By joining us you accept and agree to live here by the core values of University College.

**Academic Endeavour** – All residents will engage enthusiastically and with commitment to their academic studies not only within the classroom but at University College and in the wider University of Otago setting. Such endeavour includes lectures, labs, tutorials, mentoring meetings, faculty visits, study groups, readings, assignments . . .

**Community** – We are first and foremost a community. We expect all residents to engage in the full life of the this community, supporting one another, behaving graciously, respecting each other, the staff, the property, attending college events, functions and competitions, partaking in inter-college competitions, volunteering . . .

**Personal Development** – We expect all residents to mature and develop during their time here, to engage mentally, socially, physically and spiritually, to try out new experiences offered by UniCol, the University of Otago and the wider Dunedin community.
Welcome to 2017 at University College. I am delighted you have chosen UniCol as your residential college for this year. I hope you find your time at University College enjoyable and rewarding.

University study is a privilege and an honour and a special time in your life. I encourage you to take every opportunity available here at UniCol and at the University of Otago. It is our aim to provide you with the best in residential education and support you in your academic work. We have a great staff here and all of us have the goal of making University College an inclusive community where residents can live together happily, in comfort and safety with a healthy blend of social life, fun and university study.

Chris Addington—Master—Kaiwhakahaere Matua

One of the requirements for living at University College is that you are a full-time student. While the University’s technical definition of a full-time student is someone who is enrolled for a certain number of papers or points, University College sets a higher standard for “full-time” study.

Full-time students at University College

- 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 University College tutorial and general studies support programmes
- Participate in University College events and activities
- Engage with events on campus such as lectures, performances, clubs, sport and cultural activities
- Manage their time effectively
University College has a large number of staff who are here for your well-being during your stay. All staff work towards making UniCol a pleasant, safe, and enjoyable environment. The following staff members are ones you will likely encounter on a regular basis.

**Chris Addington—Master**—As the Master 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 Master’s Lodge with his wife Julia. Phone 479 5586 or 021 279 5586. Email chris.addington@otago.ac.nz.

**Chris Jacobs—Assistant Master**—CJ is an integral part of the management and pastoral care team. He has a wide range of duties and delegated responsibilities concentrating on day-to-day operations, resident behaviour and RA management. His working hours are generally in the afternoons and evenings. He lives on-site with his wife Allson, his three children, dog and cat in the Annex. Phone 479 5990 or 021 278 5990. Email chris.jacobs@otago.ac.nz.

**Christine Eason—Senior Tutor**—Christine has a wide range of duties and delegated responsibilities concentrating on academic support, personal health and well-being, student support and College activities. Christine’s working hours are generally in the afternoons and evenings. She lives on-site in North House. Phone 479 5582 or 021 279 5582. Email christine.eason@otago.ac.nz.

**Dylan Davies and Jessica Gould—Resident Tutors**—Dylan and Jess provide academic support, mentoring, advice and guidance to UniCol residents. They also have a special oversight of Summer School matters and a range of other duties and responsibilities. Dylan—021 279 5922 dylan.davies@otago.ac.nz Jess—021 279 5923 jessica.gould@otago.ac.nz.

**Alex Burdett, Bob Walsh and Brett Guildford—Night Managers**

Alex, Bob and Brett look after the College from 7:00 at night until 7:00 in the morning. They have key roles to play in terms of building security and student safety and well-being.

**Operations Manager—Regan Bennett**

Regan has oversight of all the operational matters, administration and finances of the College.

**Lori Moodie and Sue Kennedy—Administration staff**

Lori and Sue are the front-line reception staff for the College. They are responsible for a diverse range of administration tasks which keep the College working and are also available for student questions and assistance. For account enquiries, please contact Lori in the first instance: Email: lori.moodie@otago.ac.nz

**Tania Ryan—Domestic Supervisor**

Tania and the team of domestic staff keep the College looking its best through the cleaning services they provide.

**Ben Bennie and Reuben Brown—Property Manager and Assistant Property Manager**

Ben and Reuben are responsible for all of the maintenance, repairs and contract management for the College.

**Colin Lang and Grant Hutton—Executive Chef and Sous Chef**

Colin, Grant and the rest of the kitchen team look after all matters related to the Refectory and keep everyone well-fed.

**Senior Residential Assistants (SRA) - To Be Confirmed**

The Senior RAs support UniCol’s team of residential assistants. As well as being floor RAs themselves they help the College management with the direction and focus of the RA group.

**Computer Tutor (CT) - To Be Confirmed**

As well as being a floor RA the Computer Tutor provides assistance and technical support for students and staff using computers, with laptop configuration, wireless access and other IT matters.
University College was commissioned by the University of Otago for the University’s 100th birthday and designed by Dunedin architect Mr E J McCoy of McCoy & Wixon.

The College was formally opened by the Governor General, Sir Arthur Porritt, on August 9 1969, as part of the University’s centenary celebrations. We celebrate the College’s birthday each year.

Originally the Towers were segregated, with males in the South Tower and females in the North Tower. It was not until the 1980s that the College was fully integrated. The Forth Street Mews complex was added in the 1980s and the Annexe wings were built in 2004.

Over the past 48 years UniCol has been home to tens of thousands of students. You can find ex-Collegians all around New Zealand and around the world working and living in diverse and interesting places and positions. Currently University College is home to 506 students of the University of Otago.

The College Latin motto is “Ut Magis Aptil Reddamur” which translates as “Make us more fit”.

Our mascot is the lion and our official competition colours are black and gold.
The University College complex consists of many buildings. The accommodation areas include the North and South Towers, the North and South Annexes, the Forth Street Mews and North House.

The administration block contains the entrance foyer, main office, management offices, the Main Common Room, the Refectory, the Library, the Reading Room, the Mark Parker Seminar Room, the Lion’s Den and the Study Room.

The North and South Towers each have eight floors above ground level, and a lower ground floor. On floors one to eight there are 18 bedrooms, a common room, laundry and a shower and toilet area. On the ground floor there are 14 bedrooms. On the lower ground floor of the South Tower there are eight bedrooms with a shared common room, while on the lower ground floor of the North Tower there are six bedrooms and a shared common room. The North and South Annexe have four floors and are connected to the towers by enclosed walkways.

