



Residents' Handbook 2017

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WELCOME TO SALMOND COLLEGE

Your application for the best Residential College in New Zealand has been successful, and we have pleasure in welcoming you to Dunedin and to the Salmond College 'family'.

Salmond College was first opened in 1971 and is run by the Board of Knox College and Salmond College for the Presbyterian Church of Aotearoa New Zealand and affiliated to the University of Otago. It is named after Miss Mary Salmond and Rev James Salmond who were leaders in the Presbyterian Church in the mid 1900's.

The College has 260 places for students from all parts of New Zealand and overseas who are studying at Otago Tertiary Institutions. All residents have single study bedrooms, and most are in the main part of the building, but senior or returning residents may be housed in other small adjoining wings.

Salmond aims to provide a good caring home and strong family atmosphere with excellent food and friendly company in an academic environment.

Residents are encouraged to play an active part in the collegiate life of the College so that they can gain the greatest value from it. Those returning for a second or subsequent years are welcomed for the contribution they can also make in the College.

This handbook, which forms part of the Admission Agreement, has been compiled to assist residents coming to Salmond College. The guidelines are based on courtesy, consideration and respect for others - for our neighbours as well as staff and residents in the College - and to ensure the safety and security of all the people and property in the College.

I look forward to working with you during the year, and hope that your time at Salmond College is successful academically as well as being an enjoyable experience.

Maurie Jackways
Head of College

ARRIVAL AT SALMOND COLLEGE

The College is open from the weekend of the 11th February 2017 for Polytechnic students, and from the weekend of the 18th February 2017 for University students. We may be able to provide accommodation for those whose travel plans or courses require them to arrive earlier or to remain longer (an additional daily rate applies). Please ensure the Arrival Information form is completed as part of the Admission Agreement so we can ensure students are met on arrival.

WHAT TO BRING

- Students should bring with them any plates, cutlery, food containers or other utensils needed for between-meal snacks. The College provides electric jugs, toasters, microwave ovens and refrigerators in student kitchenettes.
- Residents are responsible for ensuring that all personal electrical equipment is safe and in good working order. **All electrical appliances must be certified as safe by a registered electrician before being brought into the College.**
- The College provides each student with a blanket, a duvet, and a pillow. Some students may wish to bring an extra pillow, travelling rug or eiderdown. **Such items should be named.**
- The College supplies sheets and one pillowcase but no towels. Sheets and pillowcases are laundered by the College; towels and personal laundry are the responsibility of each individual resident. **All clothing should be clearly named.**
- A laundry basket and washing powder.
- First aid supplies (e.g. paracetamol, plasters etc.)

WHAT NOT TO BRING

- Heaters, toasters, other cooking equipment/appliances, candles, burning oils or incense are **NOT** permitted because of fire safety regulations and must not be brought for use in the College.
- Electric blankets - the College buildings are centrally heated and double glazed.
- Irons should not be brought. Irons and ironing boards are provided.
- Refrigerators are not permitted in student rooms, except (with the Head of College's approval) for storage of medicines.
- Furniture - all rooms are fully furnished.
- Firearms – Salmond College does not have a secure firearms storage facility, and it is not legal to store firearms in cars.

SERVICES

The Board of Knox College and Salmond College representing Knox College and Salmond College Incorporated agree to provide:

- a safe and supportive environment that facilitates learning
- a grievance procedure to assist in the resolution of any disputes
- timely repayment of the refundable bond (less any financial liabilities of the resident)
- a programme of social, sporting and community activities
- three meals each day (see Page 9 for details on special diets)
- a furnished single bedroom for each resident
- recreational, computer and leisure facilities
- appropriate levels of pastoral care and academic support.

FEES

Polytechnic students are charged fees from 11 February to 18 November 2017. University student are charged fees from 18 February to 11 November 2017. Residents arriving before the start of their contracted academic year or staying after the contracted period will be charged an additional daily rate.

An invoice for the first instalment will be posted in mid-December. This must be paid directly into our bank account, or by cheque made out to “Salmond College”, by 31 January 2017 or the offer of a place will lapse. Where applicable, invoices for any further fee instalments will be given to the students at least two weeks prior to the due dates. Pre-paid envelopes are available at the office for students to send invoices home for payment. If a weekly Direct Debit payment option is chosen please ensure the Direct Debit Form included in the Admission Agreement is also completed and returned.

Instalments that are not paid by the due date will incur a penalty charge of 1% for each week that they are overdue. The College reserves the right to request the University/Polytechnic to withhold student’s results and registration until their account is brought up to date. Residents should note that they are liable for the payment of all reasonable costs incurred in the collection of overdue accounts.

