingly.

You are not permitted to replace or make your own repairs to equipment, fittings or furniture provided by the college.

You may not damage walls with adhesives or similar products

Parking

Parking is difficult to find during term time around the College. Given this, we advise that you should not bring a car if you do not have to.

Here are some guidelines to parking at Arana College:

- Arana College only offers street parking for residents.
- Do not park on the loading areas outside reception or dining room – these areas are for delivery and rubbish collection.
- Do not park over any driveways on Clyde Street or surrounding roads – you will most likely be towed.
- The Rawiri Gate is an emergency gate – please do not block this with your vehicle. If you bring a vehicle down, we ask that you please advise us of your vehicle registration.

Safety and Security

Arana College is committed to provide a safe environment; however, we need all residents to contribute to keeping the college secure.

Keys and Access Cards

When you arrive at the College you will be issued with your room key and a temporary access card. You will need to get your University ID ASAP as this will enable you to have 24/7 access into the College. If you lose your temporary access card, University ID, or key, you must notify the office immediately and pay for a replacement.

Please be responsible with your room key and access card. You are not permitted to give these to anyone else to use

You must report any lost keys immediately. The cost of replacing lost key is \$70.00 and \$30 for the Swipe Card and is charged to the individual resident.

Security Guidelines

The following security measures and guidelines are in place:

- Swipe card access to external and main entry doors
- Auto-lock doors after hours
- Contracted after hours security guards on duty
- Electronic visitor sign-in through VPass for all visitors and overnight guests located at the main entrance.
- Regular external patrols by highly trained residential and security staff and a CCTV security system and emergency evacuation procedures are in place to protect you from foreseeable risks.
- Campus Watch can assist students anytime on campus, on 03 479 5000

Keeping you and your belongings secure

Tauria (Residents) must:

- Lock their bedroom doors every time they leave their rooms and while sleeping
- Always bring their key and swipe with them
- Hand in their keys to the Office when leaving for an extended period during the holidays to ensure the security of their keys.
- Report lost keys at Reception as soon as possible. There is a charge to get a replacement set of keys.
- Not lend their keys/swipe card to anyone, this is regarded as a breach of security.
- Not allow any non-resident access through a gate/entry when entering or exiting.
- Not jump the fence nor gate after hours for access in and out of the college. Main entrance at Clyde Street is the main access after 11:00pm.

Security Cameras

We have security cameras operating for safety reasons and to deter theft. Please do not rely on the cameras for full surveillance of the College. We encourage residents to exercise prudence by locking the doors to their rooms, and ensuring your personal belongings are not left unattended in the shared areas of the College.



Safeguarding Your Personal Property

Lost property

All lost property will be collected by staff, small items will be held in the Office.

Larger items, such as shoes, clothing will be held with senior staff. Please see senior staff for more information.

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



Abandonment of Property

All your possessions must be removed from the college at the completion of the term of your residency.

Any personal property left behind in a resident's room (or storage area, laundry etc) following the end of the Residents' Accommodation Contract will be disposed of according to University Policies.



Bicycles and Bike Sheds

Bicycles are not permitted inside the buildings or houses.

There is covered storage available in the basement of Leith view. Key for the bike shed is available from the Office. Bike shed users are required to return the key at the end of their contracted stay. A fee of \$35.00 is charged if the key is lost or not returned.



You are encouraged to use a bike lock when storing items in this facility.

Skateboard/E-Scooter Policy

No skateboard or E-Scooter may be used inside any building at Arana, nor may a skateboard be used on any stairs, handrails, curbs, or walls at Arana. Skateboarding on Clyde Street is not recommended. The wearing of protective clothing and headgear while skateboarding is encouraged.

E-Scooters are not to be recharged anywhere at Arana College without express permission of the Warden or Deputy Warden





College Life

Academic Support

We endeavor to provide an environment that is conducive to academic excellence and success. We run tutorials in the college and collaborate with other colleges to widen the reach of the tutorials. If you feel the need for a tutorial on any subject or require academic assistance, please do not hesitate to discuss this with us and we will try to make the necessary arrangements to support you.

Self-discipline, time management and 'balance' are important aspects of organising tertiary study and intellectual independence. You are encouraged to create and join study groups, general or subject focused. The residential staff will assist in this wherever possible. You are expected to attend the lectures, tutorials and laboratory sessions for which you are enrolled.

