



Residents' Handbook

2021



Salmond College
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North East Valley
Dunedin 9010

Key Contact Details

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Email admin@salmondcollege.ac.nz
College Website www.salmondcollege.ac.nz

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.

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WELCOME

We are pleased to welcome you to Dunedin and to the Salmond College 'family'.

Salmond College opened in 1971, so 2021 marks our 50th year and we will hold several events throughout the year to celebrate including the 50th year reunion celebrations on the weekend of 26-28 November. Salmond is run by the Board of Knox College and Salmond College for the Presbyterian Church of Aotearoa New Zealand and is 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 single rooms, and accommodates students from all parts of New Zealand and overseas who are studying at Otago tertiary institutions. Whilst most residents are first year students, a significant number of students return for a second or third year at Salmond. The ensuite rooms in the Macalister Wing, and the larger rooms spaced around the main accommodation wings are allocated to these senior residents.

Salmond aims to provide a caring home with a strong family atmosphere, excellent food and friendly company in an environment where academic achievement is valued and supported.

Residents are encouraged to play an active part in the life of the College so that they can gain the greatest value from it. Those returning for a second or subsequent year 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 of life in a community.

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 the formal letter of offer you have received, or the offer of a place may lapse. Please complete the Portal process in its entirety, including the guarantor's confirmation. 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 should use with your deposit.

WITHDRAWALS

If you accept an offer of a place, and then withdraw before 1 February 2021, 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 20th February 2021 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. For those arriving early, at a time agreed with the Head of College, an additional daily rate applies. These arrangements must be made through the College administrators in advance of your arrival. You must notify the College by 1 February 2021 of your expected date and time of arrival through the Salmond College portal. If your travel plans change, please notify the College via email at admin@salmondcollege.ac.nz.

KEY DATES FOR 2021

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 20 and Sunday 21 February - College opens.

Monday, 22 February - Welcome Week and classes for some courses. On Friday 26th February preliminary lectures are held.

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 can provide an extra blanket if required. College sheets and pillowcases are laundered weekly. You must bring your own towels.

Firearms: Firearms are not permitted in the College. You can arrange to store firearms at a storage facility in the Proctor's Office at the University. You will be required to produce your firearms licence. Contact details: campus.watch@otago.ac.nz.

Insurance: You are encouraged to take out personal insurance for your belongings while staying in the College; 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 required for medical reasons. In this case you will be required to provide supporting documentation from a medical specialist.

Medical and Emergency Kits: Residents are advised to bring their own supply of face masks, 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 which need to be tested and tagged by electrical contractors will be undertaken at the residents' expense.

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.

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 completed by each resident when they 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 should be returned immediately after use so that other residents are able to use it.

You will be advised by your Residential Leader (RL) which day of the week your room will be serviced. You need to ensure that your floor is cleared 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 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. We each take responsibility for our own waste and recycling, so do not dump items at the kitchenettes.

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.

You are not required to leave the College during breaks, although many residents do take the opportunity to go home or holiday elsewhere during breaks. Residents generally leave the College following their last examination 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.

Security staff are employed by the College each evening from the end of the Residential Leader's shift. Regular rounds of the college and property are carried out by the Security staff and Residential Staff. Security cameras are located throughout the College for the protection of residents and their property.

ASSISTANCE/RESIDENTIAL LEADERS (RLS)

The College employs Residential Leaders (RLs), senior students who live throughout the College. 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 an RL on your floor who you will interact with most frequently, but you will also get to know the wider team.

Your RL will, among 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.

Your RL is the person in the College who you should feel free to approach in the first instance for any pastoral care matter. You should feel free to communicate with your RL re how you are going and any support that you might require. 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 for many papers. You are also able to attend the Knox College tutorials. Tutorials are usually held in the Salmond Tutorial Rooms, and will be advertised on notice boards, Facebook and digital screens. Tutorials can be organised for other papers, subject to availability of suitable tutors, and a minimum number of residents requesting them. Contact the Deputy Head of College for any questions you have regarding the academic support available in the College.