Please read the fees payment schedule included in the Offer Pack carefully and contact the Salmond College Office if any further information is required.

FEE PAYMENT OPTIONS

Option 1	Lump Sum Payment	Due Date for Payment
<i>This payment is payable by internet banking or cheque (see Page 7 for bank account number and details)</i>		31 January 2017
Option 2	Four Instalments	Due Date for Payment
<i>Instalments are payable by internet banking or cheque (see Page 7 for bank account number and details)</i>		
	Instalment 1	31 January 2017
	Instalment 2	15 April 2017
	Instalment 3	17 June 2017
	Instalment 4	19 August 2017
Option 3	Instalment 1 + 36 Weekly Direct Debit Payments	Due Date for Payment
<i>Instalment 1 is payable by internet banking or cheque (see Page 7 for bank account number and details)</i>		31 January 2017
Instalment 1 due by 31 January 2017, plus 36 consecutive weekly payments of \$165.00, which will be direct debited from your nominated bank account on the due dates outlined in this schedule. The weekly direct debits will commence on Thursday 2 March and conclude with the final payment on Thursday 2 November (36 consecutive weeks) A completed and signed direct debit form must be returned as part of the Admission Agreement.		2 March 2017 To 2 November 2017
Option 4	Instalment 1 + 36 Weekly Direct Debit Payments	Due Date for Payment
<i>Instalment 1 is payable by internet banking or cheque (see Page 7 for bank account number and details)</i>		31 January 2017
Instalment 1 due by 31 January 2017, plus 36 consecutive weekly payments of \$265.00, which will be direct debited from your nominated bank account on the due dates outlined in this schedule. The weekly direct debits will commence on Thursday 2 March and conclude with the final payment on Thursday November). A completed and signed direct debit form must be returned as part of the Admission Agreement.		2 March 2017 To 2 November 2017

Note:

Please refer Payment Schedule included in Offer Pack for the actual amounts due.

COLLEGE BANK ACCOUNT

College bank account details are:

Account Name: Knox College and Salmond College Incorporated

Bank: **Bank of New Zealand**

Branch: Dunedin

Branch Address: 98 George Street, Dunedin

ACCOUNT NUMBER: **02-0900-0060690-00**

Swift/ISN Number: BKNZNZ22

Payments **must** include the student's **reference number** that is printed on the letter of offer.

FINANCIAL DIFFICULTIES

Residents who are having problems meeting the fees instalments on time should seek advice from the Administration Office, Head or Deputy Head of College as early as possible.

MEALS

Monday – Fridays (except Public Holidays)

Breakfast	7.00am	-	9.00am
Lunch	12.00pm	-	1.30pm
Dinner	5.30pm	-	6.25pm

Saturdays, Sundays and Public Holidays

Breakfast	8.00am	-	10.00am
Lunch	12.30pm	-	1.30pm
Dinner	5.30pm	-	6.25pm

Late meals are provided for those students whose lecture times, sports/cultural practices, study groups or work commitments prevent them being at dinner. Meals need to be booked at the Kitchen by 4.00pm on the day and should be picked up from there from 7.00pm or from the Duty RL after 8.00pm. Residents may use the microwave on their floor or in the dining room to reheat their late meals. Residents can arrange for someone to pick up their late meal from duty staff.

Residents who wish to take a packed lunch on any week day may prepare it themselves from the selection put out in the servery at breakfast (before 9.00am). If a packed lunch is required in the weekend, please ask the Breakfast Staff and they will put out the necessary items. If a packed lunch is taken the student must sign the Packed Lunch list and may not return for another lunch that day.

All meals are served in the Dining Room. Residents are not to take meals away from there except onto the Patio on fine days (plates, cutlery etc. must then be returned immediately after the meal is finished). No plates, cutlery, glasses etc. may be removed from the Dining Room at any other time. When second helpings are to be served they will be available in the last 5 minutes of service.

Milk is available each dinner time for the floor kitchenettes or kitchen areas. Hot drinks are available from 'The Dungeon'.

DINING ROOM ETIQUETTE

Students are expected to fill up tables before sitting at empty ones. This is to help residents form new relationships and to mix widely. After finishing the meal students are asked to clear their dishes away and push the chair back under the table. Shoes must be worn at all times in the dining room. Socks alone are not adequate. This is a Health and Safety regulation. As a courtesy hats are not to be worn in the Dining Room.