One on One Meetings

At Arana College you will have one-on-one meeting with a member of the Pastoral Care Team at least once at the start of the year and follow-up meetings as needed. The purpose of the meeting is to make sure that you are on track with your academic progress and identify areas that you need further support and referrals.

Study Atmosphere

An excellent study atmosphere is a top priority at Arana, and every resident has a responsibility to make this work. Our expectation at the college is that each student respects each other's desire to study and sleep. Quiet hours (10:00pm to 8:00 am daily) exist and are strictly enforced. Please make sure that Arana College is a place for learning first and socialising second.

Tutorials

Arana College provides you access to tutorials. These are held in the evenings and aim to complement your work in lectures and tutorials as well as provide networking opportunities. Sessions are led by Tutors who are normally senior students. More information including schedule will be available at the start of the year and through social media.

Release of Grades

As a condition of residence Arana requires Residents to authorise the University to supply the Warden with academic grades for the duration of their stay. This enables the College to assist residents more adequately with their academic program and learning support advice.

In addition, professional academic support can be arranged for you through the Student Learning Centre and other support services in the university. Talk with a staff member to get this arranged.

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Student voice

Arana College values student feedback and engagement. We encourage our residents to give us timely and constructive feedback especially around facilities, catering, cleaning, student experience, among others.

College Survey

Ōtākou Whakaihu Waka - University of Otago undertakes an annual survey of the colleges and provides the students with the opportunity to feedback and comment on their overall collegiate experience.

College Presidents

Every year the college elects its college presidents. The chosen residents serve as the representatives of the students. They feedback to the staff any concerns raised by the students. They make suggestions and recommendations on how to get the students more engaged and participate in the life of the college.

Food Focus Meetings

These meetings are held at least once a semester and is open to everyone and provides an opportunity for the students to give their feedback directly to the Food Service Manager.

Events

Afternoon / Evening – We host events on-site to build our community and offer opportunities for residents to get to know each other in different settings.

Noise

At Arana College, our designated “Quiet Time” is from 10:00 pm to 8:00 am. Residents are expected to be mindful of noise during this time.

All effort must be made to reduce noise to a minimum.

It is strongly encouraged that headphones or ear pods are used to listen to music.

Extra restraint must be taken when talking or communicating with others in corridors or in bedrooms. This is particularly important after hours.

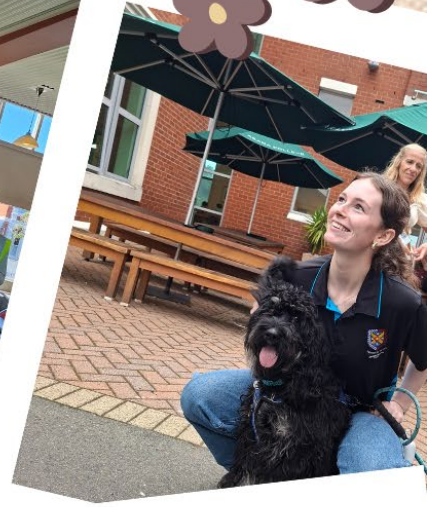
Any activity that may create unreasonable noise must be moved to the Main Common Room or the Dining Room. Such activity may include group study.

Noise and Alcohol Ban

A noise and alcohol ban is put in place two weeks prior to the start of each examination period in an endeavour to provide a quiet and settled environment that is conducive to study. Any resident making excessive noise, or found with alcohol or intoxicated, will face disciplinary action.



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OUR



MOMENTS



College Events & Engagements

Throughout the year we host a wide range of events both on-site and off-site. There's something for everyone and residents can also suggest events and activities they would like to see in the College. These events and activities are a great way to meet and create lifelong friendships and memories with other residents. Some events include:

- College Ball
- Formal Dinners
- Theme Nights & Dinners
- Wine & Cheese
- Awareness weeks
- Weekly Night Sports
- Enviro group
- Community Service Initiatives (e.g. Blood Donations)
- Charity Drives & so much more

There are so many events and activities we wouldn't have time or space to get into everything. So we'll only focus on a few, and when you arrive, be sure to use your Arana College 2027 Calendar to keep track of what's happening.

Inter-Floor/House Shield

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



Weekly Night Sports

Weekly Night Sports involves floors competing in a variety of sports and activities. This is one of the ways we build a positive community through a friendly inter-floor competition. What's even more exciting is that, by competing, floors have the opportunity to win prizes or awards, and the chance the

Inter-Collegiate Competition

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

It is not just winning that counts in the competition, there is a large emphasis on participation. Colleges also earn points just for taking part and, to be crowned Sport, Cultural or Gaming Champion(s) means taking part in all of the events.

