



Residents' Handbook

2020



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Dunedin 9010

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The contents of this Handbook form part of your Admission Agreement. It is a condition of residence that you are familiar with and abide by the rules, regulations and procedures that this Residents' Handbook sets out. You should keep a copy in your room for reference throughout the year.

The Residents' Handbook outlines rules and expectations which govern life in the College and is to be read in conjunction with the Agreement for Admission which every Salmond resident must sign as a condition of acceptance into the College.

Additional copies of the Handbook can be obtained from the College's Reception or downloading from the College website.

The information contained in this Handbook is correct at the time of publication, but content may be revised or updated from time to time without notice.

CONTENTS

WELCOME..... 5

ABOUT THIS HANDBOOK..... 6

ACCEPTANCE AND ARRIVAL..... 6

 WITHDRAWING..... 6

 ARRIVAL AT SALMOND 6

 KEY DATES FOR 2020..... 6

 WHAT TO BRING (AND WHAT NOT TO BRING) 7

ACCOMMODATION/YOUR ROOM..... 8

ASSISTANCE/RESIDENTIAL LEADERS (RLs)..... 9

COLLEGE ACTIVITIES AND EVENTS 11

 ACADEMIC..... 11

 SALMOND COLLEGE STUDENTS’ ASSOCIATION..... 11

 SOCIAL, SPORTING AND CULTURAL 11

 SUSTAINABLE SALMOND ‘DOING THE RIGHT THING’..... 11

DINING AT SALMOND..... 13

 MEAL TIMES 13

 DIETARY REQUIREMENTS 13

 DINING ETIQUETTE 13

 GUESTS 14

 LATE DINNERS 14

 PACKED LUNCHESES – MONDAY TO FRIDAY..... 14

 SICK MEALS 14

EMERGENCY PROCEDURES..... 15

 ARMED OFFENDERS..... 15

 FIRE SAFETY AND EVACUATION PROCEDURES 15

 EARTHQUAKES..... 16

 MEDICAL ASSISTANCE 16

FACILITIES, SERVICES AND COMMUNICATIONS..... 18

 BICYCLES 18

 COMMON ROOM..... 18

 FREE TRANSPORT – MONDAY TO FRIDAY..... 18

 GYMNASIUM..... 18

 IN-HOUSE COMMUNICATION..... 18

 INTERNET ACCESS AND COMPUTER FACILITIES..... 18

 KITCHENETTES 19

 LAUNDRY 19

LAUNDRY ETIQUETTE	20
LUGGAGE	20
MAIL	20
MAINTENANCE AND REPAIRS	20
MUSIC.....	20
NEWSPAPERS.....	21
NIGHT STAFF	21
PETS	21
POTTED PLANTS.....	21
RECEPTION	21
ROOM ENTRY	21
SHEET CHANGE.....	22
TENNIS COURTS	22
"THE DUNGEON"	22
TV ROOM	22
WADDELL CHAPEL	22
FINANCIAL OBLIGATIONS.....	23
PAYMENT OF FEES	23
COLLEGE BANK ACCOUNT.....	23
BONDS.....	23
FINANCIAL ASSISTANCE	24
STUDENT EMPLOYMENT	24
HEALTH, SAFETY AND WELL-BEING	25
ABSENCE FROM COLLEGE	25
ACCESS AND SECURITY	25
ALCOHOL.....	25
CANDLES, INCENSE AND FIREWORKS.....	27
CONSENT AND RELATIONSHIPS	27
DRUGS, SMOKING AND VAPING.....	28
GAMBLING.....	28
GUESTS, VISITORS AND PARTNERS	28
LGBTTIQ + RAINBOW SUPPORT.....	29
MENTAL HEALTH	29
NOISE AND QUIET TIMES	30
IMPORTANT TELEPHONE NUMBERS.....	31
.....	31
SUMMARY.....	32
The Right of Appeal.....	33

WELCOME

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-1900s.

The College has 261 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 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. *Please read it in its entirety.*

We 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.

ABOUT THIS HANDBOOK

When you sign your Agreement for Admission you are formally accepting a place at Salmond, and you are agreeing to abide by the rules and conditions set out in this Handbook, together with the University of Otago policies we have incorporated/accepted and expect to be upheld: University of Otago's Student Charter, Code of Student Conduct, Ethical Behaviour Policy and Sexual Misconduct Policy. In the event of any conflict between Salmond College policy and University policy the Salmond policy will apply.

ACCEPTANCE AND ARRIVAL

When you receive an offer of a place at Salmond, you must electronically confirm your acceptance of that place via the Salmond College portal link on our website no later than 14 days after the date of our formal letter of offer, or the offer of a place may lapse. Please complete the Portal process in its entirety. Your acceptance must be accompanied by full payment of the Entry Fee specified in the Agreement for Admission and your place is not confirmed until payment has been received.

The Bank account number for Knox College and Salmond College Incorporated is 02-0900-0060690-000. All fee invoices have an individual reference, which you must use with your deposit.

WITHDRAWING

If you accept an offer of a place, then withdraw before 1 February 2020, your bond, building levy and activities fee will be refunded, but the administration fee will not be refunded.

ARRIVAL AT SALMOND

The College is open from the weekend of Saturday the 15th February 2020 for all residents, or subject to agreement in advance with the Head of College, earlier for those whose courses start earlier, or those whose travel plans require them to arrive earlier or to remain longer (an additional daily rate applies). These arrangements must be made with the College Reception in advance of your arrival. You must notify the College by 1 February 2020 of your expected date and time of arrival through the Salmond College portal. If your travel plans change, please notify the College Reception via email.

