

ARANA COLLEGE



TERMS AND CONDITIONS
2010

Conditions of Residence for Arana College 2010

Please take time to read this handbook thoroughly and carefully!

Section 1 - Welcome Message	3
1.1 Message from the Warden	3
Section 2 - Introduction to Arana College	4
2.1 College Life	4
2.2 Our Coat of Arms.....	4
2.3 A Brief History of Arana	4
Section 3 - Arana College's Residential Policy	5
3.1 Our Mission	5
Section 4 - Arana's Residential Information and Regulations	6
4.1 Commitment to Diversity	6
4.2 Strengthening Family Spirit.....	6
4.3 Focus on Both Academic Achievement and Sport Excellence.....	6
4.4 Maintaining a Safe and Healthy Living Environment.....	7
4.5 Smoke Free and Drug Free Policies.....	9
4.6 General Behaviour Standards	10
4.7 Healthy Alcohol Management	10
4.8 Skateboard Policy	11
Section 5 - The Team	11
5.1 Arana College Staff List	11
5.2 Arana Residential College Staff.....	12
Section 6 - Facilities (In More Details)	14
6.1 Communication Facilities	14
6.2 Information Technology Facilities.....	15
6.3 Health Facilities	16
6.4 Arana Grounds and Accommodation Properties	16
6.5 Kitchen Facilities	17
6.6 Sport and Games Facilities	19
6.7 Study Facilities.....	19
6.8 Room Facilities	20
6.9 Safety and Emergency Evacuation Plan	21
Section 7 - Our Expectations from You!	24
7.1 Before You Arrive	24
7.2 When You Arrive.....	24
7.3 While You Are Here	25
Section 8 – Appendix	31
8.1 Arana Opening and Closing Schedule for 2010	31
8.2 What to Bring?.....	31
8.3 Costs for Arana College.....	32

Section 1 - Welcome Message

1.1 Message from the Warden

Greetings and welcome to our community.



You have been selected to live in our College, and we believe we have chosen well, so that we will have a wide selection of residents from all over New Zealand and the world. My job is to build a community populated by residents who will benefit both academically and socially from living together. The focus of Arana, therefore, is upon each one of you as individuals, as well as with the whole community.

For us to live as a group we must be able to show each other respect and develop a sense of belonging. We want you to enjoy your time with us and we are fortunate here at Arana that we have a range of residential options that allow you to continue living here from your first year until your postgraduate years. Our top priority is to assist you in every way possible to achieve success in your academic course and we want to build an environment which will make this possible, while at the same time having lots of good clean fun in a traditional College way.

Arana has a powerful tutorial system and we have a recreational programme involving outdoor adventure trips, sports events and in-house competitions. As well as our grand Arana Gala Ball with its many surprises included, there is an assortment of other social activities to keep you amused and entertained.

So, when you arrive, take time to meet with our other new residents, form lasting friendships and have a wonderful year learning and growing together. Most of all I hope you will make worthwhile choices that will add to your intellectual, emotional and spiritual well-being, allowing you to build a bright future for yourself.

So - as the motto suggests, Arana is about education and community and it is my expectation that we will indeed "wield the paddles together".

Jamie Gilbertson
Warden of Arana College

Section 2 - Introduction to Arana College

2.1 College Life

Arana College stands overlooking the Otago Campus only 200 metres from the Registry Clock Tower, a notable feature of the University campus. The University of Otago College of Education, Otago Polytechnic and the Dunedin Botanical Garden are all within easy walking distance. We are proud of our Arana College complex for accommodating students close to campus where they can be surrounded by an excellent number of opportunities for academic, cultural and social growth. We focus on maintaining top-notch facilities, up-to-date student programmes, and quality food services.

Arana College provides you with opportunities for academic and career exploration. Students are encouraged to participate in all we have to offer. We realize that moving into a Residential College and knowing what to expect from us, what is expected of you, and what to bring can be somewhat puzzling. The following information will alleviate much of the confusion and help you prepare for your arrival at the University of Otago and life at Arana College.

Please note that this is a Residential College, **not a hostel**. A hostel provides bed and breakfast and may or may not provide other meals. A hostel does not provide tutorial facilities and need not employ staff with an emphasis on support for the whole person. Here at Arana we are interested in supporting residents and developing our systems of support year by year to an even higher standard.