The Forth Street Mews complex is situated across the road in Clyde Street and are an integrated part of University College in all respects. The Mews consists of 12 five-bedroom units and two single RA units. Each unit has a kitchenette and lounge area, bedrooms, bathroom and laundry. Residents come over to the College for meals, academic support social activities and to use the other facilities. The Mews is fully integrated into the overall life of the College.

The UniCol Fitness Centre is located under the kitchen along the Union Street side of the main Building.

There are various outside areas available for resident use including the Patio (Te Mahau), located off the Main Common Room, the Veranda, located off the Refectory and the Courtyard, in the centre of the main complex.

The Master’s Lodge is situated next to the main building, the Assistant Master’s residence is in the South Annexe and the Senior Tutor’s flat is above North House next to the North Tower. One Resident Tutor lives at the Mews while the other lives in the North Tower.

There are four penthouses, two each at the top of the North and South Tower. These are for visiting postgraduate students, University staff, other guests of the College and parents of residents.
YOUR FLOOR

Your floor is an integral part of your life at UniCol. You will get to know your floormates very well over the course of the year.

LAUNDRY FACILITIES

There is a laundry on most floors of the Tower blocks and the Annexe. Laundries contain a washing machine, dryer, iron and ironing board. The Forth Street Mews and North House have their own similarly equipped laundries. You are expected to do your own laundry and supply your own soap powder. Please follow the instructions for using your machines. Do not overload the appliances as it will cause burn-out and impact everyone on your floor.

FLOOR & FLAT COMMON ROOMS

University College is extremely fortunate to have an abundance of small common rooms scattered throughout the complex. Almost every floor has its own common room. In the towers, ground floor and lower ground floor residents share a common room. All residents are responsible for the cleanliness and care of their common room. Your common room has a microwave, fridge, toaster, sandwich press, basic crockery and cutlery, continuous boiling water, TV and DVD player.

FIRE ESCAPES AND TOWER ROOF

You are not allowed to use these areas. Fire escapes should only be used in an emergency. Improper use may result in disciplinary action.

CLEANLINESS

You are all individually and collectively responsible for maintaining a clean environment. In case of broken glass or vomit please contact staff on duty immediately.

NOISE

You must be “noise considerate” at all times but especially at night. Everyone has the right to work and sleep without disturbance. Turn off loud music before leaving to go out at night. Confiscation or disciplinary action may be a consequence of:

- Loud music/equipment
- Loud talking/yelling/swearing
- Alcohol-related disturbances and anti-social behaviour
YOUR ROOM

Your room is your home at University College. The College has a variety of rooms which vary in shape, size and configuration. Each room is equipped to a comparable standard. You are responsible for ensuring that your room is looked after during the year.

ROOM CHANGES

You will be allocated a room at the start of the year. To change rooms you must have the prior approval of the Master, Senior Tutor or Assistant Master who reserve the right to move students within the college.

ROOM INVENTORY

Your bedroom will contain a king single bed, valance, mattress protector, pillow and pillow case, two sheets, study desk and chair, bookcase, wardrobe, rubbish bin, mirror, notice board and a six-way power box. All bedrooms are carpeted and centrally heated.

During your year at University College you will be given two inventory forms to complete:

- an arrival inventory audit of your study bedroom
- a departure inventory audit of your study bedroom

When you arrive, a staff member will check your room inventory with you and any concerns must be noted on the inventory form. When you leave at the end of the year, you must leave your room in a tidy state and all inventory items must be present. Your room will be inspected within 24 hours of your departure. Any missing items or damage to your room will be charged to your account.

Please don't bring a fridge, heater, electric jug, electric iron, extra furniture.

KEYS

You will be issued with a room key and tag at the beginning of the year, which must be returned at the end of the year. If the key or tag is lost, then you will be charged $35.00 for a replacement key and $75.00 for a replacement magnetic tag. If a lost key is found after a new one has been issued, a partial refund of $20.00 on a returned key and $50 on a returned Mews key tag will be credited to your UniCol account on return of the second key and/or tag to the office.

HAIR DRYERS AND HAIR STRAIGHTENERS

Hair dryers and hair straighteners must only be used in bathroom areas, and are not permitted to be used in bedrooms as they set off the alarms. Very large charges are made to residents for fire service call-outs as detailed on Page 17.

SMOKE ALARM ACTIVATORS AND FIRE SPRINKLERS

Covering smoke detectors or sprinkler heads, tampering with the detection system or any misuse of fire equipment are all breaches of Fire Department regulations and will be treated as serious discipline by the College.

MAINTENANCE

If your room or floor needs something fixed fill in a blue form at the reception desk.
ROOM CLEANING AND LINEN CHANGE

The bathrooms and other common areas are cleaned daily. The cleaning staff will vacuum your room each week. Please help them by lifting gear off the floor. Your room rubbish bin is emptied every weekday. Your cleaner will enter your room in the morning Monday to Friday to empty your rubbish. The Domestic Supervisor changes linen once a week. The College launders bed linen only. Please strip your bed and leave one sheet and one pillowcase outside your room on the floor on the day your floor is cleaned. Linen exchange days are listed on your Wall Planner.

ROOM CHECKS

Your room is private to you. It is your personal space and your responsibility.

Please note that College staff have the authority to enter your room at any time should this be needed for health, discipline, maintenance or College management reasons. They will respect your space and always knock first.

YOUR BALCONY

Your room may have a balcony which you are allowed to use. You cannot go on the balcony in the evening from the time you would normally turn on your car headlights.

ROOM SECURITY AND INSURANCE

You are responsible for the contents of your room, and you should lock your door. The College will not accept responsibility for loss or damage due to theft or accident. It is your responsibility to ensure that your possessions are adequately covered by an appropriate insurance policy. You should check to see if your parents’ home contents policy covers you in the first instance.

PETS

Absolutely no pets are allowed at UniCol. That means no rats, turtles, rabbits, cats, stray ducklings etc. You are allowed goldfish and at the end of the year they can be donated to the College.

DAMAGE

You are responsible for any damage to your room whether this damage was caused by you or by your guests. Only white tac may be used to put things on the walls.