Please co-operate with staff by taking used crockery, cutlery and trays to the servery after meals and by leaving the table you were sitting at clean.

FORMAL DINNERS

Several formal dinners are held over the year. Residents are expected to dress acceptably [men: collar and tie, good trousers; women: skirts, dresses or good trousers (not casual clothes)] and to be seated in the Dining Room by 6.00pm. The custom is to stand when the official party comes in and to remain standing until they sit after Grace is said. At the end of the meal residents must wait at their places until the official party leaves.

VEGETARIAN MEALS

Vegetarian meals are available for residents who have given prior notice. They then need to identify themselves to the Servery Staff at the time their meal is required.

SPECIAL DIETS

The catering staff can provide special diets for those residents who have specific health or religious requirements. Medical documentation must be provided for all students with food allergies/intolerances. Such information should be supplied before the residents enter the College and these people should make themselves known to the Food Services Manager as soon as possible after arrival so that menus can be organised. **The College is unable to cater for Vegans or strict Halal diets.**

BEDROOMS

Residents are encouraged to look upon their bedrooms as their homes for the year and therefore to keep them tidy.

Rooms are cleaned once a week on days posted on each floor. A vacuum cleaner is available for the students to use at other times. This must be returned immediately after use so that other residents are able to use it if they wish.

SHEET CHANGE

Sheet change takes place weekly on Wednesday's from 6.30-7.00pm. Each resident may change their sheets and one pillowcase at this time.

RUBBISH

This should be put in the liner in rubbish bins in the resident's bedroom. This rubbish will be collected during your weekly room clean. Otherwise rubbish can be taken to the skips by the Bike Shed.

POSTERS AND PICTURES

Posters and pictures may be used to decorate rooms. If these are not being attached to the noticeboard only genuine Blu-tac should be used to avoid paint damage. Nothing is to be fixed to the ceiling. At the end of the year the room is to be left in the condition in which it was found. A charge is made for all damaged or missing items and any accidental damage during the year should be reported immediately.

LUGGAGE

Empty and clearly named luggage and boxes may be stored in the locked luggage room on the ground floor. Office Staff are able to provide access for this room.

SECURITY

It is important that rooms are locked when the resident leaves. Residents are responsible for insuring their own possessions, and insurance companies may not pay out if rooms are unsecured. Everyone is urged to take out appropriate insurance on all belongings while resident at the College. No responsibility is taken by the College Board for loss of any kind.

PETS

Pets are not permitted in the College.

POTTED PLANTS

Residents are welcome to have potted plants in their rooms if they wish.

The Head of College and other authorised staff and contractors have the right to enter rooms at any time for cleaning, maintenance, breach of rules, disciplinary matters or emergencies.

TRANSPORT

SHUTTLES

For students' safety and convenience the College provides a free shuttle bus service during the year to transport students back from the University, Polytech and Unipol. The shuttles run at 6.00pm, 9.10pm and 11.00pm. Shuttles must be booked by 4.00pm each day using the link available on the Residents' Facebook page.

CARS

Resident car parking is available free of charge in the car park by the tennis courts. Because the car park is accessible to the public, it is recommended that valuables are not left in cars. Overnight visitors should also park here.

Any student owning or in possession of a motor vehicle must, on arrival at the College, complete a Parking Permit Form and receive a permit sticker to be placed on the windscreen of their vehicle.

Residents' cars may not be parked in the Staff and Visitors' parks in front of the main building. Any residents who park their cars in these areas may have them towed away at their own expense, or clamped. **All vehicles are parked at residents' own risk.**

BIKES

Bikes can be kept in the locked Bike Shed free of charge, or in the bike stand in the Quad. Bikes should not be parked at the front of the building.

It is strongly suggested that bikes are kept locked at all times with a strong D-lock or similar and insured. Serial numbers should be noted as insurance companies and police require these in cases of theft. **Bikes must not be brought inside the building.**

MAIL

Mail is sorted by the office staff on weekdays and the duty RL at weekends. Letters for residents are put in the pigeonholes at the end of Page Ground corridor. Parcels and registered mail are kept at the Office for residents to collect with a list posted on the electronic noticeboard in the foyer.

IMPORTANT TELEPHONE NUMBERS

SALMOND COLLEGE

College Office	(03) 473 0750
Head of College	(03) 473 0751
Deputy Head of College.....	(03) 473 0755
Kitchen	(03) 473 0758
College Fax	(03) 473 0752
Duty Residential Leader	022 011 2725
Night Porter/Security	022 125 6317
College Website.....	www.salmondcollege.ac.nz

In an emergency, please contact the Head or Deputy Head on the cellphone numbers listed on the website.