2.2 Our Coat of Arms



Arana and Carrington, the two Colleges at Otago that were created and originally administered by the Stuart Residence Halls Council, are now fully administered by the University of Otago. The Arms of Arana come from the arms of the Stuart Residence Halls Council, whose motto is Non tantum aedificatio sed sodalitas (not only education but community), with the addition of a three-pointed label (as for an eldest son). The Arana's motto is: Takina te hoe kia rite (wield the paddles together). Our College colours are maroon and blue.

2.3 A Brief History of Arana

Arana College opened in 1943 and is one of the original student Residential Colleges at the University of Otago. As such it has a rich and interesting history. The Administration Office building, on the present Clyde Street site was the former home of Sir James Allen, the University of Otago Vice Chancellor 1903 -1909 and Chancellor 1909 -1912. Sir James was also an important New Zealand statesman, being a Member of Parliament, Minister of the Crown and Acting Prime Minister.

Our Name

Arana perpetuates Sir James' last name, translated into Maori. The founder and first Warden was the Rev. Dr. Harold W. Turner. The Turner Wing of the modern Arana complex is named after him and was opened at the beginning of 1994. For many years the residents of Arana were accommodated in the converted World War II nissen huts and it wasn't until 1962 that the major construction work that resulted in the current 'Main Block' began. Much of this work was paid for by the Colombo Plan, a scheme that was designed to increase intra-commonwealth cooperation through education.

The 1960s to Today

The opening of the Bates and Colombo wings for accommodation in 1968 completed the main design for Arana College. By 1968, the number of residents was around 140, but this continues to grow through the acquisition of property on the streets that surround the main grounds. Today we have some 385 residents. Arana College has produced many notable high achievers in most of the different fields of human endeavour, some of the better known of these include kiwi comedian Jon Gadsby, and child cancer researcher, Prof. M.D. Holdaway.

During 2002, Warden Jamie Gilbertson and the Arana Management team undertook a review of all systems at Arana.

Money was won for a new Boiler and Boiler-House in 2003 and this was constructed in 2004. As well the Arana team made a significant capital bid for new accommodation buildings as well as kitchen and dining room. After a demanding year of construction in 2005, three new facilities opened just in time for the 2006 season. Leithview housing 60 residents, as well as Rawiri housing 100 residents and a new kitchen, dining room and common rooms.

Section 3 - Arana College's Residential Policy

3.1 Our Mission

- i. We commit ourselves to fostering diversity.
- ii. To strengthen family spirit to achieve our College's motto: 'wield the paddles together'.
- iii. To focus on developing academic achievement, personal development, positive recreational experiences and sporting excellence through a strategic balance of study, games and fun.
- iv. To maintain a safe and healthy living environment.
- v. We strictly adhere to the smoke-free and drug-free policy of the University of Otago within all College buildings and in our grounds.
- vii. To conform to the University of Otago's standards of conduct and policies emphasising respect and consideration for the rights of others and their needs.

Section 4 - Arana's Residential Information and Regulations

4.1 Commitment to Diversity

- Discrimination against any other human being on the basis of age, physical disability, national origin, sexual orientation, race, gender or religious affiliation are not tolerated within our multicultural community.
- Verbal or written abuse, threats, intimidation, violence, or other forms of harassment against any member of our community will not be accepted. The Otago University Ethical Behaviour Policy is adhered to at Arana.
- Chaplains or the equivalent can be arranged as required. Churches or equivalent places of worship for your religion are mostly available in Dunedin and will make you feel welcome.
- Cultural activities of an international flavour will be organised throughout the year and your input into these activities is most welcome.

4.2 Strengthening Family Spirit

- Residents and staff care and support each other as members of their extended College family.
- Arana residents are treated as adults, therefore no permission is required for overnight or weekend absences. However, we would appreciate it if you can inform our College staff and leave a contact phone number and an address in these instances, in case you need to be contacted urgently.
- Residents of our College are encouraged to show up whenever we are involved in a sports game or competition to support our teams.
- If you are sick or injured, you have a responsibility to inform your Sub Warden or an Arana staff member.
- In signing the Arana College contract, you are agreeing for the Arana Management to build a community of residents and to display your name and photo within the College.