FINAL DEPARTURE

A comprehensive departure pack is issued in mid-September. It is important that you read this and understand what is required of you as you prepare to leave the College. Normally you are required to leave the college within 24 hours of completing your last exam in October/November. If you wish to stay beyond your final exam you will need permission from the senior management.
RESIDENTIAL ASSISTANTS

RAs 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 an RA is a popular job and we have many applications for our positions. Most of the RA team lived in a residential college in their first year of study and most of them have been flatting as well.

RAs are selected because of their desire to assist with the dynamics of a college, their diversity, academic effort, integrity and work ethic and for their empathy with first-year residents. You will find that the RAs at UniCol are a fantastic group who all have a passion for college life.

Each floor at the College has an assigned RA. However, your RA may live above or below your floor. Think of your RA as a combination of friend, mentor, educator, constable, platoon sergeant, advisor and social director. You should feel free to go to your RA 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 should also feel free to approach one of the senior RAs if you need some extra support or guidance.

Your RA is responsible for ensuring that the floor works together, that the College rules are followed, that floor residents respect each other and that a general standard of cleanliness and decorum prevails. Your RA will also arrange outings, events and “floor missions” for you.

As well as looking after their floor, RAs complete rostered duty in the College office, do duty in the Refectory, circulate around the College and assist with activities and events.

It is important to remember that RAs 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.

Most residents have an excellent relationship with their RA and enjoy the fact that their RA will go the extra mile for them and their floors. However, if you are facing a challenge with your RA it is important to raise this issue sooner rather than later. Feel free to talk to one of the Senior RAs, or your academic mentor.

RAs are required to enforce the rules of the College and to inform the Master of any potential challenging situations which may affect the College or any individuals who live here. This means that an RA cannot hold a strict confidence with you. RAs will not, however, discuss your private details with other residents.
COMMON AREAS

We have great community spaces at University College. All residents are responsible for keeping these areas tidy. Please tidy up after yourself so that the cleaners can do their job properly.

MAIN COMMON ROOM

The Main Common Room has TV/DVD/Sky with an extra-large screen, sound system, sofas, chairs, tables and a conversation pit with open fire. This space also has two pool tables, a foosball table, table tennis room, snack and drink vending machines.

DETOUR CAFE

University College runs the very popular Detour Café. This facility is open each evening from 7:00 pm to 11:00 pm selling a range of items including specialty coffee, hot food, snack food, mobile phone top-up cards and basic supplies.

STUDY SPACES

The Mark Parker Seminar Room is situated near the main foyer and can hold 60 students. This room is used during term time for nightly tutorials. It is also available during the day as a quiet study area for residents. There are two well-equipped multi-purpose tutorial rooms along the corridor from the Mark Parker Seminar Room called the Lion’s Den and Study Room 1. The Boardroom may also be available. You will need to check with reception to see if it has been booked.

THE LIBRARY

The UniCol Library has five computers and a networked printer, resource books, fiction books and magazines. Study tables and comfortable sofas and chairs make this a very popular spot with residents.

THE READING ROOM

Located above the entrance foyer the Reading Room has computers and a networked printer as well as study tables.

FITNESS CENTRE

The College has a fitness centre with exercise bikes, rowing machines, cross trainers, treadmills and light weights. Entrance is via your University ID Card through the swipe card reader. Hours are from 6.00 am to 11.00 pm daily.

GROUNDS, THE COURTYARD AND THE PATIO

Enjoy the grounds but please keep them tidy. The Courtyard and Patio areas can be booked for functions, BBQs, special gatherings, etc.

SMOKING

All University College buildings and grounds are smoke-free. Additionally the University of Otago is a smoke-free environment. Please ensure that you follow the regulations related to smoking both at the College and in the wider University area.
The Refectory is the heart of collegiate life where we come together to dine and socialise.

**REFECTORY BEHAVIOUR**
- A reasonable standard of dress is expected. Health regulations prohibit bare feet and socks.
- No one is to sit on the tables while they are waiting in the queue.
- No queue jumping.
- Pyjamas, caps or hats are not to be worn.
- No chewing gum.
- All bags are to be left neatly at the entrance.
- Food is to be eaten sitting at the tables. Remove your tray from the table after every meal.
- Cutlery and crockery are not to be removed
- Food purchased outside the College must not be taken into or consumed in the Refectory.
- Inebriated residents will not be admitted.

**MEAL TIMES**

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<tr>
<th></th>
<th>Monday – Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>7.00am – 9.30am</td>
<td>8.00am - 10.00am</td>
<td>8:00am —11:00am</td>
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<td><strong>Lunch</strong></td>
<td>12.00pm - 1.30pm</td>
<td>12.00pm - 1.30pm</td>
<td>11:30am—1:30pm</td>
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<tr>
<td><strong>Dinner</strong></td>
<td>5.00pm - 6.30pm</td>
<td>5.00pm - 6.30pm</td>
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<tr>
<td><strong>Toast Time</strong></td>
<td>9.00pm – 10.00pm</td>
<td>9.00pm – 10.00pm</td>
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**LATE DINNERS**
Late dinners are available between 7.00 pm and 9.00 pm. You must put your name and expected dining time in the late meal book at the servery before 4.00 pm on the day the meal is required.

**CUT LUNCHES**
Cut lunches are available. If you wish to have a cut lunch you can make your own at breakfast time from a special food selection put out for this purpose. Your name should written in the cut lunch book at the servery by 4:00 pm the day before the lunch is required.

**SPECIAL DIETARY NEEDS, OTHER MATTERS**
If you have special dietary requirements you may have indicated this on your information form. If not you should see Christine Eason, the Senior Tutor, as soon as possible after your arrival. Christine approves all special dietary plans. She is also the person to see if your dietary requirements need changing during the year.

The Executive Chef is available to talk to residents regarding meals and any special needs or considerations. He is available at most times during the day. While we are able to address most specific dietary needs, you should check with the College before accepting the offer of a room if you have a particular dietary need.

Birthday cakes can be ordered. Price lists and order forms are available at the College office.

**HALAL FOOD**
All meat at UniCol is Halal. However, we are not a fully Halal kitchen We cannot guarantee that the content of processed food is Halal. Foods with pork or wine will be labelled.
INTERNATIONAL STUDENTS

A welcome evening for international students will be held at the start of the year so that you can all meet each other. Your main contact person will be Christine, the Senior Tutor. Please feel free to call by her office anytime. We encourage you to participate in the orientation and events organised by the international office at Otago.