KEY DATES FOR 2020

The College is open for the duration of the University, Foundation and Polytechnic academic year, which comprises two semesters, with a short break in the middle of each semester and a longer break between them.

Saturday, February 15 and Sunday 16 February - College opens.

Monday, 17 February - Welcome Week and classes for some courses.

Monday 24 February – Classes begin for all University and Foundation courses.

WHAT TO BRING (AND WHAT NOT TO BRING)

Bedding: The College provides each resident with bedding (sheets, pillow, pillowcase and duvet) and provides an extra blanket if required. College sheets and pillowcases are laundered weekly. You must bring your own towels, which should be named.

Firearms: Firearms are not permitted in the College. If you have a firearm you can store it at a firearms storage facility in the Proctor's Office at the University. You will be required to produce your firearms licence.

Insurance: You are urged to take out personal insurance on all your belongings while staying in the College, as the College takes no responsibility for loss or damage of any kind.

Kitchen Appliances: The College provides toasters, jugs, microwave ovens and refrigerators in resident kitchenettes. Personal kitchen appliances are not permitted in resident rooms or kitchenettes unless it is a small personal refrigerator, required for medical reasons. In which case you will need to provide supporting documentation from a medical specialist.

Medical and Emergency Kits: Residents are advised to bring their own supply of Band-Aids, antiseptic cream and paracetamol. The College First Aid Kit is equipped with first-response items such as bandages, but it does not contain regular dispensary items. Residents are also encouraged to put together their own Emergency Kit containing plastic rubbish bags, antiseptic wipes, toilet paper, 1.5L of water, torch and batteries, light stick, whistle and toiletries. The Emergency Kit should be kept in your bedroom in case of an emergency, such as an earthquake.

Personal Electrical Appliances: You may bring personal electrical equipment if it has been tested and tagged (i.e. certified as safe) by an electrician. Do not bring items such as electric blankets, cooking appliances, heated towel rails or irons. The building is centrally heated and provides irons and ironing boards. Early in Semester One audits are done of residents' appliances; untagged appliances are tested and tagged by electrical contractors at the College's expense, where reasonable.

Vehicles and Parking: Limited resident car parking is available free of charge in the resident 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. Residents may also park their vehicles in surrounding streets such as Knox Street and Opoho Road, but please be considerate of our neighbours always. Please do not park across driveways or on footpaths/grass verges or reserved areas, or drive at excessive speed.

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 or at the rear of the building. Any residents who park their cars in these areas may have them towed away or clamped at their own expense. **All vehicles are parked at residents' own risk and the College accepts no responsibility for any theft, loss or damage to vehicles, whether on or offsite**

ACCOMMODATION/YOUR ROOM

The allocation of rooms is at the Head of College's discretion. If you would like to have a room in an alcohol-free, or female-only, part of the College, please let the Head know by adding this to the 'Special Needs' field on your Salmond portal application.

Your residential contract with the College is personal to you, which means the use of your room by any other person is not permitted except under the terms of you having guests and visitors, as outlined in this Handbook. You may not grant permission for somebody with whom the College does not have a current residential contract to use your room in your stead.

You are not required to leave the College during breaks, although most residents do take the opportunity to go home or take a vacation elsewhere. Residents generally leave the College as soon as their last examination is completed for each semester. The College is alcohol-free immediately before and during examination periods. After the last exam of their November finals, residents are expected to vacate the College within 48 hours, unless prior arrangements have been agreed with the Head of College.

Each bedroom comes fully furnished with a bed and bedding, notice board, desk, desk chair, armchair, wardrobe, dresser and wastepaper bin. A room check will be done when you arrive. Furniture and other College property should not be moved from the room in which it belongs.

You are responsible for your room and for the behaviour of any guests that you might choose to host in your room. You will incur the cost of any damages or items of furniture that go missing, and of any remedial cleaning work. We strongly advise you to lock your room when you are not there and when you are sleeping so that others do not gain access to it in your absence or when you are asleep.

Your room will be serviced once a week (vacuumed and rubbish bins emptied). The cleaning contractors are committed to the wellbeing of the residents in their area, and in return residents are expected to treat them with courtesy and consideration. 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

Within the first fortnight you will be advised of which day your room will be serviced. You need to ensure that your floor is cleared of personal possessions and debris early that

day. Rubbish bins will be emptied on the days that rooms are serviced. Salmond is committed to recycling. Glass, cans and cardboard are not the responsibility of the cleaners. Your Residential Leader (RL) will help you establish neighbourhood protocols for taking recyclables to the recycling bins. Other rubbish can be taken to skips by the Bike Shed.

You may decorate and enhance your rooms with posters and other objects of personal choice. However, please note that Sellotape, self-adhesive labels and hooks, drawing pins, tacks, nails, etc. may not be used because of the damage they do to paintwork, plaster and woodwork. You are asked to use only genuine Blu-tac when affixing items/posters to walls. 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. Any accidental damage during the year should be reported immediately.

Anything needing repair should be notified promptly. All maintenance requests, including lightbulb replacements, should be logged through the online system in the resident portal. If a matter is urgent or an emergency, please contact Reception, your RL or the Head/Deputy Head. The maintenance staff work each weekday but can be called out by the Duty RL 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.

ASSISTANCE/RESIDENTIAL LEADERS (RLS)

The College has 10 Residential Leaders (RLs). The RL's primary role is to assist with resident welfare and pastoral care, including your safety and well-being. They are here to help you with your transition to tertiary studies and College life; providing support to help you achieve success in your academic endeavours and personal growth. Developing our strong Salmond community and College pride is also a large part of what they do. You will have a Neighbourhood RL who you will interact with most frequently, but you will also get to know the wider team.