Sustainability-focused Events

The University of Otago is committed to making the university a sustainable place to study, work and live. As a College, we whole-heartedly agree with this commitment. We therefore continually look at ways where we can make an impact toward our sustainability goals. Current initiatives include reducing waste through rubbish and recycling, 'Mindful Mondays' in catering and the Community Garden on-site.

We will also be looking at other initiatives during the year. We invite all our residents to contribute where possible in seeking to achieve this goal.

Hauora & Well-being

Loneliness and homesickness

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

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

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

Personal safety

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

- Make sure you keep your keys on you
- You will have received a room key and your student ID card will get loaded with Arana College access; this gets you into the College after hours, via the main reception door. Please do not give this to anyone else

Essential safety advice

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

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

Illness or Injury

Always contact a member of staff in the case of illness or injury no matter what time of the day or night. This may save a life. The Warden or a member of staff should be informed when students are unwell or have been injured so that proper care may be given.

A **First Aid Kit** is kept in the Office, and ice is available from the Kitchen.

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

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

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

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

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

Addiction

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

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

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

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

Addiction is considered a mental illness and can be treated similarly to other mental illnesses with therapy, medication and lifestyle changes. It is important to keep in mind that addiction is a treatable condition. Recovery is possible.

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

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

Health & Safety

As part of The University of Otago, residential Colleges are committed to providing a safe and healthy place for all those that work, use, visit and, more importantly, live in our colleges. In matters of Health and Safety, it is important any concern(s) or potential concern(s) with our residential colleges is reported to college staff as soon as you are able. For more information around Health and Safety at Otago, please visit the following link: <https://www.otago.ac.nz/health-safety>

Student Health

The University of Otago Student Health and Counselling Service is situated on Walsh Street and provides a full service to students who are currently studying at the University of Otago.

Opening Hours: Mon. – Fri. 9am - 5pm

Contact: 479 8212

Healthline

Residents can contact Healthline which is available 24 hours a day for advice from trained registered.

Contact: (1) 0800 611 116

(Online, available 24/7)

After Hours Doctor

There may be a time when you require emergency, after-hours care. If you require an ambulance, **call 111**. If you need to see a medical practitioner. There are a multitude of reasons for this. Contact details as follows:

Contact: 479 2900

Location: 18 Filleul Street

Vaccinations

We strongly encourage you to be fully vaccinated.

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

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

- 3 x Tetanus/Diphtheria/Pertussis
- 3 x Polio
- 2 x MMR (Measles, mumps rubella)
- 3 x HPV
- 3 x Hep B – [\(there is a charge for this\)](#)

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



We strongly recommend all students, particularly those living in residential colleges, be vaccinated against meningococcal disease before coming to Dunedin. Historically, there are at least one or two cases among students at the University of Otago annually. Vaccination will provide very good levels of protection but unfortunately there is not a single vaccine that covers all meningitis strains. For further information regarding vaccinations, see here: [Vaccination information](#)

General Standards of Behaviour

Arana College has carefully considered the guidelines and regulations to create a community that highlights diversity, inclusion, safety, and rights of all residents who reside in our buildings.

The college takes these requirements for communal living seriously and will fully investigate any alleged breaches in a fair and prompt manner and, where necessary, take appropriate action.

Please ensure that the General Standards are read alongside the ***Residents Guide to Colleges***, Student Code of Conduct and other relevant Ōtākou Whakaihū Waka – University of Otago policies. All documents are applicable to Arana College.

Manner and Behaviour

At Arana, we expect all our residents to act in a mature manner that fosters a safe and healthy living environment for all students.

We commit ourselves to fostering diversity and as such, discrimination, of any form, against another human being based on age, disability, national origin, sexual orientation, race, gender, or religious affiliation are not tolerated within our multicultural community.

As a college community, we are part of a large whanau that supports, cares for, and assists each other. Arana residents are kind, academically focussed, open-minded and motivated. It is an expectation that these characteristics are part of our culture.

As a member of the community, you must focus on both high academic achievement and inter-collegiate competition participation to maximise a balanced lifestyle.

As a member of Arana, you are expected to conform to the University of Otago's Code of Conduct

Verbal or written abuse, threats, intimidation, violence or other forms of harassment against any member of our community will not be accepted. The Otago University Ethical Behaviour Policy is strictly adhered to at Arana College.