Residents are urged to make the best use possible of this service. In association with the University's Higher Education Development Centre, students can also access general study skills sessions and examination techniques workshops. Residents should contact the Head or Deputy Head to discuss these issues.

The Head or Deputy Head monitor the academic progress of residents and receive examination results from the University post-examinations. They conduct interviews as needed to discuss academic results and progress.

Information relating to tutorial and other academic matters is posted on noticeboards and on Facebook.

SALMOND COLLEGE STUDENTS'S ASSOCIATION (SCSA)

Salmond College has an active Student Association which helps with organizing the social, cultural and sports events in the College. The funding for the Association's activities comes from the 'Activities Fee' levied on 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, cultural and games competitions. This has become very popular and Salmond has high levels of participation and has achieved some memorable victories in recent years. Residents should follow the information on Facebook and widely promoted around the College to join teams and activities and represent the College.

VOLUNTEERING

Giving back to the wider Dunedin community is a key aspect of the life of the College. All residents will be expected to participate in the volunteering day during welcome week, and throughout the year opportunities will be available for students to volunteer in the community. Some such activities include supporting the Cancer Society's Daffodil Day, Blood Service, Relay 4 Life, SPCA, tree plantings, working at local Op shops, visiting Rest

Homes etc. Most years will see Salmond residents running the Daffodil Day table at the Garden's New World supermarket.

SUSTAINABLE SALMOND 'DOING THE RIGHT THING' AND 'GREEN YOUR SCENE'

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 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 must go somewhere to rot, instead of being eaten. All 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.
- Bring 2-3 old coffee cups down to the college to donate to the 'cup library' by our coffee machine, to contribute to sustainability.
- Purchase your own reusable shopping bag or take advantage of shopping bags which may be available in the foyer.
- Bring a lunchbox for packed lunches.
- Recycle your waste responsibly, sorting it correctly.
- Keep your showers to less around about 6 minutes.
- 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.

Get involved with our 'Green your Scene' Programme, which aims to make Salmond an increasingly sustainable environment. In 2020 Salmond College earned the bronze 'Sapling Award' in the 'Green your Scene' programme, led by an RL and some residents. We hope to retain this momentum through 2021, so look out for opportunities to get involved for a sustainable future.

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, please 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 can advise the Head Chef by adding this to their Salmond portal. All food is prepared under Halal conditions. Within the College's menu cycle there are that are suitable for a vegan diet.

Those with food allergies or intolerances inform the Head Chef of the allergy, as well as its symptoms and effects, before arriving at College. This information should 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. Please also 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 in the evening.

DINING ETIQUETTE

Diners are asked not to sit on tables or to place feet, clothing, or hats on them, as this can be 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. Enjoy getting to know the food service staff and show your appreciation to them for the work they do for us all.

GUESTS

If you bring guests in to dine with you, sign in your guest(s) in the Guest Register Clipboard near the plates at the start of the food service. 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 can 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 serving and then cleaning. Meals can 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 LUNCHESES – 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 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 should be collected at the end of meal service.

EMERGENCY PROCEDURES

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

FIRE SAFETY AND FIRE EVACUATION PROCEDURES

All residents are primarily responsible for their own safety. Heat and smoke 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. Emergency evacuations are held during the year; RLs will demonstrate escape routes to residents early in the year.

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 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 hard-wired and should not have the covers removed. Covering or tampering with the heat sensors in the bedrooms is considered a serious breach, as it puts everyone at risk. Residents found to have covered or tampered with sensors may face large fines from the college and the Fire and Emergency Service.

There are instructions on the wall of every bedroom which outline what to do if the sensor activates 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 evacuations will be held at various times during the year and must be treated seriously. Students should leave their room immediately if the alarm sounds, through the nearest exit route, and assemble at the residents' car park.

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 or college staff.

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

University Student Health is located on the corners of Walsh Street and Albany Street, and is open each day from 8.30am-8.30pm. Students can access medical and mental wellbeing services from Student Health. The contact number is 0800 479821 or 03 479 8212. The Head or Deputy Head can help arrange appointments at Student Health if the need is urgent. We recommend that residents enrol at Student Health upon arrival in Dunedin.