Your RL will, amongst other things:

- Discuss with you how to get the most out of your academic year and living in the College.
- Help you to understand and adhere to the College rules, regulations and expectations.
- Provide advice and guidance to you. They may also refer to you to the Head/Deputy Head, or outside agencies if you require support beyond their role.
- Be your 'go to' person for the numerous questions that you are likely to have.

- Encourage your neighbourhood to get to know each other by arranging activities and events.
- Set up neighbourhood protocols e.g. recycling and kitchen rosters, that will help your neighbourhood to function well.
- Coordinate meals and appropriate care e.g. Student Health, if you are unwell.

You can expect to have frequent conversations with your RL. It is important that you make time each week for this; so that they can genuinely say that they know how you are, and any support that you might require can be put in place. The College is a busy, vibrant environment and your tertiary studies will be demanding. Your working relationship with your RL is an essential part of your life at the College, and it will develop and grow throughout your time at Salmond.

COLLEGE ACTIVITIES AND EVENTS

ACADEMIC

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.

Residents are urged to make the best use possible of this service. In association with the University's Higher Education Development Centre, we also offer general study skills sessions and examination techniques workshops. In some cases, residents may require extra help outside the tutorial programme. There are several options available. Residents should contact the Head or Deputy Head to discuss these issues.

The Head or Deputy Head monitor the academic progress of each resident. They conduct interviews as needed to discuss academic results and progress.

Information relating to tutorial and other academic matters is posted.

SALMOND COLLEGE STUDENTS' ASSOCIATION

Salmond College has an active Student Association which is responsible for organizing the social, cultural and sports events in the College. The funding for the Association's activities comes from the 'Activities Fee' levied on all residents. This covers the cost of (or subsidises) the Welcome/Orientation Week programme, sipper cup, t-shirt, hoodie, College photo; 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.

SOCIAL, SPORTING AND CULTURAL

Salmond College participates in the University wide Inter-College sporting and cultural competitions. This has become very popular and all titles are well sought after.

All residents are encouraged to participate in community activities such as supporting the Cancer Society, Blood Service, Relay 4 Life, SPCA etc. Most years will see Salmond residents running the Daffodil Day table at the local supermarket.

SUSTAINABLE SALMOND 'DOING THE RIGHT THING'

The College is committed to reducing our impact on our environment; and is continually looking for ways to be part of the solution for a more sustainable future. This means that as an organisation, and as individuals, we need to consider the effects of the decisions that we make. At an everyday level, it is helpful to think about the products that you purchase (provenance and packaging), your energy use, transport choices and any waste that you produce including food waste.

Reducing the amount of uneaten food that goes into the bin is a really quick way of reducing your carbon footprint. In 2015 research was carried out in conjunction with local councils across New Zealand: New Zealanders throw away 157,389 tonnes of food a year. That is equivalent to 271 jumbo jets of food that has to go somewhere to rot, instead of being eaten. All of this food is worth about \$1.17 billion each year (that amount of food could feed the population of Dunedin for nearly three years).

Re-think, Refuse, Reduce, Reuse, Recycle

Some simple practical measures that you can take:

- Use your Salmond keep-cup for drinks at Salmond and on campus.
- Purchase your own reusable shopping bag or take advantage of the shopping bag library in the foyer.
- Bring a lunchbox for packed lunches.
- Recycle your waste responsibly (clean and sort it correctly, otherwise it isn't recycled).
- Keep your showers to less than 10 minutes.
- Take advantage of the drying racks and clothesline.
- Inform maintenance promptly when there are issues, particularly with heating.
- Walk, bike or share transport as often as you can.

During meals, take what you need but eat what you take.

DINING AT SALMOND

MEAL TIMES

College fees cover three meals a day. Menus for lunch and dinner each week are posted.

Breakfast	7:00am – 9:00am	Weekdays
	8:00am – 10:00am	Weekends and public holidays
Lunch	12:00 noon – 1:25pm	Weekdays
	12:30pm – 1:25pm	Weekends and public holidays
Dinner	5:30pm – 6:25pm	Daily

After each meal, you must take your crockery, glassware and cutlery back to the kitchen. Crockery and cutlery should not be removed from the Dining Room.

DIETARY REQUIREMENTS

Vegetarian, gluten-free and dairy-free options are available. Residents who require gluten or dairy-free meals must advise the Head Chef by adding this to their Salmond portal. All food is prepared under Halal conditions, but the College does not cater specifically for Vegan or strict Halal diets. However, within the College's menu cycle there are plenty of options that are suitable for vegans. Feedback we have received from previous College residents who are vegans is that they have managed to meet their dietary requirements by supplementing the College's menu options with personal purchases from the local supermarket.

Those with food allergies or intolerances must inform the Head Chef of the allergy, as well as its symptoms and effects, before arriving at College. This information must be added to your College portal and supported by medical documentation, such as a letter from your doctor or allergy specialist. It is each resident's responsibility to carry appropriate medication for critical food allergies. It is also a good idea to inform friends as to what they should do in the case of an allergic reaction.

A Toast Station operates in the Dining Room from 7.30pm most nights.

DINING ETIQUETTE

Diners are asked not to sit on tables or to place feet, clothing or hats on them, as this is both culturally offensive and unhygienic. As a courtesy, hats are not to be worn in the Dining Room. Residents can come to breakfast in respectable night attire provided they are also wearing slippers and a dressing gown.