UNIVERSITY OF OTAGO

Information	0800 80 80 98 / 479 7000
Student Health	0800 479 821 / 479 8212
Campus Watch	0800 479 5000 / 479 5000
ITS Service Desk	0800 479 888 / 479 8888
OUSA	479 5332

OTAGO POLYTECHNIC

Information	0800 762 786 / 477 3014
Student Health	479 6082

OTHER

Urgent Doctors	479 2900
Urgent Pharmacy.....	477 6344
Dunedin Hospital.....	474 0999
Dunedin Central Police.....	471 4800
Dunedin North Police	473 0730
StudyLink	0800 88 99 00

CONTACT DETAILS

Please ensure the College is made aware of any change of contact details during the year.

All residents will be asked to supply a current cellphone number so that they can be contacted urgently or in case of an emergency.

Unless otherwise requested, the College will retain residents' contact details for the purpose of ongoing communication regarding College activities and reunions.

OFFICE

For any general queries and payments the Office is usually staffed from **8.30am to 5.00pm Monday to Friday**.

The Residential Leaders have access to the Office in the evening should students need emergency photocopying, first aid or equipment for the Games Room.

Also available from the office:

- Photocopying A4 10 cents per side (Black & White)
 A4 20 cents per side (Colour)
 A3 20 cents per side (Black & White)
 A3 40 cents per side (Colour)
- Cycle tool kit and bike pump
- Games (e.g. Trivial Pursuit, Monopoly, Pictionary, Scrabble) may be borrowed from the office overnight.
- A small supply of first aid equipment for emergency use. The Office is not able to administer paracetamol or any other medications as residents are normally expected to supply their own.
- A supply of table tennis balls and bats, pool cues,

MAINTENANCE AND SECURITY

Residents are asked to inform the Office or the Duty RL of any maintenance needed so that it can be attended to promptly. The Maintenance Staff work each week day but can be called out by Duty RLs at weekends or evenings for emergencies such as burst pipes.

For the protection of residents Security Guards or a Night Porter are employed by the College each evening from 9.00pm. Regular security patrols are carried out by the Security Guard and Residential Staff. Security cameras are located throughout the College for the protection of residents and their property.

KEY CARDS AND KEYS

Each resident is issued with an electronic key card which gives access through the front door of the College and to their room. A limited number of rooms also require a standard key which will be issued along with the key card. There is also an option for a wrist key band to be issued for a small charge. Any lost key card should be reported immediately to the Office or your Residential Leader and there may be a charge for a replacement.

Residents are strongly advised to keep their room locked when leaving it. As the College does not accept liability for the loss of, or damage to, any personal property it is advisable to take out adequate insurance cover before coming into residence. Most residents are able to insure their possessions under an extension of their parents' policies.

Salmond College is locked in the evenings at 9.30pm and unlocked at 7.00am. Access during these hours is by key card only through the Front Door. Fire escape doors can only be used in an emergency when the alarm bells are ringing.

DAMAGE TO PROPERTY

This should be reported promptly. No charge is made for normal wear and tear, however any deliberate or avoidable damage will be charged to the person responsible for it.

BONDS

Bonds are used at the end of the year to pay for any deliberate or accidental damage to, or loss from, a resident's room. It also covers any loss or damage to Common Areas or College Property which cannot be attributed to a specific individual. This includes crockery and cutlery missing from the dining room, missing library books and linen.

If residents and their guests take good care of the College and its property, most of the bond money should be able to be refunded.

WELFARE AND SAFETY

Salmond College staff are able to support residents in all manner of life situations which may come their way during their stay with us. We consider our staff team to be safe, well trained and experienced in all manner of life circumstances.

If a resident has any concerns, needs help and is not sure what is available, or just need to talk over an issue or problem they have, they should always feel free to talk with a staff member about this.

Each floor has a Residential Leader (RL), who is a senior student with primary responsibility for the health and well-being of the students on that floor. They are suitably trained in welfare and safety matters.

In the event of illness, residents should inform their RL or the Head of College so that they can be taken care of. For non-urgent cases, residents should make their own appointments at Student Health. The University of Otago and Otago Polytechnic both operate a medical and counselling service. For urgent cases the Head of College is able to make special appointments.

Emergency doctors and ambulances are not to be called by the residents - the RLs or Head of College should be notified and they will call the appropriate service when needed. The College will assist with transport to health providers where possible but at times students may need to make their own travel arrangements and meet their own costs.