4.3 Focus on Both Academic Achievement and Sport Excellence

4.3.1 Study Facilities

- A 24 hours access computer suite with all computers connected to the University network is provided.
- Arana College, in addition to the University's libraries, also provides a study centre and tutorial rooms to suit your needs.
- Tutorial sessions conducted for most of the first year subjects are arranged in the College to keep residents' study on track.
- Professional academic support for you can be arranged through the University's Student Learning Centre.
- The Warden has access to your academic grades, so the staff team can assist you if you have problems.
- An excellent study atmosphere is the College's top priority, and every resident has the duty to make it work.

4.3.2 Sport Facilities

- Our small gyms have table tennis, workout equipment and other recreational equipment. You are encouraged to make use of these facilities when you need a break from the students' hectic life of study.
- Sports equipment can be borrowed from reception.

4.3.3 Recreation Facilities

- Pool table, Common Room with surround sound, DVD, Sky Digital and many other recreation facilities are available to residents.
- Formal music room offers a baby grand piano for you practice or perform upon. There is an additional music room with drums and an upright piano.
- Any of the board games can be borrowed from reception.
- X-box's, Playstation's and Wii games are available to residents.
- DVD players and a vast DVD collection are available to residents.

4.4 Maintaining a Safe and Healthy Living Environment.

4.4.1 Health

- A dedicated, comprehensive, holistic student health service for currently enrolled University of Otago students is available to meet all your health needs.
- All Arana College's residents are strongly advised to check on all the necessary immunization against infectious diseases before arrival. Remember living in a community requires common sense and an awareness of the health issues which can arise from living in this environment.
- "Sick meal" trays for ill residents can be arranged through the Food Service Manager/Sub Wardens.
- Our resident's health is one of our major concerns. Please let a staff member know if you are not feeling well and we will do our best to take care of you. We are able to assist with the arrangement of medical appointments if need be. Occasionally, we find that going home to rest is a very sensible option in cases of serious illness.

4.4.2 Living Facilities

- All Arana College buildings are installed with either central heating or electric oil column heaters to keep you warm when necessary. However, energy conservation should be considered at all times.
- Winter in Dunedin is cold, so consider using a hot water bottle and wearing 'thermal' underclothes.
- Each floor is equipped with telephone access. Fax and postal facilities are also available at reception.
- Your rooms are fully furnished and are cleaned on a regular weekly routine. All public or communal areas are cleaned daily, including weekends.
- Unreported damage in the public areas of the College will be repaired with a charge to the residents bond.
- There is no car parking available at Arana College. The University of Otago leases car to students through the Property Services Division, if you want a park please contact Property Services on (03) 479 8014. Please note that each year there are more students wanting parks than that are available, they are allocated on a first in first served basis, so make contact early!

- Shared laundry facilities are available in all residential buildings at no extra cost to residents.
- Most floors/houses have their own communal lounge/kitchenette area which residents are encouraged to use.

4.4.3 Safety Measures

General Safety

- While we have the utmost respect for your right to privacy at all times, please be aware that staff members reserve the right of entry to rooms if required.
- Water-filled furniture is not permitted in the room because of weight restrictions and possible damage from accidental puncture.
- Broken glass should be wrapped well in newspaper and be placed into the skip outside the Clyde Street entranceway.
- Vacuum cleaners should never be used to clean up liquid spillages. A Sub Warden should be informed if you have a spillage so that it can be attended to quickly.