When diners bring their meals out of the kitchen servery and go to sit down, they are expected to fill up existing tables before they start a new table. This is to encourage residents to get to know a wide variety of people rather than stick to their own small friendship groups.

GUESTS

If you bring guests in to dine with you. You must sign in your guest(s) in the Guest Book in the kitchen, and your account will be charged for the cost of the meal: Lunches \$8.00; Dinners \$10.00.

LATE DINNERS

Late dinners are provided for residents who have work, sport, course or College commitments. If you require a late dinner you must request this on the College portal before 4:00pm on the day. You may not collect a late dinner during normal service times as the staff are fully occupied. Meals are to be picked up from the dining room 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.

PACKED LUNCHES – MONDAY TO FRIDAY

On those days when you have lectures you can make up a packed lunch from a selection of breads, buns, fillings, fruit, muffins, biscuits, etc., which are laid out in the servery. If you take a packed lunch, it is expected that you will not return to normal lunch-time service that day.

SICK MEALS

Sick students should not go to the kitchen to get their own meals. Either contact your RL, or ask a neighbour to liaise with your RL to inform the kitchen that a you are unwell and arrange for 'sick meals' to be taken to you. If you are responsible for collecting a 'sick meal' for a resident, it is to be collected at the end of meal service.

EMERGENCY PROCEDURES

If urgent emergency services are required dial 111 immediately or contact the staff member on duty.

ARMED OFFENDERS

In the unlikely event of an active shooter appearing on College premises, the survival code is: Run, Hide, Fight. For more information see

<https://www.otago.ac.nz/humanresources/otago636574.pdf>

All residents must stay in the building in their bedrooms, lock their doors, keep out of sight and close curtains if possible. Follow the instructions of the College staff. Check your cellphone for a broadcast text message from the University of Otago.

FIRE SAFETY AND EVACUATION PROCEDURES

All residents are primarily responsible for their own safety. 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.

You must familiarise yourself with the evacuation procedures for your area of the College. 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 Resident Carpark. Bedroom windows are to be closed. Self-closing bedroom doors and corridor swing doors should not be propped open at any time.

When leaving rooms in an emergency, residents should ensure that doors are closed behind them. If a person cannot be moved from a room, residents should not risk lives by trying to remove the person concerned. Instead, their door should be closed and the Building Warden or Chief Fire Warden at an evacuation assembly station should be informed immediately.

If a fire occurs at night, residents should, if possible, put on a dressing gown or coat, and footwear for protection against hot or burning floors or broken glass, before they leave the building.

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

Firefighting and fire protection equipment is not to be touched except in the case of fire. Door closers must not be altered or interfered with.

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. Misuse or malicious use of the fire alarm system or the sprinkler system will result in full Fire Service and/or alarm contractor costs being met by those responsible. Residents will also be held fully responsible for the behaviour and actions of their guests/visitors to the College.

Fire safety relies on the constant application of common sense. For example, towels and clothing should not be draped over electric heaters.

Fire drills will be held at various times during the year and must be treated seriously.

EARTHQUAKES

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

When it is safe to do so, evacuate the building and assemble in the student car park carpark. Bring your Emergency Kit, if you have one. Do not re-enter any of the College buildings until the all-clear has been given. Await further instructions from the Head/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.

MEDICAL ASSISTANCE

The Dunedin Hospital Emergency Department is located at 201 Great King St (phone 03 474 0999).

Dunedin also has an After Hours and Urgent Doctors service, open seven days a week, 8.00am to 10.00pm, at 18 Filleul St (phone 03 479 2900). No appointment is necessary. This service will usually attend to you more quickly than the Hospital's Emergency Department, but you will have to pay for it.

For transport to and from the Hospital's Emergency Department or Urgent Doctor's service, a taxi chit may be obtained from Reception. If it is needed when the Reception is closed, the Duty RL will obtain the taxi chit for you. The College may cover the cost of the taxi for the first (emergency) visit, but thereafter, if additional health professional appointments are required, then the transport costs for those will be on-charged to the resident.

A first-aid kit is in Reception, and contains the usual array of bandages, Band-Aids and gauze strips. It does not include antiseptic creams and paracetamol. Residents are urged to purchase their own supply of these and to keep them in their room for when they might be needed.

All RLs, and some staff members are trained in first aid and hold current first aid certificates.

Medical care and counselling services can be arranged through the Student Health Service at the University. The University Student Health Service is located on the corner of Albany and Walsh Streets (phone 03 479 8212) and the Otago Polytechnic Health Service is located in the main building of the Polytech. Appointments are recommended, and residents will need to present their Student ID card.

The medical staff at Student Health can write medical certificates for residents applying for special consideration and exemptions, in relation to University study, on medical grounds. They are also able to refer residents to specialists when necessary.

FACILITIES, SERVICES AND COMMUNICATIONS

BICYCLES

Bikes can be stored in the locked Bike Shed, or in the bike stand in the Quad. Bikes should not be parked at the front of the building or brought inside the building. It is strongly suggested that bikes are always kept locked and insured. Serial numbers should be noted as insurance companies and the Police require these in cases of theft.

COMMON ROOM

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

FREE TRANSPORT – MONDAY TO FRIDAY

For students' safety and convenience, a free evening shuttle bus service operates during term time to bring students back from the University, Polytechnic and Unipol. The shuttles run at 6.00pm, 9.00pm and 11.00pm. There is also a 7.30am shuttle to the University for students who have an 8.00am lecture and 8.30 am for Foundation Studies students. The shuttle must be booked before 4.00pm each day using the online booking system.