Any problems/issues should be reported to the RL, the Deputy Head of College or the Head of College.

A complaints procedure is in place (see page 27) for dealing with problems which you feel have not been adequately dealt with. The College also has a Harassment Policy (see page 28) which is displayed on noticeboards throughout the College.

The Board of Knox College and Salmond College may at any time require a student to leave should circumstances warrant this.

SMOKING

Salmond College is a smoke free area, both inside and outside the building and on the whole campus. This includes e-cigarettes.

ELECTRICAL APPLIANCES

All appliances brought into the College (e.g. computers, stereos, desk lamps and multiple power board) **must** have their cables checked and tagged (certified as safe) by a registered electrician before arrival in the College. This is a requirement of our insurer. Early each semester audits are done of residents' appliances and any untagged appliances are tested and tagged by electrical contractors at the individual resident's expense.

FIRE SAFETY

All residents are primarily responsible for their own safety. The buildings are protected by extinguishers which are only to be used in an emergency. Heat sensors in each room and smoke detectors in all other areas will set off fire alarms in the event of a fire. All rooms are fire rated to 60 minutes. Drills are held during the year and residents must be familiar with escape routes.

If a fire breaks out alarm bells will ring. On hearing the evacuation signal, residents must alert others in the area, evacuate the building and assemble at the sign by the Student Carpark. Bedroom windows are to be closed. Self-closing bedroom doors and corridor swing doors should not be propped open at any time.

If you discover a fire, operate the nearest alarm call point and notify the Fire service by phoning 111

Fire prevention equipment must not be interfered with or misused.

False alarms incur a charge of over \$1200.00. Malicious alarms are not only costly but are an irresponsible and illegal act. Police will be called to any alarm of this type. The heat sensors in each room are sensitive to touch and if knocked they will set off the fire alarms. These sensors are not battery operated detectors like the ones in many homes, they are hard-wired and should not have the covers removed. There are instructions on the wall of every bedroom which outline what to do if the sensor detects something in the room - the door should be closed and the windows opened to air out the room. As the College is charged for such events by both the Fire Service and our alarm contractors, these charges are

passed on to those responsible. If visitors to the College cause false alarms the Salmond resident who is hosting the guest will be held responsible.

No fireworks or sky rockets are permitted on Salmond College or Knox College grounds. Residents letting off fireworks are liable to expulsion.

EARTHQUAKES

Earthquake emergency procedures depend on where a person is at the time an earthquake strikes. Within a building, take shelter under a desk or beside an internal wall, and hold on as best as possible. Remember the survival code: Drop, Cover, Hold. If outside, stay clear of the buildings, trees and power lines.

Residents are encouraged to put together an Emergency Kit containing plastic rubbish bags, antiseptic wipes, toilet paper, 1.5L of water, torch and batteries, light stick, whistle and toiletries. The Kit should be kept in the resident's bedroom in case of an emergency.

When it is safe to do so, evacuate the building and assemble at the sign by the Student Carpark. Residents should bring their Emergency Kit, if they have one. Do not re-enter any of the College buildings until the all-clear has been given. Await further instructions from the Head or Deputy Head.

In the event of a Dunedin-based emergency, residents' guardians should seek information at: www.otago.ac.nz. In civil emergencies all residential colleges communicate through the University's Emergency Communications Team.

TUTORIALS

Salmond College provides tutorials in many subjects (some in conjunction with Knox College), especially in subjects with restricted entry to Second Year. Tutorials are usually held in the Salmond Tutorial Rooms at no extra charge to residents. Tutorials can be organised in any paper, subject to availability of suitable tutors, and a minimum number requesting them.

LIBRARY AND TUTORIAL ROOMS

There are three rooms set up as tutorial rooms and group work rooms during term for resident use. The library may also be used as a study area. It has a small stock of non-fiction and fiction books for recreational reading. The library is run on an honesty system which, for it to work, requires the co-operation of all users. Lost or stolen books will be charged against the bond.

STUDY HOURS AND STUDY BREAKS

Study Hours must be observed at all times EXCEPT the following which are Study Breaks:

Sunday to Friday	12 noon-2.00pm	5.00-7.00pm	8.30-9.30pm
Saturday	12 noon-2.00pm	5.00-9.30pm	

All students should have the right to be able to study in a quiet environment however after 9:30pm it is essential that the accommodation areas of the college are quiet in particular. We encourage students to use the common room facilities when relaxing.

Respecting the learning needs of all students is one of the key goals of the college.