MAORI AND PACIFIC ISLAND STUDENTS

We welcome Maori and Pacific Island students at UniCol. We encourage you to connect with the Maori and Pacific Island Centres available on campus. They run very good study and tutorial groups. Your contact person in the college is the Senior Tutor.

DISABILITY SUPPORT

We encourage students with disabilities to make contact with the University’s Disability Support Service. Christine is the liaison for any student with a disability. Please see her as soon as possible after you arrive to discuss any support you may need.
SERVICES

BICYCLE STORAGE
A limited number of covered, lockable bicycle “cages” are available on a first-come, first-served basis. You must provide your own padlock. Please see the office for more information.

CAR PARKING
There are a limited number of College car parks available for residents. If you wish to park in a College car park, you will have to complete the Car Park Request Form provided and return it to the office along with the required payment. You will be issued with a car-parking sticker which must be displayed in the windscreen. You must advise the office immediately if you change vehicles during the year. The parks are allocated on a first-in, first-served basis. Please note the College takes no responsibility for the safety or security of your car while it is parked here. You should have full-insurance coverage for any damage that may occur.

NEWSPAPERS
Copies of the Otago Daily Times (ODT) are available Monday – Saturday in the foyer area.

PHOTOCOPYING
Networked photocopier/printers are available for you to use and are located in the Library and the Reading Room. The cost is 10 cents per copy and credit can be added to your student print/photocopying account at the College Office and the University Library.

LOST PROPERTY
Found clothing, books, etc will be placed in the storage bin at the back of the Refectory. More valuable found property is usually handed in to the office or the Domestic Supervisor. Please check with the office in the first instance about lost property.

INTERNET ACCESS
Internet access at UniCol 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 or via a hard-wired LAN port, but connectivity in bedrooms cannot be guaranteed. The University is currently undertaking an extensive upgrade of the entire system and, until this is complete, Internet access may also be limited in certain areas of the College. 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.
OFFICE HOURS

Office hours are from 8.45 am to 4.45 pm Monday to Friday for the payment of college fees, stamp and courier bag purchases, printer/photocopier top-ups, meal vouchers and binding services. You cannot make purchases outside of these hours. RAs will be on duty in the evenings and on weekends to answer questions and deliver mail.

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 for those important assignments 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.

DVDs, GAMES, SPORTS EQUIPMENT, SEWING MACHINES AND HAIRCLIPPERS

These can all be borrowed free from the office. You will be required to leave your University ID Card until they are returned. We have DVD players in each Common Room, and we have our own collection of some 500 DVD titles for resident viewing.

MAIL

The mailing address for University College is: 315 Leith Street, Dunedin 9016. Your family and friends may send mail to you at the above address. Mail is delivered to the College at approximately 11.00am on Monday, Wednesday and Friday. It is then sorted into the resident mailboxes for collection. If you receive a parcel a yellow slip will be placed in your mailbox. Phone messages and incoming faxes will also be placed in the mailboxes. Outgoing mail can be posted in the red mailbox in the foyer. Administration staff will clear the mailbox twice daily at approximately 9.30am and again at 2.30pm (Monday to Friday).

ELECTRONICS

The Master has a supply of phone chargers, power cords, electrical cables, etc.
TEMPORARY ABSENCES FROM COLLEGE

There are no refunds or rebates for any residents who have days away during the period of the contract. If you intend to be away from the College for the night or weekend, you must sign the leave book kept in the office. 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... Prior to holiday periods, you must complete a holiday form to indicate your intended departure (check-out date) and your return (check-in date). You must sign the Check-Out Register and hand in your key when you leave the College.

When you return to the college you must complete and sign the Check-In Register and your key will be re-issued to you.

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

Please be aware that if you leave the College permanently, either through your own decision or through College discipline, you may be obligated to pay a week’s penalty payment and continue to pay all fees for the remainder of the year. The Master has discretion to waive this obligation 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 such discretion. If you are thinking about leaving the College you must see the Master as soon as possible to discuss the situation.
SAFETY

ELECTRICAL SAFETY COMPLIANCE

This is a health and safety requirement. Any electrical equipment you bring into the College needs to have a “certification” tag to validate its safety whether it is newly purchased or used. Any electrical equipment purchased on arrival in Dunedin or during the year will also need to be certified.

EARTHQUAKE

Remain where you are until the shaking stops. High buildings exaggerate movement, even in a minor quake, so if you are on the 8th floor it can seem worse than it actually is. If the alarm rings, follow the normal evacuation procedure.

FIRE EVACUATION GENERAL

You are expected to be familiar with the fire evacuation drills. RAs will go over the evacuation procedure when you arrive. There will be a practice fire drill early in the first semester, and others throughout the year.

FIRE EVACUATION IN THE TOWERS and ANNEXE

In the event of a fire or if the fire alarm sounds, leave your room. Leave your door open and the light on. Move directly to the fire escape at the south end of each floor and vacate the building via the fire escape. Do not use the lift or the central stairwell. Assemble with other members of your floor at the front of the College on the lawn. Please stay off the drive area. Staff will check your rooms/flats after you have vacated them. Do not re-enter the building until staff give the OK.

FIRE EVACUATION IN NORTH HOUSE and the FORTH ST MEWS

Residents in these areas should exit to footpaths on Clyde Street or Forth Street.

FALSE FIRE ALARMS – WHAT YOU NEED TO KNOW

False alarms form most of the fire service call-outs. Each false alarm incurs a charge of $1350.00. This is not a fine but is the actual amount the fire service charges to attend a call-out. We have no option except to charge this to the person who caused the alarm whether the alarm was accidental or intentional. Please note that excessive use of alcohol-based sprays such as deodorant or hair spray or steam. Because of the risk of fire, the burning of candles or incense is also strictly forbidden within the College.
SECURITY

SECURITY OF THE COLLEGE

The safety and security of all residents is important and it is expected that all students will adopt reasonable safety habits. The College is not a public area and people can only come in 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 in the front lobby and accompany them into the College. If you feel threatened or uncomfortable with the presence of an unfamiliar person on your floor please contact the office or staff immediately. Ultimately the security of the College relies on each resident.

ID CARDS

Do not lend your student ID card or your room key to another person. This is a serious breach of security and will be treated as a disciplinary matter.