GYMNASIUM

The gymnasium 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.

IN-HOUSE COMMUNICATION

The main means of in-house communication is a Salmond Facebook page. It provides information on activities and events, as well as important notices. Announcements and other items of interest also appear on the noticeboards in the foyer and Dining Room.

INTERNET ACCESS AND COMPUTER FACILITIES

All bedrooms have wired connection to the University of Otago's Student Network Service (SNS) and there is extensive wireless capability throughout the College buildings. Polytechnic students also share the University's Student Network.

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

Instructions for accessing the SNS are available from Reception. Residents who are experiencing problems with their SNS connectivity should see Reception.

A Computer Room is situated on the ground floor of the Macalister Wing. 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.

In using Salmond College's computers or network facilities you must conform to all legislative requirements, including copyright and licensing agreements, and the College's IT Acceptable Use Policy, the key requirements of which are set out here (the full policy is available on the College website):

- Computing and network resources are to be used primarily for educational purposes.
- Unauthorised access or damage to any data or deliberate interference with other users' work is subject to disciplinary measures.
- Importation or distribution of offensive material (including, but not limited to, racist material, hate literature or sexually explicit material) is not permitted.
- Harassing or defamatory material may not be sent by electronic means, including email and voice mail, or posting to news groups/social media forums.

The resident printer is in the main foyer of the College. Residents are given a unique username/print code upon arrival and can connect remotely to the resident printer to add a job to the print queue. This printing can be stored for up to 4 hours and manually released by entering your unique code on the printer touchpad. Users can pre-load money via Reception onto their personal printing account on a pay-as-you-go basis and are advised to only load what is needed as credit balances are unable to be refunded on departure.

KITCHENETTES

Each floor has a kitchenette equipped with a fridge, toaster microwave and kettle. Residents need to keep their kitchenette tidy and do their own dishes. All items in fridges must be named and dated. Personal cooking appliances are not permitted in either bedrooms or kitchenettes and will be confiscated.

Milk is supplied daily for hot drinks and should be stored in each kitchenette's refrigerator, not in residents' rooms. Residents are expected to work together to ensure recyclables are properly processed.

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. There are also irons and ironing boards available.

LAUNDRY ETIQUETTE

- Do not remove other people's clothing from a dryer unless it is completely dry.
- Ensure that the washing machine cycle is finished before removing other people's laundry.
- Place laundry removed from washing machines or dryers in the resident-provided laundry baskets.
- Remove clean and dry laundry promptly.

Stealing, or interfering with, other residents' laundry is regarded as a serious breach of respect for others and may result in serious disciplinary consequences being imposed.

LUGGAGE

Empty and clearly named luggage and boxes may be stored in the locked luggage room on the ground floor. College staff can provide access for this room.

MAIL

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

MAINTENANCE AND REPAIRS

Anything needing repair should be notified promptly. All maintenance requests, including lightbulb replacements, should be logged through the online system in the College portal. If a matter is urgent or an emergency, please contact the Reception, your RL or the Head/Deputy Head. The maintenance staff work each weekday but can be called out by the Duty RL at weekends or evenings for emergencies such as burst pipes.

It has always been a matter of honesty at Salmond that if an item is broken, the person(s) responsible will report the damage to the Head/Deputy Head. A charge for repairing the damage may be imposed if the damage is deemed to have been caused by careless or irresponsible behaviour and is not the result of normal wear and tear. If those responsible do not come forward or cannot be identified, the cost of repairs may be deducted equally from residents' bonds at the end of the year.

MUSIC

Pianos are located in the Dining Room and the Waddell Chapel (baby grand) and are available for residents to use. Other musical instruments should be used primarily in the Chapel.

NEWSPAPERS

The College receives several copies of the Otago Daily Times, Monday to Saturday. These are for communal use and can be uplifted from the main foyer.

NIGHT STAFF

Each night an RL is on duty and is based at Reception from 5.30pm to 10.00 pm, and thereafter is on call until the following morning. From 9.30pm each night the Duty RL is supported by a Night Porter or Allied Security Staff member. The Duty RL can be contacted on the following number by College residents: 022 011 2725 (5.30pm-10.00pm), and then from the Night Security staff). The Night Security number is 022 125 6317

PETS

Pets are not permitted in the College.

POTTED PLANTS

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

RECEPTION

For any general queries and payments, the Reception is staffed from 8:30am to 5.00pm Monday to Friday.

RLs have access to the Reception in the evening should residents need emergency photocopying, first aid or games equipment.

Also available from the Reception:

- Cycle tool kit and bike pump.
- Games (e.g. Trivial Pursuit, Monopoly, Pictionary, Scrabble) may be borrowed from the Reception overnight.
- A small supply of first aid equipment for emergency use. The Reception is not able to administer antiseptic cream, paracetamol or any other medications as residents are normally expected to supply their own.
- A supply of table tennis balls and bats, pool cues, tennis racquets and balls, and other outside games/activities.

ROOM ENTRY

Authorised staff members have right of entry to rooms for cleaning and maintenance, disciplinary matters, suspected breaches of rules, health and safety concerns, or emergencies. A request for maintenance to a resident's room, either logged on the College portal, or given verbally to a staff member, implies that the resident is aware that his or her room will be entered by College staff or contractors as soon as is practicable.

SHEET CHANGE

Sheet change takes place weekly on Wednesdays from 6.30-7.00pm. Each resident may change their sheets and one pillowcase at this time. You are expected to use this service at least once a fortnight. Should you require a linen change outside of these times, please see the noticeboards for the laundry's opening hours or speak to your RL.