VISITORS AND GUESTS

Residents are held responsible for their visitors and guests to follow Salmond College rules and guidelines.

CASUAL VISITORS

Visitors are permitted until 9.30pm each night, but may not drink alcohol at the College unless attending the College Ball.

GUEST MEALS

If a Guest Meal is required residents should advise the Kitchen Staff or the Office at least 4 hours beforehand and sign the Guest Meal register in the servery at the time of meal service. Guest meals will be charged at \$7 per lunch and \$10 per dinner to the resident's account. Guests are not able to attend formal dinners or special events, except for the College Ball.

OVERNIGHT GUESTS

Residents must complete a Casual Visitor form at least 24 hours prior to their guests arriving. This needs to be approved by either the Head or Deputy Head of College.

Mattresses are available but guests will need to supply their own pillow and linen. Guest may be able to use a vacant room if one is available however a cleaning fee will apply.

An Accommodation Charge of \$10 per night, including breakfast, will be charged to the resident's account. **Overnight guests who have not been booked will be charged \$25 per night.**

Residents are held responsible for their guests at all times. Guests are not permitted to bring alcoholic drinks or illicit and non-prescription drugs into the College.

The Head of College reserves the right to decline requests for overnight guests if that is deemed to be in the best interest of the College. Guests are not allowed in the College during 'closed' functions, during examination periods or in the first week of each semester.

WEEKEND OR OVERNIGHT LEAVE

Residents are asked to fill in their contact details in the Leave Book on the desk outside the Office at least 24 hours before they go away overnight or at weekends etc. This information is required for catering arrangements or if you need to be contacted in the event of an emergency.

AMENITIES

MAIN COMMON ROOM

This is equipped with a television, DVD, pool table, air hockey table and table tennis table. It is available for all residents and their guests.

TV ROOM

Also equipped with a television (Sky TV) and DVD.

"THE DUNGEON"

Equipped with television, DVD player, and hot drinks machine

TENNIS COURTS

A tennis court for resident use adjoins the residents' car park. This is shared with Knox College. As the court is privately owned by the Colleges Salmond and Knox residents have prior rights over any members of the public who might wish to use it. A second hard court can be used for shooting hoops.

GROUNDS

The Salmond College grounds run from Lindsay Creek to Knox College. Residents may use these areas but should be careful about throwing/kicking balls near windows (breakages must be paid for by those responsible).

An outdoor chess set is available and a volleyball net is sometimes put up on the front lawn in suitable weather.

FLOOR KITCHENETTE

Each floor has a kitchenette equipped with a fridge, microwave, electric jug and toaster. Residents need to keep their kitchenette tidy and do their own dishes.

LAUNDRY

Washing machines and dryers are available for residents to use. There is no charge for these but residents need to supply their own washing powder.

MUSIC

A piano is located in the Dining Room and is available for residents to use. There is also a baby grand piano in the Waddell Chapel. Other musical instruments should be used primarily in the Chapel.

EXERCISE ROOM 'GYM'

The exercise room is located in the quad and has a wide range of equipment for residents to use. A notice listing conditions of use and safety information is posted on the wall, and these should be adhered to at all times. Gym access is via the resident's keycard.

FOOD AND DRINK MACHINES

Food and drink machines are located in the Dining Room and Dungeon areas.

WADDELL CHAPEL

The chapel is available for group or individual use and may be pre-booked at the Office for meetings. It is available for study, music practice or other meetings as required.

The chapel at Salmond contains a baby grand piano that may be used by residents for practice. Residents who play other instruments should also use the chapel for practice but care must be taken that it remains available for others to use.

Chapel services and Christian fellowship meetings may be held for residents at advertised times. (There is also a variety of churches in close proximity to Salmond College, and on Campus, who welcome student involvement. Information about these is posted on the noticeboard at the start of the year).

The University of Otago and Otago Polytechnic operate a joint interfaith Chaplaincy Service which is available to residents.

COMPUTERS

All bedrooms have wired connection to the University of Otago's Student Network and there is extensive wireless capability throughout the building. Polytechnic students also share the University's Student Network.

You will not need to sign up for an Internet Services Provider (ISP) as the University of Otago acts as the ISP for all students connected to this system. The Student Network is provided for the purpose of supporting academic development and should not be used extensively for personal use.

Residents are expected to comply with the University of Otago Acceptable Use Policy which gives guidelines for the use of computing and network resources. The policy also identifies a number of unacceptable uses, such as unauthorized access, deliberate interference with other users' work, accessing offensive material, harassment, breach of copyright etc. Residents should familiarize themselves with the content of this policy. Excessive usage on a resident's personal account will be brought to the attention of the College for remedial action. Repeated breaches of the 'reasonable use' expectations may result in disciplinary action by the University.