SECURITY AFTER HOURS

There is a high level of staffing each evening. The Night Managers work from 9.00 pm to 5.00 am on Tuesday and Wednesday, 7.00 pm to 7.00 am on Thursday—Saturday and 7.00 pm to 3.00 am on Sunday and Monday. A security guard controls the front entrance on designated nights and at designated times.

The front electronic doors are locked at 10.00 pm each evening. After this time access is by using your student ID swipe card or by ringing the front bell to page the duty staff. The doors may be locked at other times at the discretion of the College management.

Forth Street Mews residents and those with designated car parks have access into the College from Clyde Street. However, this access is locked at 10.00pm daily. Night staff are available to let you out the back door to the Forth Street Mews after this time. Residents of North House have 24-hour access to the main complex.

PERSONAL SECURITY AND SAFETY

You are responsible for your possessions. You are strongly encourage to take out insurance coverage for your personal possessions at the College. Make sure you lock your room. Always be mindful of “at risk behaviour” and possible consequences. We encourage you to go out in a group at night, not alone.

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 personnel and only for the defined purpose of college security and safety.
ACADEMICS

Academic endeavour and engagement is one of the three cornerstones of life at University College. It is the ultimate reason why you are here—to get the best degree possible. 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 Master, Assistant Master, Senior Tutor or Resident Tutor. 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 tutoring is offered for a range of 100-level papers based on student 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 and they can be great social meetings and very informative. It is best to join one as soon as possible after you arrive at UniCol and have it up and running by the third week of the semester. Meetings for various subjects will be held during Welcome Week and this will be your opportunity to meet other people who are interested in starting study groups.

THE STUDENT LEARNING CENTRE

The Student Learning Centre, which is part of the Higher Education Development Centre, provides learning support, free of charge, to all enrolled students. The Student Learning Centre is located in the Information Services Building. 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, choosing a major subject, 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 all within an easy stroll of University College. 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.
FACEBOOK
University College has a closed group Facebook page—UniCol 2017 (Official). You should join this group and check the page regularly for information about activities, events and College life.

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 the 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 will post daily menus, birthdays and other information.

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. UniCol will also be communicating with you via e-mail including the weekly “Master's Monday Message”. You will be able to arrange for your e-mails to be forwarded to your usual e-mail on eVision.

ACADEMIC NOTICE BOARD
There is an academic notice board in the foyer. This is where academic information regarding tutorials etc. will be placed. The UniCol Student Exec also place notices there from time to time.

OTHER NOTICE BOARDS
There are other notice boards with information placed around the college. Please do not place your own material on the notice boards without asking at the office first.

PHONE/ TEXT
You may receive a text from the office for administration purposes. The Master also sends many texts to residents. It is important that you respond to text messages promptly.

MAIL BOXES
Important college notices and forms will be put in your mail box. Please check daily.

SUGGESTION BOX
Located in the back of the Refectory. A great UniCol tradition.
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 479 8212. Every University of Otago student is a member of 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.

**BASIC FACTS**

Living in an environment such as University 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.

**EXISTING CONDITIONS**

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

**COMMUNITY SERVICES CARD**

Please make sure you obtain a Community Services card so that you pay only the minimum charge. Forms are available on-line or at the office. Appointments with the Urgent Doctor can be expensive.

**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 feel you need to see a doctor, contact Student Health or a staff member. The College has medical supplies and a medical room available for minor ailments.

**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 admitted to hospital we will ensure that your parents/guardian are contacted as soon as possible.

**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 the Senior Tutor to discuss your situation.
FOOD AND WEIGHT

The reality of life in a residential college is that many residents will gain weight during the course of the year. The food at University College is nutritious and plentiful and the portions are generous. Baking and puddings are a daily part of the menu. If you eat three large meals each day, don’t exercise, snack and consume alcohol you will put on weight.

Some keys to weight control include eating good quantities of fruits and vegetables, careful portion control, watching your snack intake, exercise and monitoring your weight regularly. Ask the servery staff for a smaller or half-portion. Choose lower fat options. Eat filling, lower calorie foods such as soups. Don’t have pudding every day. Watch your spreads and sauces. Eat a sensible and nutritious breakfast. Eat your greens and other colours. All of these are keys to good weight management.

Alcohol gives you “empty calories”. A standard drink (one can of beer, one small glass of wine, or one shot of spirits) will contain between 100—150 calories. If you have 10 standard drinks per week and don’t change anything else in your life, such as other food consumption or exercise, this potentially could add 10 additional kilograms of weight by the year’s end. Sugar-laden RTDs and energy drinks will add even more to the equation.

EXERCISE

Many residents at University College have some sport or fitness in their high school background. A good exercise regime is very important for physical, mental and psychological health. Walking is a great exercise and the streets and hills of Dunedin abound with fantastic routes both flat and hilly. As an example, from UniCol to the top of Baldwin Street and back will take about an hour.

Swimming is an excellent exercise and Dunedin has one of the finest pool complexes in the country. You can walk to Moana Pool in 20 minutes, have a swim and a soak in the hot pool.

The UniCol Fitness Centre has cardio machines and the UniPol gym is only a seven-minute walk away. Get together a group of mates and take a rugby ball or a frisbee down to Logan Park for a game. You’ll enjoy your friends and have a work-out as well. Schedule regular exercise into your weekly routine and you will improve your overall health and well-being.

SLEEP

You need it, and you probably need 8—9 hours per day. Lack of sleep will make you irritable, reduce your concentration, affect your moods and have a big impact on your overall health and well-being. Eating well, exercising and limiting alcohol consumption are all ways to help you sleep better.
CONSENT AND RELATIONSHIPS

With over 500 residents in the College relationships will form between residents. These may range from casual friendships to more intimate interactions. Generally speaking it is wise to resist forming an intimate relationship with someone on your own floor. The consequences of such matters 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. Sexual activity without consent is a very serious situation. The following are very good guidelines.

- **Consent must be CLEAR.** The absence of a no does not mean yes. Silence is not consent. And 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.

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.