Otago Polytechnic Student Health Centre, located Harbour Terrace M Block, is open Monday to Friday, 8.30am-5.00pm. The contact number is 03 479 6082. The Student Health Centre provides the same services offered by your family doctor. It also promotes health education, and offers health screening tests, nutrition advice, vaccinations, and some minor surgery options. For students who have paid the Student Health Levy as part of their fees, the cost for a consultation is \$15, or is free if you have a current Community Services 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.

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 there is a cost which is significantly higher than Student Health.

For transport to and from the Hospital's Emergency Department or Urgent Doctor's service, a taxi chit may be obtained from Reception in emergencies. 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 encouraged 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.

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.

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. Occasionally events are held in the Common Room for social events organised by the SCSA.

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 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.

Shuttles must be booked before 4.00pm each day using the online booking system via the StarRez portal. The shuttles will not run during University mid-semester breaks, the break between semesters and examinations during which time residents have no classes scheduled. If a shuttle which has been booked does not arrive, residents can call 0800477800

GYMNASIUM/EXERCISE ROOM

The gymnasium/exercise room, located in the Quad, 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 always be adhered to. Gym access is via the resident's keycard.

IN-HOUSE COMMUNICATION

The main means of in-house communication is the Salmond Facebook group. You will be invited to join the main Facebook group on accepting a place in the College, along with other sub-groups for floors, tutorials, sports teams, and other activities. The main Facebook group 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 Wifi network and there is extensive wireless capability throughout the College buildings. Polytechnic students also share the University's Student Network.

The wireless system is provided for the purpose of supporting academic development and appropriate personal online activities. Repeated breaches of the reasonable use expectations may result in disciplinary action by the University.

You login to the wifi using your Student ID# and password. Polytechnic students should see reception on arrival to ensure they are able to access the University's Student network. Residents who are experiencing problems with their wifi 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. Any non-College material may be cleared from it without warning.

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 for educational and appropriate personal 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. Students should be aware that breaches of the Harmful Digital Communication Act may lead to referral to the Proctor and/or Police. We recommend students become informed regarding their rights and responsibilities with respect to this legislation to keep themselves and others safe. Helpful information regarding the Act may be found at <https://www.justice.govt.nz/justice-sector-policy/key-initiatives/harmful-digital-communications/>.

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, 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.

Milk is supplied daily for hot drinks and should be stored in each kitchenette's refrigerator. 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 may be stored in the locked luggage room on the ground floor. If this room is full, luggage should be stored in residents' rooms. Reception 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

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 weekdays but can be called out at weekends or evenings for emergencies (such as burst pipes).

If an item is broken, please 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, the Nithvale Lounge and the Waddell Chapel and are available for residents to use. Other musical instruments should be used primarily in the Chapel.

NEWSPAPERS

The College receives copies of the Otago Daily Times, Monday to Saturday. These are free and available for students to take uplift from the main foyer.

NIGHT STAFF

Each night an RL is on duty and is based at Reception from 5.00pm to 10.00/10.30 pm. From 10.00pm each night a Security Staff member takes over supervision of the College for the evening and into the early morning. The Duty RL and Security staff can be contacted in the evenings and weekends on the following number by College residents: 022 011 2725.

POTTED PLANTS AND PETS

Residents are welcome to have potted plants in their rooms if they wish, however, pets are not permitted in the College.

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, games, equipment, or general enquiries.

Also available from the Reception:

- Cycle tool kit and bike pump.
- Games 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 expected to supply their own.
- A supply of table tennis balls and bats, pool cues, tennis racquets and balls, and other outside 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 certain weeknights (probably Mondays, Wednesdays and Fridays) from approximately 6.30-7.00pm. Residents may change their sheets and one pillowcase at this time once a week. You are expected to use this service to ensure high levels of hygiene within the College.

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. 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"

This is a smaller common room, equipped with television, DVD player, hot & cold drinks machine and a dispensing machine for snacks.

TV ROOM

Sky TV is available on the large screen TV in the TV room. Use the controls on the wall to activate the TV.