The Computer Room is situated on the ground floor of the Macalister Wing. This is for the use of Salmond residents only and has electronic key access at all times. Non-residents are not allowed in the Computer Room.

All users are asked to store material on their own memory stick. The hard disk should not be used for storing material - any non-College material may be cleared from it without warning. The computers are provided for work use only, not for playing games. Printing is charged at 10c per sheet via your Salmond printing account.

No food or drink is to be taken into the Computer Room.

STUDENT ACTIVITIES

Salmond College has an active Student Association which is responsible for organizing the social, cultural and sports events in the College, and also owns most of the recreational equipment which is available for all residents to use. The funding for the Association's activities comes from the 'Activities Fee' levied on all residents. This covers the cost of (or subsidises) the Orientation Week programme, t-shirt, hoodie, College photo and magazine, as well as sporting and cultural competitions, social events such as the Ball, Mid-Winter Christmas and Birthday Day, and the purchase of new equipment.

SPORTS

Salmond College participates in the Inter-College sporting and cultural competitions. This has become very popular and all titles are well sought after. In addition to this Salmond has a long-standing tradition of competing against St Margaret's College in a friendly sporting competition in 13 different sports. The trophy presented to the winning College is called the Southgate Trophy. There is also an annual rugby match with Aquinas College and challenges may also be issued to other Colleges in specific sporting codes.

CULTURAL

The Iona Trophy competition was established in 1972 between Salmond College and St Margaret's College. The areas that are judged are debating, choir and public speaking.

COMMUNITY SERVICE

All residents are encouraged to participate in community activities such as supporting the Cancer Society, Blood Service, Relay 4 Life, SPCA etc.

ALCOHOL USE AT SALMOND COLLEGE

Residents are asked to be moderate in their use of alcohol. Drunkenness is unpleasant and potentially dangerous for individual or other residents. Offenders are liable to a fine and/or a suspension, and parents or guardians may be notified if the situation becomes serious. Parents or guardians may also be notified if the Head of College has serious concerns about the behaviour or welfare of residents in any way.

Alcohol is permitted in bedrooms if people are moderate in its use and considerate of others. Parties are not permitted in bedrooms; more than four people with alcohol in a bedroom is deemed to be a party.

Alcohol in glass bottles (except wine), casks and kegs are forbidden in the College and its grounds. Any such alcohol found will be confiscated and not returned. Likewise, drinking games are also forbidden.

No alcohol is permitted in any public area, TV Room, Gym, Library, Tutorial Rooms, corridor or Common Room.

No alcohol is permitted in the College during examination periods. No end of exam parties are allowed in the College.

Any resident wanting to consume alcohol after 9.30pm will be expected to go elsewhere to do so. No alcohol is permitted prior to 5.00pm.

The College requires all students to drink responsibly and has support and consequences in place for those students who make the odd mistake

At Formal Dinners and some special occasions during the year, limited quantities of alcohol may be served, although non-alcoholic drinks will also be available. In signing the Agreement for Admission to Salmond College, parents/caregivers give authority to the College to make alcohol available to their son/daughter on such occasions if the student is over 18 years of age.

At all times residents and their guests are required to behave with moderation and to have respect for the requirements of other residents, staff and the College. Excessive noise and disturbance to other residents may lead to disciplinary action by the Residential Staff. The Head and Deputy Head of College have the right to impose fines.

For particular functions or in response to legislative changes, the Head of College may vary the rules on alcohol.

DRUGS AND FIREARMS

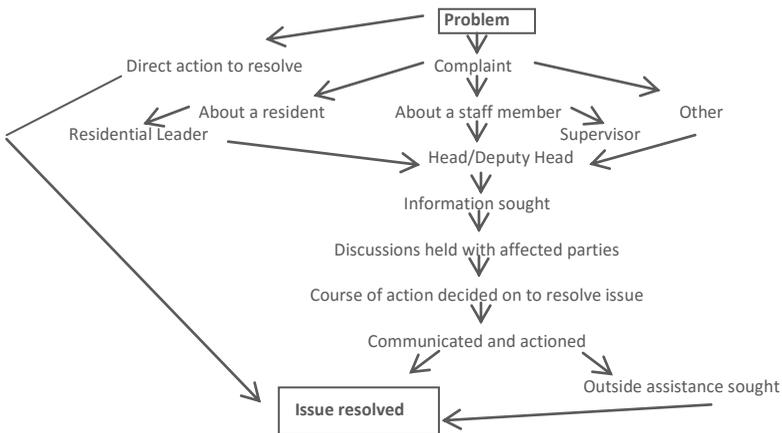
All non-prescription and illegal drugs are forbidden within the College, College grounds, and at all College events.