Fire Safety

- Due to the risk of fire, candles and incense are not allowed.
- Extensive safety and security measures like student ID swipe card access, fire alarms, smoke detection systems, automatic locks, after hours security patrols, highly trained staff, surveillance cameras and emergency evacuation procedures are in place to protect you.
- Residents should be very cautious in using hairspray, deodorant sprays, popcorn makers etc. because these can set off the smoke detector alarm if used indiscriminately. **HAIR STRAIGHTENERS AND HAIR TONGS MUST ONLY BE USED IN BATHROOMS.**
- Flammable liquids (eg. kerosene, gasoline etc.) are not permitted to be stored in the College.
- Room personalisation is encouraged, and supported, within common sense limits and fire hazard prevention regulations.
- Any combustible items like posters and pictures should not be affixed to the doors, ceilings or woodwork.
- Refrigerators, cooking appliances, electric blankets, electric jugs, and private heaters are not permitted in bedrooms.
- Main controls for heating must not be tampered with. Clothes should never be left to dry on a heater, nor should the heaters be sat upon.
- Bicycles/drying racks etc. are not allowed in hallways or stairwells as these create a fire hazard by blocking fire escape routes.
- Fireworks and firearms of any sort are strictly prohibited on College property.
- The misuse of fire-fighting equipment and alarms will result in charges for reinstatement of equipment and NZ Fire Service attendance costs. Be aware a NZ Fire Service malicious callout can cost several thousand dollars in service charges. This includes activations caused by hairspray, deoderant, hair straighteners and tongs, or any other product or action by a resident.
- Any resident who interferes with fire systems or equipment or who maliciously or carelessly causes a fire alarm activation may be referred to the Proctor or Police and will have their residency at Arana College reviewed with possible outcomes including suspension and dismissal.

Security & Keys

- Extensive safety and security measures like student ID swipe card access, automatically locking doors, contracted after hours security guards and external patrols, highly trained residential staff, surveillance cameras and emergency evacuation procedures are in place to protect you from foreseeable risks.
- Doors should be locked when a resident is out of their room no matter how long they will be out of their room for.
- Room keys and swipe cards should be kept secure while in your possession. Keys should be handed in if you are leaving the College during the holidays, both to obtain your rebate where applicable, plus to ensure the security of your keys.
- Never give your keys/swipe card to someone else, this is regarded as a breach of security.
- Arana College operates a CCTV security system 24/7 for the safety of all Arana residents.

4.4.4 Food Service

- Our excellent Food Service in the main dining hall provides three meals plus supper daily.
- Careful attention is given to good nutrition and to providing a variety of delicious international dishes.
- Strict rules and regulations are in place to protect the interests of the majority of the dining hall users including a 'clean and tidy' dress code, no hats (unless for religious reasons), footwear must be worn. A review of residence or fine may be given for any food thrown or used inappropriately.
- Proper and polite use of plates and cutlery is expected when you are dining.
- Friendly, well-organized and professionally-trained kitchen staff at Arana are employed to ensure you are well-fed. If you have a special diet, requests for late/early meals and packed lunches etc. please do not hesitate to contact the Food Services Manager, one of our Chefs or a servery assistant.
- Constructive feedback on our Food Service is always welcomed, simply speak to a staff member.
- Residents **must not** remove cutlery, crockery or dining room equipment from the dining room.

4.5 Smoke Free and Drug Free Policies

- We strictly adhere to the smoke-free and drug-free policies of the University of Otago.
- Arana College is a smokefree environment. Smoking is not permitted inside or outside buildings or on the grounds at any time. Anyone found smoking in rooms or public areas may incur an immediate fine of up to \$100.00. Repeat offending may lead to suspension or dismissal.
- We have zero tolerance for the use of any drugs, unless you have a medical prescription.
- The use of any recreational drugs, legal or illegal, is not tolerated at Arana College. This includes substances such as but not limited to NOS, designer drugs and herbals.

4.6 General Behaviour Standards

- We conform to the University of Otago's standards of conduct, respect and consideration for the rights of others and their needs.
- All residents have the right to expect that other residents will respect their needs. All residents must also recognize the effects that their behaviour has on others.
- Please be considerate of others if you return late at night. Arana College is a quiet zone after 9pm.
- Vandalism is considered to be a serious offence, and the cost of damages will be charged for, or criminal charges may be laid. A review of residence will occur.
- No College property may be removed from the College premises without the prior approval of staff.
- No pets are permitted in the College or College-owned houses, other than the Warden's dog/cat/hamster.
- Parties are not permitted at Arana College.
- Disciplinary actions, including disciplinary meetings, verbal and written warnings, instant fines or good behaviour bonds and suspension or dismissal from Arana College may be taken by the College management team against any residents violating our College policies. A review of residence will occur.
- Any disciplinary outcome by a staff member can be reviewed by the Warden.

4.7 Healthy Alcohol Management

- Gross intoxication is regarded as a fundamental breach of the conditions of residence.
- Deliveries of alcohol to residents are not permitted in any area of the College or attached houses.
- Kegs and mini-tankers, are not permitted for any function associated or involving Arana Residents.
- No alcohol is to be brought into the College by any visitor.
- Arana College is alcohol free after 9.00pm every night. No alcohol can be consumed after this time anywhere on Arana College property.
- There is a limit of 12 small bottles/cans of beer or RTD's per resident at any one time. There is a limit of 2 bottles of wine per resident at any one time.
- Large bottles of beer are not permitted at Arana College
- Wine is to be in bottles only.
- Only the residents of an Arana house or flat may drink there.
- The main common room, movie room, gyms, laundries, bathrooms, computer room, music room and tutorial rooms are alcohol free.
- Bedrooms and houses/floor common rooms may have residents drinking in them but in small groups only and drinking must be civilised.
- From time to time, permission may be given for residents to drink in the main common room as well as the courtyards and gardens.
- Open vessels of alcohol are not permitted when walking around the College.
- The Warden reserves the right to require the immediate departure of anyone not abiding by the Conditions of Residence, particularly with regard to quiet hours and the use of alcohol or substance abuse.

The following items are forbidden at Arana College

- The use of spirits, liqueurs and fortified wines (ie Pulse)
- Kegs
- Bongs and other drug related implements.
- Yard glasses or other drinking implements including “drinking bongs”.
- Drinking Games
- Home brewing
- The use or possession of illegal/legal drugs is specifically prohibited. Residents may be subject to instant room checks, Police intervention, legal action and University discipline in the event of a reasonable concern about non-compliance with the “Conditions”.

4.8 Skateboard Policy

No skateboard may be used inside any building at Arana, nor may a skateboard be used on any stairs, handrails, curbs or walls at Arana.

Skateboarding on Clyde Street is not recommended. The wearing of protective clothing and headgear while skateboarding is encouraged.

Section 5 - The Team

5.1 Arana College Staff List

The staff of Arana College are here for you! Our team members in 2010 are:

- **Warden**
Jamie Gilbertson
- **Deputy Warden**
Patrick Chong
- **Assistant Warden Nights**
Bruce Stephens
- **Senior Sub-Warden**
Simon Pollock
- **Finance and Administration Manager**
Jane Dawson
- **Administration Assistants**
Anne Cleminson & Susan Nicholson
- **Receptionist**
Jude Loza
- **Food Service Manager**
Hilary van Zoelen

- **Asst. Food Services Manager**
Judith Murray
- **Property Services Manager**
Colin Nicholson
- **Maintenance Staff**
Tom McEntyre
- **Night Porter**
Jane MacDonald
- **House Manager**
Heather Gunion
- Plus kitchen staff, grounds staff, Spotless cleaning staff, Sub Wardens, Campus Security Staff.

5.2 Arana Residential College Staff

Arana College is under the management of the Warden who works closely with the Arana College Council, and the University of Otago accommodation management team. Supporting the Warden is the Deputy Warden and Assistant Warden Nights. These are individuals who are trained to counsel and advise students as well as administer the operation of the College. Their responsibilities include the enforcement of University rules and regulations. The Warden, Deputy Warden and Assistant Warden Nights work closely with the Sub Wardens to help you develop and maintain an environment that promotes academic, personal, and social growth in the College. They work as a team with management staff like the Finance and Administration Manager and the Administration Assistants, the Property Manager, the Food Services Manager, the Kitchen staff, Grounds and Boiler staff, the Cleaning Supervisor and the cleaning staff, and Campus Security, who together help make Arana College a great place to live.

The Deputy Warden

Patrick Chong is our Deputy Warden. Patrick leads the Sub-Warden team and as well leads the provision of tutorials. As well as teaching some classes himself Patrick ensures that Arana has the best tutorials possible and that the programme is flexible for residents. Patrick is involved in all other aspects of College life and assists other University Departments in a variety of tasks.

The Senior Sub Warden

Simon Pollock will be in this position in 2010. The role of the Senior Sub Warden is wide ranging. It is essentially the role of leading the Sub Warden team to ensure that each member of the team is able to manage their roles to the best of their abilities. The Senior Sub-Warden together with the Deputy Warden also works closely with the resident group in terms of discipline, academic help, health matters and other sensitive issues. Senior Sub Warden: The person who can answer a lot of your questions if the Warden or Deputy Warden are out of the College.

The Assistant Warden Nights

Bruce Stephens is the Assistant Warden Nights and is responsible for the health, welfare, safety and pastoral care of residents and the security of buildings during the night. He also works closely with the Deputy Warden in matters relating to serious disciplinary action and oversees the team of friendly contracted Security Staff.

The Property Manager

Colin Nicholson is our Property Manager and he works hard to make sure all our buildings meet all required Health and Safety and Fire risk standards. We have a system in place for reporting maintenance problems, through the filling out of a maintenance form from reception.

If the work is urgent i.e. a leaking heater etc. just find the first staff member and together we will action what is required.

The Food Service Manager

Hilary van Zoelen and Jude Murray manage all food preparation, and plans for a diverse delivery of great food. Hilary, Jude and the kitchen team welcome feedback. More on all this in section 6.5 Kitchen Facilities.

Finance and Administration Manager

The scene of considerable activity at Arana is the Administration Office, located next to the Warden's office, behind the dining room. Here you will meet Jane Dawson, our Finance & Administration Manager, and Anne Cleminson, one of our Administration Assistants. You can make an appointment with Jane or Anne to see the Warden and they can help you find the right staff member to help you with any problems you may have while living in Arana. Reception is found at the main entrance on Clyde Street where you will meet Jude Loza and Susan Nicholson. It is an excellent place to gain information about things that are happening in the College. It is also where you can make all your payments for College accounts, get new keys if you lose yours, and check for parcels and items of registered post. You will also find the sub-wardens here after hours.

Sub Wardens

Sub Wardens are important members of staff. They provide a quality welfare service and can supply general information and answer queries outside office hours. Each floor or house has a Sub Warden, who is a senior student employed by the University to work with residents. Plan to get to know your Sub Warden and utilise this helpful, friendly person. They are the Arana College staff member that you will have the most contact with. Sub Wardens are also knowledgeable about campus agencies and the services these agencies can provide to students.

Your Sub Warden will be able to assist you with any questions or concerns that you may have. The Sub Wardens and residents are responsible for helping to create an atmosphere conducive to study and general enjoyment of College life. The Sub Wardens are there to help you learn how to live responsibly with other individuals. They are responsible for confronting you when your behaviour breaches University of Otago and/or Arana College rules and regulations. They also have the job of being a friend and a disciplinarian who is willing to take time off their own studies to be of service to you. Your Sub Wardens recognize that they cannot make Arana College a good place to live without your help. When they need your cooperation, they will ask

you for it and you will be expected to respond to their requests. Most importantly, the Sub Wardens are interested in you and want your College experience to be a positive one. They are supportive of your personal growth and success in the University community.

Confidentiality to Team

Residents should be aware that study, behaviour, and health matters are not confidential to individual staff members, but to the staff team. Please do not embarrass individual Sub Wardens and yourself by asking them to keep such matters confidential to themselves. The Warden has concern and responsibility for the whole College, and therefore all staff members consult with the Warden over issues with residents. The Warden only shares personal or sensitive information on a "need to know basis" with other staff.

Staff may suggest to Residents that it would be more appropriate if some matters are shared with a counsellor from the Student Counselling Service or with other outside agencies.

Section 6 - Facilities (In More Details)

6.1 Communication Facilities

Telephones

You are able to have your own phone installed in your room at an extra charge. Each floor or house is also equipped with telephone access, however you will need your own calling card for toll calls, to use the phone. These are available for purchase at reception. A voice mailbox is available (on request) to residents who pay for a phone line to be connected to their room. Telecom or Vodafone prepaid cards can be purchased at reception. Phone calls within University departments can be made by dialling the last four digits only.

Faxes

Faxes can be sent and received from reception during office hours 8.30am - 5pm.

College Notices

College notices are delivered on TV monitors found in the foyer outside reception, dining room, Rawiri and above the mail slots. Important notices are also posted on Blackboard. Please keep checking these regularly.

You must have permission from a staff member to place any notices on the notice board. If any notices do not have an Arana College stamp on it, it will be taken down.