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. Feel free to bring your own equipment or the College has a limited supply that can be used by residents. This is an alcohol-free area and any noise should be kept to a minimum.

"THE DUNGEON"

Equipped with television, DVD player, hot & cold drinks machine and a dispensing machine for snacks.

TV ROOM

Sky connection – large screen.

WADDELL CHAPEL

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

Residents who play instruments may use the chapel for practice but care must be taken that it remains available for others to use.

Chapel services and Christian fellowship meetings will be held for residents at advertised times. There is also a variety of churches near 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.

FINANCIAL OBLIGATIONS

You are charged fees during term time from the day the College opens until the end of the second semester. University students are charged for a 38-week year and Polytechnic students are charged for a 40-week year. You take up residence on the condition that you (and your guarantor) are liable for the whole year's fees, even if you choose to withdraw from the College or leave early. Fees are not refunded for early departure or for absence during holiday periods.

The Head of College does, however, have limited discretion to provide a partial exemption in cases of withdrawal which have resulted from circumstances completely outside the individual's control and which have prevented the student attending class or where their continued attendance would be seriously damaging to the individual's health and or wellbeing.

PAYMENT OF FEES

Please refer to the fees payment schedule sent with the Offer documentation.

The College will email fee invoices to residents at least two weeks prior to the due date of fees, and not to your guarantor or any other person/s. It is your responsibility to forward invoices on if these are to be paid by anyone other than yourself.

Unless prior arrangements have been made with the Head of College or Operations Manager for late payment, a penalty of 1% per week will be charged on all fees overdue. Those who do not pay their fees are liable to be listed as debtors to the University or Polytechnic. This means they cannot access their examination results, access to course material may be withheld and they will be unable to enrol for the following semester. Residents should note that they are liable for the payment of all reasonable costs incurred in the collection of overdue accounts.

COLLEGE BANK ACCOUNT

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: BKNZ NZ22

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

BONDS

An annual bond of \$150.00 is used to pay for any damage to College property, or to replace items that are missing from your room when the final room check is done. It also covers damage and loss that cannot be attributed to any individual. This is the cost of

living in a community. Bond money, minus deductions, is returned when a resident leaves the College. Damage attributable to individuals throughout the year will be charged against their accounts.

FINANCIAL ASSISTANCE

Salmond College may have funds available to assist residents experiencing genuine financial hardship. Anyone in this position should first visit Reception.

There is also a range of scholarships available. Details can be found on the College website.

Any resident receiving a scholarship(s) should provide a copy of your acceptance email/letter which contains the following information:

- Name of Scholarship
- Where the scholarship is coming from – including address and contact person
- Value of the Scholarship
- Conditions of the Scholarship – e.g. “must be enrolled full time at University”
- The purpose of the Scholarship – e.g. tuition fees or accommodation fees.

STUDENT EMPLOYMENT

During the year, casual employment opportunities may become available in the College. These are generally in the kitchen and are normally announced on Facebook.

HEALTH, SAFETY AND WELL-BEING

Living in community requires each resident to accept a duty of care towards others. This means being considerate of others and looking out for one another, including those whom you might not count among your immediate circle of friends. One of the measures of College life will be how well we do this.

Salmond College staff can support you in things with which you may struggle during your stay with us. We consider our staff team to be safe, well trained and experienced in all manner of life circumstances. If you need help, are not sure where to get it, or just want to talk about something that you are worried about, feel free to talk with any of the RL's or Head/Deputy Head. For specialised help, the University of Otago's Student Health service has a confidential counselling service. Appointments can be made by phoning University Student Health 479 8212, Otago Polytechnic 479 6082, and through Student Support at Foundation Studies on 479 5253 or 479 5711.

ABSENCE FROM COLLEGE

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

ACCESS AND SECURITY

Each resident is issued with an electronic key card which gives access through the front door of the College and to their room. There is an option for an electronic wrist key band to be issued for a small charge. A limited number of rooms also require a standard key which will be issued along with the key card. Any lost or damaged key cards should be reported immediately to Reception or your Residential Leader and there will likely be a charge for a replacement of \$25.00.

ALCOHOL

If you choose to drink alcohol, you are expected to be moderate and responsible in your use of it. You are also expected to abide by this country's alcohol laws, including those set out in the Sale and Supply of Alcohol Act 2012, any Local Alcohol Policy implemented by the Dunedin City Council, and any other relevant legislation. If you are under 18 years of age you are prohibited from consuming alcohol, unless parental consent has been obtained for events such as the Welcome Dinner. Residents of Salmond must not supply alcohol to anyone under the age of 18 under any circumstances.

Gross intoxication is not acceptable and is considered to be a fundamental breach of the conditions of living at Salmond. Disciplinary action may be taken, parents or guardians may be notified and referrals to health professionals may be required. Serious drinking

issues will be regarded as major disciplinary matters. A review of residency and termination of contract are always possible outcomes in any disciplinary matter.

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.

Casual visitors are not to consume alcohol at the College unless attending the College Ball.

Alcohol in glass bottles (except wine), casks and kegs are forbidden in the College and its grounds.

No alcohol is permitted in any public area.

No alcohol is permitted in the College during examination periods. No end of exam parties are allowed in the College and all drinking games are forbidden.

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. There is both 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.

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.

Alcoholic beverages being carried in open vessels (e.g., bottles, cups and glasses) through any public area or alcohol-free area of the College will be deemed to be in the process of being consumed and therefore in breach of this rule. They may be confiscated.