Should anyone be found using, in possession of, or dealing in illegal drugs (or suspected of such) the matter may be put in the hands of the Police and residence will be terminated. Likewise, anyone found in possession of, using, or dealing in non-prescription drugs (including party pills and herbal tobaccos) will be expelled.

Firearms must not be brought to the College as we do not have any storage facilities that comply with the Arms Act. Residents who use firearms for recreational purposes should arrange storage elsewhere. BB guns and paintball guns are also forbidden.

COMPLAINTS PROCEDURE

1. The staff of Salmond College try to provide the best possible environment in which students can live and work. Problems will, inevitably, occur from time to time, and we welcome these being brought to our attention so that we can remedy them.
2. Residents, staff or tradespeople who have a complaint are encouraged to deal directly with the issue, when appropriate, ensuring that their approach is not confrontational and focuses on resolving the issue.
3. When issues or complaints are unable to be resolved by the individuals involved, or it is deemed inappropriate for a direct approach to be used, they should be brought to the attention of the Head or Deputy Head of College, either in person or in writing, or to a Residential Leader for referring on.
4. The Head or Deputy Head of College will attempt to resolve the issue as quickly as possible. To do this, he/she will seek out background information, and discuss the issue with the parties involved.
5. The Head/Deputy Head of College will ensure that all parties involved are advised of the course of action being taken to resolve the issue.
6. If the complainant remains dissatisfied after the action, if any, has been taken, recourse is available through the University of Otago Mediation Service, the Otago University Students' Association Mediation Service, the Police, the Chaplain, or by addressing the issue to the Chairman of the Board of Knox College and Salmond College



HARASSMENT POLICY

1. All residents and staff of Salmond College have the right to live and work in an environment that is free from harassment.
2. Harassment is any behaviour that is hurtful, unwelcome and/or offensive to the person receiving it. It includes sexual or racial harassment, abuse of a supervisory authority, and discrimination.
3. Harassment may be in the form of inappropriate remarks or jokes, use of language (written or spoken), use or display of offensive visual material, intimidation or threatening behaviour.
4. Salmond College has a variety of procedures that are able to be used for dealing with the concerns of any staff member or resident who feels they are being harassed.
5. A range of people in the College should be regarded as the first point of contact in expressing any concerns, including the Residential Leaders, Deputy Head, Domestic Supervisor, Food Services Manager, Administration Officers, and the Head of College.
6. An integral part of any procedure followed is that the person making the complaint will be closely consulted and involved in determining a satisfactory outcome of their complaint.
7. Any complainant has the right to refer their complaint to the Board of Knox College and Salmond College, through the Head of College, if they are dissatisfied with the procedure followed or the outcome of it. University of Otago students also have access to the OUSA Mediation Service and University Mediation Service.

EMERGENCY PROCEDURES

FIRE

- If you discover a fire activate fire alarm and dial 111 from college phone or 111 from cell phone
- Warn other occupants in the immediate vicinity
- Contain fire if it is safe to do so – close doors and windows

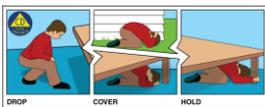
WHEN FIRE ALARMS ARE SOUNDING

- Leave the building immediately using the nearest exit
- Walk – do not run
- Assemble at the sign by the Student Carpark

STAY AT THE ASSEMBLY POINT UNTIL THE “ALL CLEAR” IS GIVEN BY BUILDING WARDEN OR FIRE SERVICE

EARTHQUAKE

- Drop, cover and hold. Take cover under solid furniture if you can and



hold onto it.

- Stay there until shaking stops
- Do not evacuate outside unless immediately threatened, instructed to do so or the alarm sounds.

IF IT IS NECESSARY TO LEAVE THE BUILDING

- Do not use lift
- Evacuate to the centre of the largest open space.
E.g. outside the common room – stay with others.
- Be aware of glass, trees, power lines and other potential hazards.
Keep clear of any buildings.

STAY AT THE ASSEMBLY POINT AND DON'T RE-ENTER ANY BUILDING UNLESS THE “ALL CLEAR” HAS BEEN GIVEN BY BUILDING WARDEN

You may receive urgent information via your cell phone.

NOTES