If you have had an encounter that leaves you feeling uncomfortable or uncertain you are encouraged to seek help and support. You can approach any member of the UniCol 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 such as the OUSA, Student Health or Youthline. Phone numbers are all on your wall planner.
The consumption of alcohol here is a privilege, not a right, and is allowed solely at the discretion of the Master. At all times any alcohol consumption will be in a controlled and civilised manner so that the rights of others are not compromised and personal health and safety is ensured. The College permits the drinking of alcohol by residents of legal age under very specific restrictions.

**ALAC (Alcohol Advisory Council) RECOMMENDATIONS**

It must be remembered that there is no level of drinking that is safe for all people all the time. Factors like health, age, and weight directly affect how much it is safe for you to drink. “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. Food consumption is also very important.

**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 slowly
- Try drinks with a lower alcohol content
- Eat before or while you are drinking
**ALCOHOL BAN**

The Master has the right to impose an alcohol ban 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. Offensive behaviour and damage to property are the most likely reasons that a ban would be imposed. An alcohol ban can last from a few days to the entire year. A College-wide alcohol and noise ban occurs at the end of each semester to aid exam focus.

**UNDER EIGHTEEN**

The Master will automatically place any resident who is not yet 18 years of age on an alcohol ban. Please know it is a **criminal offence** to supply alcohol to anyone under the age of 18 unless you are the parent or guardian.

**QUANTITIES**

The maximum permitted quantities allowed to be brought into the College are

- 12 x small or 6 x larger cans of beer; or
- 6 x cans RTDs (ready to drink pre-mixers) of 7.0% or less alcoholic content; or
- 1 x 750 ml bottle of wine, not to be consumed directly from the bottle; or
- 1 x 1.125ltr cider, not to be consumed directly from the bottle.

University College does not support or promote binge drinking. Setting the above limits is in recognition of how alcohol is sold. University College does not expect you to drink a dozen cans in one night and will take disciplinary action against you if you breach behavioural expectations as a result of excessive drinking.

**ALCOHOL RESTRICTIONS**

You may not

- Bring in spirits, casks, kegs, goon sacks, boxed alcohol, fortified wines
- Bring in any alcohol in glass containers (except bottled wine)
- Use drinking implements such as funnels, cut-down plastic containers, etc
- Decant alcohol into water bottles or other such containers
- Partake in drinking games
- Hold “parties” within the College precincts;

Please note that if you are in possession of alcohol which contravenes the rules you run the risk of having this alcohol confiscated. Confiscated alcohol will not be returned to residents.

**INSPECTION**

By living at University College you agree to being inspected concerning the consumption, possession or use of alcohol. Your cooperation is appreciated.
CONSUMPTION—TIMES
At University College you may consume alcohol in specified areas of the College within the following timeframes:

- from 6.00 pm – 9:00 pm—Sunday to Wednesday and Friday
- from 3.00 pm - 7:00 pm - Saturday
- From 7:00 pm—10:00 pm Thursday and Saturday in the Main Common Room (at the Master’s discretion)

CONSUMPTION—LOCATIONS
At University College you may consume alcohol in the following locations and with the following restrictions.

- A maximum of 4 people may consume alcohol in your bedroom;
- A maximum of 10 people may consume alcohol in common rooms or flat lounges;
- You may not consume alcohol or have an open vessel in the common areas of the college, corridors, bathrooms or toilets, dining room or any other common space, lawn, garden, outside area or in front of the College. Alcohol may be consumed in the Main Common Room at the Master’s discretion.
- Unless special permission is given in advance from the Master, alcohol may not be consumed in any outside areas of the College including gardens, courtyards, patios, Mews outside areas or the front of the College

ALCOHOL-FREE FLOORS
Some residents may prefer to live in an environment where the effects of alcohol are minimised. University College offers accommodation on an alcohol-free floor. There is an expectation and understanding that residents in this space will

- Abstain from using or possessing any alcohol on the “floor”.
- Return to the “floor” in a quiet, civilised manner if alcohol has been consumed elsewhere.
- Assist in holding others accountable for maintaining this environment.
- Take responsibility for any personal guests visiting the “floor”.

INTERVENTIONS
If the Master 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 UniCol may also involve the Police, the Proctor or the Vice-Chancellor. Please be aware that the University of Otago is very serious about dealing with negative behaviour which stems from alcohol misuse or overuse.
Having guests is a privilege and not a right. Your guests are your responsibility. You must take care of them at all times and make sure their behaviour complies with UniCol’s rules. You are required to accompany your guest throughout their stay at the College. The accommodation of guests works on an honesty basis. Failure to report your guest to the College may result in disciplinary action.

GUESTS IN THE REFECTORY

You are welcome to invite family and friends to dine at the College however your guest must present a meal voucher and receipt to the servery staff in the Refectory before dining. Please remember, no voucher, no meal.

Meal vouchers may be purchased from the office during normal office hours or when RAs are on evening duty or weekend duty during the day. The cost is charged to your UniCol account. Breakfast is $4.00, lunch is $6.00, dinner is $8.00 and Sunday brunch is $6.00.

OVERNIGHT GUESTS

Overnight guests are a privilege and not a right in the UniCol community. If you wish to have an overnight guest you must seek permission via e-mail from the office or the Assistant Master at least 24 hours in advance. Guests who are under the age of 18 require the advanced written permission of the guest’s parents. Guest stays are normally limited to a maximum of three nights. The first night is free but does not include any meals. The charge for the second and third nights is $15.00 per weeknight and Sunday night or $18.00 for Saturday night. This charge includes breakfast.

The rules for guests are designed for casual one-off visits. The Master reserves the right to limit or stop guests from visiting for any resident if, in his opinion, the privilege is being abused.

GUEST BANS

There are nights when guests are not allowed at University College. These nights are:

- The first 10 nights of residence of the first semester
- The first week of the second semester
- All exam periods
- Other times at the Master’s discretion. This may be without advance warning.
BEHAVIOUR

Behaving appropriately is part of living in a community. UniCol maintains behavioural procedures to ensure harmony in the college community. You are expected to behave in an adult and civil manner at all times. Failure to do so will result in consequences. The contract you have signed with the College means you agree to accept and abide by the consequences for your behaviour.