The following restrictions on alcohol-related glassware apply. Regular sized wine and beer glasses are permitted. Drinking bongs, yard glasses, beer funnels, beer jugs, oversize glasses, and shot glasses are not permitted. Any such paraphernalia will be confiscated. Home brewing is not permitted on College premises.

During exam and pre-exam periods, when the College is in Study Zone, you can expect further restrictions on the consumption of alcohol. These will be spelt out at the time. No 'end of lectures' or 'end of exam' parties are allowed in the College.

The Head of College reserves the right to: (a) set and vary the limits on the amount of alcohol that students may bring into the College or keep in their rooms; and (b) vary any of the above rules in response to legislative changes around alcohol or particular circumstances within the College.

CANDLES, INCENSE AND FIREWORKS

Candles and incense, or anything that has an open flame, are a fire hazard and are prohibited. Fireworks and other explosive devices are a fire and safety risk and are not permitted anywhere in the College buildings or on College grounds.

CONSENT AND RELATIONSHIPS

With over 260 residents in the College relationships will form between residents. These may range from casual friendships to more intimate interactions. 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 will be treated as serious misconduct.

What does consent involve?

- 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.

Sexual misconduct takes many forms, including unwelcome sexual advances, requests for sexual favours, making somebody the subject of sexual innuendo, and other unwelcome verbal or physical conduct of a sexual nature. No College resident should be made to feel unsafe or physically demeaned or threatened.

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

If you have had an encounter or incident that leaves you feeling uncomfortable or uncertain you are encouraged to seek help and support. You can approach any member of the RL team, the Head or Deputy Head. You will be treated with care and respect. In responding to disclosures or allegations of sexual misconduct, Salmond College follows the procedures and guidelines contained in the University of Otago's Sexual Misconduct Policy: <https://www.otago.ac.nz/administration/policies/otago711781.html>

In addition to observing protocols around consent, ensuring another person's personal safety also involves the following:

- Not entering a person's room uninvited, or expecting you can just walk in, or refusing to leave when asked.
- Not taking anything that belongs to another person. Stealing somebody else's personal belongings constitutes a major violation of trust.

- Not “flipping” or interfering with a person’s room in their absence or without their permission. The fact that these sorts of things might be done as part of a prank is no excuse.
- Not initiating any form of physical contact with a person that could be misconstrued or be regarded as unwelcome or invading their personal space. Bear in mind that another person’s sense of personal boundary, and therefore view of what constitutes appropriate behaviour, might be different to your own. Respect that difference.
- Not threatening, abusing or intimidating somebody else (physically or verbally), or using social media to embarrass and shame them. Bullying takes many forms, including hazing activities, physical violence, verbal abuse and cyber bullying. Whichever form it takes, it is unacceptable. Regarding cyber bullying, no unofficial Salmond Facebook pages and other equivalent social media platforms may be established or used for the purpose of spreading gossip about Salmond residents. Care must be taken not to breach the Harmful Digital Communications Act (2015).
- Not taking compromising photos or videos of somebody else and sharing those photos or video clips on social media.

DRUGS, SMOKING AND VAPING

Salmond College adheres to the drug-free policies of the University of Otago. The supply or use of any recreational drugs, legal or illegal, is not tolerated. This includes substances such as, but not limited to NOS, designer drugs and herbals. Contravening this rule may result in instant exclusion from the College and, in the case of alleged illegal activity, the involvement of the University Proctor and/or Police.

If it is suspected that College residents are using, or are in possession of, illicit drugs then College staff may enter residents’ bedrooms to check for drugs.

The College has a smoking/vaping area known as the “Bus Shelter”, which is situated at the rear of the building next to the recycle bins. Smoking and vaping are allowed there between the hours of 9.00am and 9.00pm each day. No smoking or vaping is allowed outside those hours because of the disturbance it can create for residents whose rooms overlook the Bus Shelter. Smoking and vaping are not permitted inside or anywhere else in the College buildings or grounds.

GAMBLING

Playing of games of chance for money or a comparable form of wager is forbidden.

GUESTS, VISITORS AND PARTNERS

You are responsible for the conduct of your guests and will be accountable for their actions should they fail to abide by the rules and regulations of the College or give cause for concern regarding their behaviour.

Guests may not drink alcohol at any time unless attending the College Ball.

Day visitors are welcome in the College from breakfast time until 9.30pm each night. They are not allowed to bring alcohol or illicit and non-prescription drugs into the College.

Guests – overnight. – e.g. parents or friends visiting from out-of-town: Such guests are welcome to stay in your room for an overnight charge of \$10.00, except during Orientation Week, during Study Zone, over exam periods or at other times as deemed by the Head of College. At least 48 hours prior to your guest arriving, you must complete a Guest Accommodation Form, copies of which can be obtained from Reception. The completed form must be approved by the Head/Deputy Head and then returned to Reception.

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

You may not: (a) allow your guest to be in the College unaccompanied by you; (b) give your guest your room key to use in your absence; or (c) give your guest permission to sleep in your room without you being there to oversee them and you must ensure that they do not do anything to intrude upon the privacy of neighbouring residents.

Guests are welcome to dine in the College. If a Guest Meal is required residents should advise the Kitchen Staff or the Reception 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 \$8.00 per lunch and \$10.00 per dinner to the resident's account. Guests are not able to attend formal dinners or special events, except for the College Ball.

Unsanctioned guests. These present a significant safety and security risk to the College and are not allowed. We cannot have non-residents able to roam the corridors and potentially intrude upon the privacy of other residents, especially late at night or in the early hours of the morning.