Residential Rules

The Arana College Rules are in place to ensure that our community thrives, and an environment exists that promotes learning, a sense of belonging and pride – a community that is conducive for everyone to study and have a positive social experience. It is about He Tangata, He Tangata, He Tangata. It is the people, the people, the people.

The College will endeavour to keep formal rules to a minimum with the expectation that residents will behave in a responsible and considerate manner.

These rules are in place to ensure the safety and well-being of residents, consideration of the needs of others and the protection of property.

General Behavioural Rules

- You are expected to respect the rights of others in the College and act in a supportive and responsible manner.
- You must not act in an insulting or threatening manner towards residents or staff.
- You must not obstruct any staff and or authorized contractors in the performance of their duties
- You must comply with any reasonable direction/instruction given by a staff member and or authorized contractor
- You may not enter another resident's room without their express permission.

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- If you are party to any offence under these rules committed by another resident or guest, you shall be liable to be charged with the same offence and be subject to the same disciplinary proceedings.
- You are accountable for the behaviour of any or all your friends, partner, and guests. This includes any actions which may threaten the safety and wellbeing of residents, their guests, staff members, and/or the College.
- As a University of Otago student, you have agreed to abide by the University's policies and procedures (please refer to the Guidelines and Regulations below)
- Any Criminal act will be reported to the police.

Alcohol Guidelines at Arana

At Arana College we respect the rights of individuals to consume alcohol in a legal and responsible manner.

We strongly encourage personal responsibility in decisions around alcohol use or abstinence and that this decision is based on personal values and social responsibility, conform to New Zealand laws, and support the health and welfare of yourself and others.

To encourage responsible use of alcohol, the following rules are in place:

- Only those who are 18 years old and over can drink alcohol. For those who are under 18-years old, Arana College firmly adheres to the NZ Laws regarding the Sale and Supply of Alcohol Act 2012.
- The dining room and formal room are alcohol free zones. In addition, spaces that would cause health and safety risk are also deemed alcohol-free, such as but not limited to balconies, bathrooms, hallways, etc.
- Self-regulation behaviour is expected around consumption and quantities purchased. Spirits, liqueurs, fortified wines, kegs, yard glasses, drinking bongs, other drinking implements, drinking games and home brewing are not permitted.
- We expect that when there is a social gathering, that residents are civilised in their behaviour
- Visitors and guests are also subject to these rules
- The Warden, Deputy Warden and Assistant Warden reserve the right to require immediate departure of any guests not abiding by the instructions and General Standards of Behaviour.
- Gross intoxication is regarded as a fundamental breach of the General Standards of Behaviour. If found to be grossly intoxicated on repeated occasions will result in a pastoral care intervention
- Deliveries of alcohol to residents are not permitted in any area of the College or attached houses.
- There is a limit of 12 small bottles/cans of beer or RTD's or 2 bottles of wine per resident at any one time.
- Beer, cider and RTD's in glass bottles are NOT PERMITTED in the college
- Wine is to be in bottles only.
- Full strength spirits/ hard liquor is not permitted in the college
- Open vessels of alcohol are not permitted when walking around the College.

There will also be designated quiet times at certain times of the year during the build up and up to the exam period.

Residents Under the Age of 18

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

Safe Practices

Drinking within the college must be done in a mature and civilised manner so that the rights of other residents are not compromised. We have set the following guidelines to follow that we feel are acceptable for a young person to adhere to:

- Compliance with statutes regarding alcohol use, possession, and distribution;
- Making informed decisions about whether and/or when to use alcohol;
- Knowing your alcohol tolerance limits and not exceeding them;
- Behaving in a way that is not disruptive or otherwise harmful to you or others when you are consuming alcohol;
- Assuming accountability for your actions while under the influence of alcohol;

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- Avoiding binge drinking;
- Not coercing or forcing anyone of any age to consume alcohol;
- Refraining from engaging or participating in drinking games.

Consumption Times

Consumption of alcohol in the college is permitted from 4.00pm to 10:00 pm. No consumption after 10pm.

Alcohol Free Periods

Alcohol-free periods may be imposed college-wide in the period leading up to and including exams.

Individuals or areas/houses in the college may also be designated alcohol-free as part of a discipline process. This will be at the discretion of the Warden and or delegated staff.

Alcohol Free Floors

Each year Arana has designated (alcohol free quiet floors and/or houses). If you would like to live in an (alcohol free quiet area), then please indicate this when you accept your Accommodation Contract. This does not mean you will not be able to socialise along with others at college functions.