POSSIBLE BEHAVIOUR CONSEQUENCES OF BAD BEHAVIOUR

- A motivational chat
- Letter of apology
- A charitable contribution
- Payment for damages to property
- Community service
- Confiscation of items
- Alcohol / visitor ban
- Banned from certain areas of the College
- Suspension and removal to another College for “time out”
- Curfew
- Parent/Guarantor contacted
- Attend counselling
- Visit the Proctor
- Permanent removal from the College

SERIOUS DISCIPLINE

For serious breaches you may have to attend a meeting with the Master. Serious discipline is defined as an offence which may result in suspension or expulsion from the College. The College has defined procedures for dealing with serious discipline. 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

- Assault on a fellow resident or staff member
- 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 within the College
- Possession or use of fireworks
- Possession or use of firearms, air rifles, bows, crossbows, large knives or other weapons
- Serious deliberate 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 Master believes warrants potential dismissal from the College will be acted upon accordingly.
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 damage College equipment, furnishings or the buildings you will be charged accordingly. 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 Master expects anyone who causes damage to come forward immediately and inform him of the situation.

APPEALS AND WAIVERS

Any resident who has been disciplined may appeal this decision to the Master or if disciplined by the Master may appeal to the Director of Accommodation Services, Mr James Lindsay. Any appeal must be lodged within seven calendar days of the sanction.

No waiver by the Master to act or to impose the sanctions specified in the rules in relation to any breach or any other circumstance shall prejudice the Master’s right in respect of any future breach whether that breach be of a similar nature or not.

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, HARRASSMENT AND BULLYING

Any harassment, (racial, sexual, religious, cultural, verbal, physical or psychological) is unacceptable and will not be tolerated. University College is committed to providing an environment in which staff and residents can feel free from any conduct that is unwelcome, uninvited and unwarranted. You should approach RAs or Management for support and advice and should also feel free to approach members of the University’s Ethical Behaviour Committee.
UNICOL COMPETITIONS
University College is “world famous” for its competitions. Table tennis, pool, foosball, darts, puzzling, quizzes, board games, poker and many others are held throughout the year. Getting your picture on the UniCol wall of honour is one of the rewards for competition winners. We encourage you to participate.

COMMUNITY SERVICE
UniCol management is very interested in promoting community service and raising the profile of UniCol in the community in positive ways. Please feel free to approach the Resident Tutor in charge of community service.

FORMAL DINNERS
A formal dinner is held twice during the year as well as the Master’s mid-year feast. You will be expected to “dress” appropriately.

THE BALL
Each year the College holds a formal ball, a highlight of the annual social calendar. The ball is held at the Student Union building on campus. This is easy walking distance from the College.

CLUBS AND GROUPS
A large number of clubs and groups operate at University College. Sport, culture, community service, drama and many others are available. Your year at the College will be greatly enhanced by participation in these activities. We encourage all of our residents to take part in College groups and activities.

LEO’S LOUNGE
Leo’s lounge is UniCol’s famous open microphone and talent night held in the Refectiroy on scheduled nights throughout the year. You are encouraged to sign up and entertain your fellow Collegians with your talents.

MONDAY WITH THE MASTER
The Master hosts residents for supper on almost every Monday night at 9:00 pm.
RAVES and THE BIG NIGHT IN

During the year the College may hold Raves or Big Nights In. These events usually have a theme and Collegians are very creative in their costumes. Themes may vary from year to year.

THE EDGAR SHIELD AND THE CLYDE CUP

Each year the College has a sporting interchange with Cumberland College for the Edgar Shield and with Arana College for the Clyde Cup.

INTER-COLLEGIATE SPORT AND CULTURAL COMPETITIONS

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

THEMED DINNERS

During the year we have various themed dinners such as Kiwiana, Harry Potter, Hawaiian, Mid-Winter Christmas and The Big Birthday. Please feel free to dress in keeping with the theme.

SKI TRIP

Each year UniCol has a ski trip to Queenstown in the second semester. This is organised by the senior RAs and is a great weekend. Students usually ski at both The Remarkables and Coronet Peak. More information will be available closer to the date.

FLOOR MISSIONS

Your RA will organise a number of floor-related events for you to mix and mingle with your closest neighbours. These can include BBQs, scavenger hunts, beach trips, restaurant visits, movie visits, etc. Talk to your RA if you have ideas.

FRIDAY WITH THE FACULTY

The College hosts visiting academic staff and VIPs for lunch on almost every Friday. These popular sessions require you to sign up in advance in the Refectory. Please watch the noticeboards for sign-up details.
There is a big wide world outside the doors of University College. UniCol 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. We have a standing goal every year of completing a minimum of 1000 hours of community service.

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.

BLOOD DONATION

The Dunedin Blood Service visits the College twice each year and residents can sign-up for the privilege of giving blood. UniCol has a strong and successful track record of donation and you are encouraged to participate.

FINANCES

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. All monthly account statements will be sent directly to your parent/guarantor so that they can monitor the progress of your account with the College. Copies of all invoices and monthly statements are available from the office on request. Please feel free to query and discuss your account with administration staff or the Master. It is important that you read carefully the information sent to you regarding the payment of fees and your responsibilities and obligations under the Terms and Conditions of Residence.

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
The DF Symon awards are given to students who have been high achievers in their first year of study while living at University College. Generally speaking the three awards are given to those residents who have the highest Grade Point Average in the broad fields of Humanities, Sciences and Commerce.

**MARK PARKER SCHOLARSHIP**

The Mark Parker Scholarship is awarded to a student who has resided at University College for one complete academic year, while attending Otago University and has achieved creditable success with undergraduate academic studies connected with their ‘chosen direction’. The successful candidate also needs to have shown leadership qualities, personal integrity, strength of character, and respect for fellow peers. The scholarship is valued at $5000. See Christine Eason if you would like further information.

**COLLEGIAN OF THE YEAR**

Each year University College selects two residents who will be designated as “Collegians of the Year”. This award is given to the male and female resident who best embody the spirit and ethos of the College through their participation and help with College events, their relationships with others, their commitment to academic study and the way they uphold the ethos and philosophy of College life.

**SPORTSPERSONS OF THE YEAR**

Each year University College selects two residents who will be “Sportsperson of the Year”. These awards are for sustained and enthusiastic participation in UniCol competitions, UniCol sport and inter-collegiate sporting or cultural competitions.