THE WADDELL CHAPEL

The Waddell Chapel is named after Rutherford Waddell, a well-known and respected Presbyterian minister who had a significant impact on the wider community in Dunedin. The chapel is an important part of the special character of Salmond College.

Chapel services, Christian fellowship, discussion groups, meetings and community events will be held for residents at various times during the year. There are a number 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 chapel is available for group or individual use and may be pre-booked at the Reception for meetings. It is available for music practice or other meetings as permitted.

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. 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 University or where their continued attendance would be seriously damaging to the individual's health and or wellbeing. In these sorts of cases documentary evidence (e.g., medical opinion) will usually be required to support a request for a fee exemption.

Do *not* expect a fee exemption to be granted if you are simply preferring to be at another residential college, or your Semester One results are not what you had hoped for and you have decided to leave Otago Uni to return home or to do something else. Those sorts of reasons do not constitute "exceptional and unforeseeable circumstances" referred to in your contract. The Head is the sole arbiter of what constitutes "exceptional and unforeseeable circumstances". His decision is final.

PAYMENT OF FEES

Please refer to the fee 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, not to guarantors or any other person/s. It is the resident's 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 overdue fees. Those who do not pay their fees will be listed as debtors to the University or Polytechnic. This means they will not be able to access their examination results, or course materials, 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: BKNZNZ22

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

BONDS

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

A range of scholarships are available through the University.

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 throughout your year at the College. 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 RLs 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 03 479 8212, Otago Polytechnic 03 479 6082, and through Student Support at Foundation Studies on 03 479 5253 or 03 479 5711.

PASTORAL CARE

Salmond College adheres to the Education (Pastoral Care) Amendment Act 2019 Act seeks to provide appropriate pastoral care to all students. Staffing and support systems have been put in place to ensure the wellbeing of all residents.

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.

We encourage residents not to purchase alcohol in glass bottles (except wine). This is to avoid breakage and minimize the effects of glass in the College. The Head of College reserves the right to ban all glass bottles should that be considered necessary. Casks, and kegs are forbidden in the College and its grounds.

No alcohol is permitted in any public area without permission from the Head or Deputy.

No alcohol is permitted in the College during Study Zone and 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 students to drink responsibly. There is both support and consequences in place for those students who make mistakes.

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.

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>

Salmond College works closely with the University's sexual violence support and prevention centre, *Te Whare Tawharau*. At the start of the year residents will learn about consent, safety, supporting one another, being an effective bystander through workshops provided by *Te Whare Tawharau* during Orientation welcome week.

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.

COVID 19

The College has plans and procedures in place in the event of government announcements regarding the implementation of Covid Alert Levels. These include but are not limited to safety precautions, restrictions regarding visitors, alterations to dining procedures, possible introduction of bubbles within the college bubble, and other college wide procedures. College management will liaise closely with the University with respect to announcements and management of Covid developments. Residents are required to comply with all Covid related guidelines communicated by College management.

DRUGS, SMOKING AND VAPING

The possession, supply or use of any recreational drugs, legal or illegal, is not permitted on site. This includes substances such as, but not limited to designer drugs such as MDMA and herbals such as Cannabis. Contravening this rule may result in a formal investigation 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 Stop", which is situated behind the College kitchen next to the recycle bins/bike shed. 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 Stop. Smoking and vaping are not permitted inside College buildings or elsewhere on site, except for certain College events for which the Master may grant special permission.

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 \$15.00, 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, 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. Adult 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, including OUSA student support. All residents are expected to respect one another at all times.

MENTAL HEALTH

If you have experienced mental health issues previously or have had a diagnosed mental health disorder, including self-harm, you must disclose this to senior staff. 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

In a residential community, noise can become an issue due to the differing needs and preferences of residents. Consideration for others is the responsibility of every resident.

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.

As exams approach, the College enters a Study Zone, which includes the observance of study hours. This 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
Security	022 011 2725
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.

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 residents be permanently excluded from the College they remain liable for all 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 2021 the best year that it can be, to attain your academic goals, and to grow as a person.

Nick Bates

Head of College

NOTES:

