

ABBEY COLLEGE CONDITIONS

1 Expectations of conduct

- 1.1 The principal ethics of Abbey College are **respect and consideration for others**. Residents are expected to be self-managing and to be considerate of other residents' needs for learning, living, quiet times and social times.
- 1.2 Where a Resident does not meet the expectations of conduct then the Head of College will advise them of this. Continued disregard, or a serious breach of behaviour, is likely to result in the Resident being asked to leave Abbey College.
- 1.3 Residents have the right of appeal against any decision by the Head of College as set out in the General Conditions of Residence.
- 1.4 Abbey College residents are bound by the University of Otago Policy on Ethical Behaviour (<http://www.otago.ac.nz/administration/policies/otago003161.html>) and the University of Otago Code of Student Conduct (<http://www.otago.ac.nz/administration/policies/otago029948.html>)

2 Property

- 2.1 Residents are expected to look after and respect their own property, others' property, their room and its furniture and fittings, and all other properties and the grounds of Abbey College.
- 2.2 Any damage to furniture, fittings, or equipment must be reported promptly. Accidental damage may not be charged for. Damage through unreasonable or careless use is charged for. The charge will take into account whether the damage has been reported promptly.
- 2.3 No item may be affixed to any wall, unless it can be removed without leaving a mark. Under no circumstances should nails, screws or adhesive tape be used. Repair costs will be charged to the resident of the room.
- 2.4 No Abbey College property may be removed from the premises.
- 2.5 While Abbey College provides safe and secure accommodation, it does not accept liability for loss, damage or theft of personal belongings. All residents (both domestic and international) should ensure that they have arranged adequate insurance to cover all personal items.
- 2.6 Residents may not assign or sublet their room (i.e. let someone else use the room while they aren't there, either for free or for money) during any of their period of residency.
- 2.7 No resident may run a business while in residence without the prior agreement of the Head of College.

3 Health and safety

- 3.1 Residents must keep their room tidy and reasonably hygienic. This includes:
 - Floors must be able to be vacuumed (carpet) or cleaned (hard floors);
 - Bedrooms and bathrooms should be kept dry, and free of condensation;
 - There must be no decaying food or food scraps, in the fridge or elsewhere;
 - All rubbish, including from the bins, should be disposed in the external waste collection each week, prior to the room being cleaned.

- 3.2 Residents must follow Abbey College notices and instructions with regard to health, and personal hygiene.
- 3.3 Abbey College staff are able to provide assistance if medical attention is needed. Any cost attached to house calls, taxis or ambulance use will be on-charged to the resident.

4 Personal safety and security

- 4.1 Residents must use safety features provided at Abbey College, and behave in a manner to maintain their own and other's safety and security.
- 4.2 Any action of a resident and/or their guests, which does, or could, threaten the safety of residents, guests, or property, may result in the resident being asked to leave Abbey College.
- 4.3 All accidents involving a resident must be reported promptly. This also applies to any incident that affects the safety/well-being/security of residents.
- 4.4 Residents may not use any electrical appliances for cooking or heating other than the ones supplied in their room. Residents may request an exception to this requirement from the Head of College. If approved, they will be required to have the appliance tested, at their own expense.
- 4.5 Residents should advise the Head, or the Deputy Head of College, if they are to be away from Abbey College for more than four consecutive days.

5 Fire safety

- 5.1 Abbey College has a documented fire safety system, which is provided to residents on arrival.
- 5.2 There must be no incense, candles, fireworks or other naked flames lit within the buildings or grounds. Special permission is available for particular events.
- 5.3 There will be a fire evacuation at least twice per year. Residents **must** vacate their room and leave the building as soon as a fire alarm sounds. They may not re-enter the building until advised they may do so.
- 5.4 Tampering with safety equipment may result in the resident being asked to pay the Fire Service costs, and/or to leave Abbey College.
- 5.5 The fire sensors in each room are sensitive to particulate material, for example steam, aerosol sprays (eg deodorant, perfume), burnt material (eg toast), incense, and also being moved or knocked, for instance by a towel or skipping rope.

Causing a fire alarm deliberately, or negligently, may result in the resident being asked to pay the Fire Service charges, and/or to leave Abbey College.
- 5.6 **Smoking is not permitted** within the Abbey College grounds. Residents or others wishing to smoke must do so away from Abbey College property and not closer than 6 metres from any Abbey College building.

6 Overnight guests; guests; the use of alcohol in the college

- 6.1 There may be no more than one overnight guest per resident at any one time. Guests should be over 18 years of age.

- 6.2 Charges for overnight guests are set out in the Contract Payment Schedule.
- 6.3 Small gatherings are permitted in residents' rooms. A gathering must not disturb any other resident.
- 6.4 Alcohol is permitted in modest quantities.
- 6.5 Drinking games are not permitted, and drinking paraphernalia (e.g. beer bong) and kegs may not be brought onto, or used on, Abbey College property.
- 6.6 Abbey College does not expect its residents to over-indulge in alcohol or exhibit the unacceptable behaviour that can result.
- 6.7 Breaches of acceptable behaviour, including creating a disturbance and/or messes, damage to property, lack of consideration for others, or unlawful behaviour, may result in a penalty or the resident being asked to leave Abbey College.
- 6.8 Residents are responsible for the behaviour of their guests.

7 Drugs and firearms

- 7.1 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.
- 7.2 Firearms or other weapons may not be brought onto, or kept, on the Abbey College site. There is a firearms store at the Proctor's Office.

8 Pets

- 8.1 Residents may not have pets. They must not feed cats or other animals found on the Abbey College site.

9 Departure

- 9.1 Each resident is responsible for leaving their room in a tidy condition, with all fixtures, fittings and equipment intact. Walls must have no marks from anything that has been affixed to the wall during the resident's stay. Rooms will be inspected at departure. Any costs relating to damage or loss through unreasonable or careless use will be invoiced to the resident.
- 9.2 Unless prior arrangements have been made with the College, rooms should be vacated by 10 am on the last day of the residency.