**BLUES, GOLDS AND GREENS**

Each year University College will select residents who will be designated as receiving a University College Blue, Gold or Green. Blues are given for significant achievement in sport, Golds for significant achievement in arts (drama, music, dance, cultural activities, etc) and Greens for community service. Generally speaking the selection panel will limit the number of awards in each category to three in a given year.
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 UniCol. 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 University College 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, on your floor 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 — Work out 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 RA or drop by and see Christine.

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, UniCol 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.
ADVICE FROM PAST COLLEGIANS

- Be open to meeting everyone and getting involved.
- Hang out with people on your floor in O-week. Meet up with your friends later.
- Make the most of all College opportunities, facilities and help.
- Don’t stick to your existing friend group, get out and involved and you will meet tonnes of life-long friends.
- Get involved, understand and tolerate. Take advantage of what’s on offer.
- Study hard and have lots of fun.
- Learn what sauces go well with the right foods and you are set for a good year. Meet as many people as possible when everyone first arrives because everyone is in the same boat.
- Get involved, be outgoing, push yourself. You are only a fresher once so have FUN.
- Make sure in the first couple of weeks that you talk to the people on your floor and not stay in your room even if you are shy. You may make a new best friend if you do.
- Get involved in everything. Don’t watch movies all day on your laptop.
- Enjoy every moment but be sure to know your priorities.
- Get involved with as much as you can and don’t be shy. Make the most of every opportunity.
- Get involved with all the activities. It is a great way to meet a diverse group of people. Don’t latch on to the first person to walk through your door. Take time to meet everyone. A group on the first day isn’t necessary.
- Enjoy it. Times goes so fast.
- Get involved. Being in the Mews has been really great although it would have been very easy to isolate yourself and not make the effort to participate in UniCol activities.
- Keep on top of the work at all times. If you come here with a few close friends, make sure you make other friends as well.
- Make the most of the study help and tutors at UniCol.
- Get amongst it. It is the best way to adapt, belong and make friends and you will really enjoy yourself.
- Don’t overpack.
- Have fun but set a goal at the start and keep that in your mind as the year unfolds.
- Get involved in everything you can. It really does help with adjusting to Uni life and you meet some amazing people. From the get-go mingle with people and don’t stay locked up in your room. Mainly have fun.
- Be friendly and open to everyone from every walk of life and take advantage of any opportunity thrown your way.
- Get involved in everything. Make that effort at the start with people, even though it may be nerve-wracking it is worth it.
- At university it is important to not just focus on your final exams, it may be those internal marks that bump up your grade.
• Get out and participate. Unicol offers fantastic events throughout the year and your experience here will be infinitely better if you try out a few.
• Always have a backup option for course choices, especially for health science. Make an effort to socialise with all the people on your floor and build friendship groups.
• This is the one and only time in your life when you have the opportunity to break away from the restraints of high school and be who you want to be. Make friends with completely new people and take on experiences that are new and challenging. Seize this chance 100% and embrace the changes coming your way. You won’t regret it.
• Start exercising early. Beat the fresher 5.
• Amazing place to meet people even it is not in the first week. You will definitely find where you belong. Don’t dread the Mews. They are an awesome place once you are there and settle in.
• As soon as you learn to balance your study with social activity life gets a lot easier.
• If you are not enjoying yourself, tell someone and do something about it. I wish I had sooner.
• Plan ahead with time to go to the gym or watch movies with your friends.
• Get involved in as much as you can and the earlier you start to study the better as before you know it the year is over.
• If you aren’t going out on a Saturday night and intend studying go to the library as it is easy to get distracted.
• Don’t drink too much. Your money and time are better spent elsewhere.
• Don’t lock yourself in your room 24/7. Socialise and make friends. Go out occasionally and have fun but don’t forget to study hard as well.
• Start meeting new people as soon as they arrive because you could become great friends with many of these people.
• Be as open and accepting as you can to the huge variety of people you will meet while you stay here at UniCol and I am sure you will have a good time.
• Leave your door open when you first arrive. People will come in and introduce themselves. You will make friends easily.
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 16 great activities or places for you to enjoy, most within easy walking distance.

1. **Otago Museum and Butterfly House**—The Museum is free and entrance to the Butterfly House is less than $10 for an incredible tropical experience.

2. **The Toitu Early Settlers’ Museum**—Entrance is free.

3. **The Chinese Gardens**—For less than $10 you can be transported back in time to an Oriental sanctuary.

4. **Dunedin Rail Station and Art Gallery**—Entrance is free.

5. **Saturday Morning Farmers’ Market**—Entrance is free.

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

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

8. **Baldwin Street**—The world’s steepest street.

9. **The Dunedin Botanical Gardens**—Just a stone’s throw from UniCol and no cost.

10. **The Fortune Theatre**—Live theatre at its finest in one of the world’s great small theatres.


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

13. **George Street Cafes**—George Street is full of excellent and quirky cafes. Try Governors, Capers, Modaks, the Everyday Gourmet, the Crusty Corner . . .

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

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

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

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**WALK FROM UNICOL TO . . .**

- ISB—Central Library (3 minutes)
- St David Lecture Theatre (3 minutes)
- Bill Robertson Library (3 minutes)
- UniPol and the Stadium (8 minutes)
- Gardens New World (15 minutes)
- Salmond and Knox Colleges (20 minutes)
- The Botanical Gardens (5 minutes)
- Centre City New World (12 minutes)
- Rob Roy Dairy (8 minutes)
- Meridian Shopping Centre (15 minutes)
- The Octagon (20 minutes)
- Top of Baldwin Street (30 minutes)
- Coupland’s Bakery (8 minutes)
- Moana Pool (22 minutes)

- Otago Museum (4 minutes)
- George Street (8 minutes)
- Carrington & Toroa Colleges (10 minutes)
- Cumberland & Hayward (8 minutes)
- Aquinas College (20 minutes)
- St Margaret’s College (1 minute)
- Arana & Studholme (5 minutes)
- McDonald’s North Dunedin (10 minutes)
- Student Health Centre (5 minutes)
- Forsyth Barr Stadium (8 minutes)
- Logan Park fields (5 minutes)
- Caledonian Athletics Track (10 minutes)
- Fortune Theatre (25 minutes)
- Saturday Farmer’s Market (15 minutes)
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.
COLLEGE ISSUES OR CONCERNS

University 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 RA, your academic mentor or any member of the staff.

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.