Residents who are found to have had overnight guests but not completed a Guest Accommodation Form will be charged \$30.00 per night and may be subject to disciplinary action.

You are responsible for your guests or visitors at all times, and for their behaviour.

LGBTTIQ + RAINBOW SUPPORT

Salmond College supports students who identify as any of the many variations of sexual attraction and sex/gender identity; including intersex, transgender, transsexual, genderqueer, asexual, fa'afafine, takatapui, lesbian, bisexual and gay. If you would like support beyond the College, we can help you to access various networks.

MENTAL HEALTH

If you have experienced mental health issues previously or have had a diagnosed mental health disorder (including self-harm) in the past, you must disclose this to us. Even if you

have been discharged from your support service/agency. This information will be kept confidential to the Head of College and appropriate Salmond College staff. We will want to know if you have received, or are receiving, help from a health professional. We will also want to discuss with you your safety management plan, if it is appropriate for you to have one, and what professional help and other transitional or permanent support you may need now you are in Dunedin and at Salmond College. Under the terms of your residential contract, the College may cancel your contract if you are found to have withheld relevant health information, or if the Head of College concludes that your state of health (mental or physical) makes termination of your contract appropriate, having regard to your interests and/or the interests of the College community.

NOISE AND QUIET TIMES

Noise is a perpetual concern in any residential establishment. It should always be kept to a reasonable level.

All residents should have the right to be able to study in a quiet environment however after 9:30pm at night it is essential that the accommodation areas of the College are quiet in particular. We encourage all residents to use the Common Room facilities when relaxing.

At any time of the day or night, residents may be asked to turn down the volume of music, televisions, computer games, etc. that are causing a nuisance. However, during study breaks (12 noon – 2:00 pm and from 5:00 pm – 7:00 pm) each day, a small level of noise is acceptable.

As exams approach, the College enters a Study Zone, which includes the observance of study hours. This basically involves keeping noise levels to a minimum day and night, seven days a week. Study hours apply not only inside the College buildings but also in their immediate precincts.

IMPORTANT TELEPHONE NUMBERS.

Salmond College

College Reception	(03) 473 0750
Head of College	(03) 473 0751
Deputy Head of College.....	(03) 473 0755
Kitchen	(03) 473 0758
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 cell phone 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
IT Service Desk	0800 479 8888 / 479 8888
OUSA.....	479 5332

Foundation Studies

Information	479 5250
Student Support	479 5253/479 5711

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

SUMMARY

The rules and regulations in this Handbook provide a framework for College life. But they cannot give the College its wairua, its spirit. That can only come from you and your fellow residents as you make Salmond College your home, learn to live in a community, and actively contribute to the living tradition that is Salmond.

When you come to live at Salmond you become part of a residential community. Life-in-community requires tolerance, consideration of others, and commitment to the common good. The rules and expectations set out in this Handbook, by which you are expected to abide, serve that purpose. They let you know what behaviour is acceptable, and what is not acceptable. Some of the rules are to do with personal health and safety, and others are to do with creating a College environment that is conducive to study and fostering strong collegiate life.

You must:

- Treat each other, all staff members, other Colleges, and members of the public with courtesy and respect;
- Inhabit the grounds and buildings with care and respect;
- Abide by the rules and regulations of the College, as set out in this Handbook, and comply with NZ Law, including health and safety requirements;
- Comply with the University of Otago's Student Charter and Code of Student Conduct, or where relevant, the policies of Foundation Studies or Otago Polytechnic, and not do anything that might bring the College into disrepute.

The principles of natural justice will apply consistent with the provisions contained in any of the above institutions.

Failure to do these things may result in disciplinary consequences being imposed by the Head or Deputy Head of College. They have several disciplinary avenues open to them, including suspension or permanent exclusion. Should you be permanently excluded from the College you remain liable for all your debts, including accommodation fees through to the end of the academic year.

In its investigation of alleged breaches of the rules and expectations of residency, as outlined in this Handbook and the Agreement for Admission, the College will uphold principles of natural justice, including transparency and fairness of the investigative procedure. The respondent to an allegation will be informed about the nature of the allegation in a timely manner and be given an opportunity to respond. For serious cases of alleged misconduct, the respondent may be suspended from the College for the duration of the investigation. Any disciplinary action that may ensue from the outcome of the investigation will be proportionate to the behavioural breach.

The Right of Appeal

You have the right to appeal disciplinary decisions or sanctions.

Where a disciplinary decision or sanction is imposed by a person other than the Head of College, you are entitled to have that decision reviewed by the Head of College.

Where a disciplinary decision or sanction is imposed by the Head of College, you may, within seven calendar days of being notified of the relevant decision, submit an appeal to the Board of Knox College and Salmond College on the grounds that it (a) may have been imposed without due process having been followed; (b) may be manifestly unfair; or (c) may cause significant hardship.

An appeal shall be in writing and set out the grounds upon which the resident is relying for the appeal. It should be addressed to the Chair of the Board of Knox College and Salmond College, who may be contacted via this email address: board.secretary@knoxandsalmondcollege.org

The Board of Knox College and Salmond College may determine any appeal as they think fit. They shall regulate their own procedure, and their decision on any matter shall be final.

If you need help or assistance with your appeal, you are welcome to seek independent advice and support or approach the OUSA Student Support Service.

I hope you come to Salmond determined to make 2020 the best year that it can be, to attain your academic goals, and to grow as a person.

Nick Bates

Head of College