Visitors and Overnight Guest

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

The following rules are necessary to ensure the safety and wellbeing of everyone in the College, particularly during emergencies, as they enable staff to account for residents and visitors for fire and earthquake safety purposes.

- Arana residents are required to sign-in/register all visitors/guests they allow or invite into the College.
- Residents are responsible for their visitors/guests and their behaviour while they are in the college.
- Should a visitor/guest act contrary to our rules and guidelines (outlined in the relevant section), they will be asked to leave immediately.
- The Warden and Pastoral Care Team have the authority to ask guests to leave the premises.
- Any visitor that wishes to dine at the college must pay for their meal at the reception (meals are covered in the cost for overnight guests).
- Each resident is allowed only one overnight guest per night, and this is for health and safety purposes.
- Overnight guests may stay for up to two nights at a cost of \$25.00 per night, which includes meals and a bedding pack. Stays longer than two nights require prior approval from the Pastoral Care Team and will incur additional charges.
- While we encourage residents to sign their guests in before 10:00pm, residents are allowed to register their guests after this time. A \$25 fee will be charged to the resident's account.
- Residents who do not sign their guest in may be charged \$50.00.
- The Warden, or their delegated authority, may impose limits on the number of overnight guests permitted in the College during certain periods, or for specific events/occasions.
- There is usually an overnight guest restriction in the period leading up to exams each semester. If there are extenuating circumstances that require a resident have an overnight guest, this must receive pre-approved from a senior member of staff.

No Visitor periods

- No visitors are permitted to stay overnight within the first week of the College opening.
- No visitors are permitted to stay overnight during the first week of Semester 2 commencing.
- No visitors are permitted to stay overnight at times of significant events without express authorisation from the Warden or Deputy Warden
- Visitor-free periods at other times of the year will be in place when deemed appropriate by the Warden or Deputy Warden

Emergency Procedure

In an Emergency – Dial 111

Fire

If you discover a Fire:

- Operate the nearest fire alarm call point
- Ensure the Fire Service is called on 111, tell them:
- Name and address: Your name and College Address (110 Clyde Street)
- The nature of the emergency:
- Leave the building via your designated escape route.
- Report to your designated assembly area.
- Do not return to the building

Evacuation

Evacuation notices are posted around main entries to buildings (including houses) and hallways where a manual call point is located. 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.
- Assemble with other members of your floor/house/ stairwell at the designated meeting area.
- Staff and/or Emergency Services will check your rooms/ houses after you have vacated them.
- Do not re-enter the building until staff advise it is safe to do so.
- Staff are trained fire wardens, and it is important that you follow their direction.

Personal Emergency Kit

You should have a “grab bag” that is relatively small with items that are not used for anything else.

Minimal requirements, according to University Health and Safety:

- Emergency contact details – a written copy as well as on your cell phone!
- Torch and spare batteries
- Strong outdoor shoes
- Supply of personal medications
- Antibacterial hand gel, or antiseptic wipes
- Survival blanket
- Bottle of water
- Some muesli bars or similar
- Have close at hand ready to grab in case of an evacuation:
- Warm clothing (jacket or similar)
- Your cell phone
- Additional extras that would be useful:
- Personal toilet items
- Supermarket bags/rubbish bags
- Whistle and light sticks
- Copies of important documents

Evacuation Points

House/Building	Emergency Meeting Point	Note
Dunlop & Skinner House	Below house on Clyde Street	
Main Block (Bates Wing)	Rabbit Courtyard	Do not use elevator.
Main Block (Denmead Wing)	Kitchen Courtyard	Do not use elevator.
Rawiri	Rawiri Courtyard	Do not use elevator.
White House	Rawiri Courtyard	
Dempster House	Rawiri Courtyard	
Leith View Block	Kitchen Courtyard	Do not use elevator.
Turner Block	Kitchen Courtyard	Residents at lower levels can exit from lower fire exit.
Kanuka/Manuka	Above house on Clyde Street	

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Diversity

Arana College is a diverse and multicultural community that values and respects every member. We do not tolerate discrimination on the basis of age, disability, national origin, sexual orientation, race, gender, or religious belief. Any form of harassment, including verbal or written abuse, discriminatory imagery, threats, intimidation, violence, or other harmful behaviour directed towards members of our community, is unacceptable and will not be tolerated.

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Useful contacts

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



Arana College

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Dunedin 9016

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