Mail

There is a mailbox outside reception, for posting mail. 'Internal' – mail sent within University departments, 'External' – mail to be sent outside the University. Resident mailboxes (for receiving mail) are found across from the dining room. You will receive mail sent to you quicker if it is addressed to:

(Your Name)
Arana College
110 Clyde Street
Dunedin

Mail sent using the University's address may be delayed slightly as it must pass through the University's mail system before being delivered to Arana.

(Your Name)
Arana College
University of Otago
P.O.Box 56
Dunedin

Parcels

Any parcels delivered to residents will be held at reception and a note placed in your mail slot advising a parcel is held for you to pick up.

ALL mail sent to you must include your name in the address.

6.2 Information Technology Facilities

The Computer Suite

A suite of networked computers is available in the College. The number of high-end PC workstations is constantly expanding, and all machines are upgraded to keep them state-of-the-art.

These computers, dedicated for academic use by Arana residents, are networked to the University of Otago's LAN, and give you access to e-mail, internet, course specific applications and general software. Excess downloading from the internet (eg movies) is not permitted. In addition to the PC's the computer suite also houses a couple of iMacs for resident use.

Internet/phone line connections are available in most bedrooms at an extra charge. LAN network ports are available in some bedrooms as well as in our new accommodation wings - details are available from the administration staff.

Library Tour

The University's ISB (Information Services Building) houses the main library, Information Technology Services, the Student Learning Centre, the registry helpdesk, Careers Guidance, the Proctor's Office and a variety of other important services.

Tours of the library are held regularly. The tours are designed to introduce you to the University Library system. It gives you step-by-step searching methods for books, journals, closed books, CD-ROM etc.

6.3 Health Facilities

Student Health

The University of Otago Student Health and Counselling Service is situated on Albany Street, and provides a dedicated, comprehensive holistic health service for currently enrolled University of Otago students. You will be able to develop a relationship with one Doctor and/or nurse or counsellor. If you make an appointment, the reception staff will endeavour to ensure you are seen by your regular health specialist. Emergency clinics are also available for urgent illness or accidents.

9am - 5pm, Monday - Friday

Contact University of Otago Student Health & Counselling Service -Ph. 479 8212, or dial 8212 direct if using an Arana phone

After Hours Service (7days, 8am-11pm)

Contact After Hours Doctors - 95 Hanover Street - 479 2900

In case of severe illness or accident, residents are encourage to ring (1)111 for ambulance services. There are notices regarding urgent medical care near all College telephones, please familiarise yourself with these early on in the year.

Arrangements for sick residents

Sick meals are available, however a member of the kitchen or dining room staff must be notified before any tray of food leaves the dining room. If you are unwell and have need of a jug of juice or chilled filtered water please ask the kitchen staff, your Sub Warden or get a friend to come down for you. Your health is our concern but you will appreciate that we have no way of caring for you if you don't let some one know you are sick.

6.4 Arana Grounds and Accommodation Properties

Rubbish

Please be considerate of others, the cleaners are not here to 'pick up after you'. If you break anything made of glass, please make sure you wrap it well in newspaper and place it into the nearest skip or bin. This is a serious issue for you if a cleaner cuts themselves on your unwrapped rubbish. Vacuum cleaners must never be used to clean liquids or fire extinguisher residue. Please inform the Sub Warden on duty if you have a spillage so it can be attended to quickly.

You are responsible for emptying the rubbish bin in your room.

If you come to Arana, you agree to recycle all glass, cans, plastic, cardboard and paper.

Consideration on returning late

Please be considerate of others if you return late at night, others will not want to be woken as you arrive back late!

Off-limits

All areas of the Wardens lodge including the grounds are off-limits at all times to all vehicles and all unauthorised persons.

The Deputy Warden's apartment and access to the 4th Floor of Rawiri is off limits to all unauthorised persons.

The Vehicle access between the Main block and Rawiri and including the car park in front of Dempster House is off-limits at all times to all unauthorised vehicles and any offending vehicles will be towed without prior warning.

The external fire escapes and balconies at the Western end of the Colombo wing and on the front and side of Denmead House are off-limits, except in an emergency.

Parking is difficult to find during term time around the College, if you do bring a car, DO NOT park on the loading areas outside reception or dining room. These areas are used for deliveries and rubbish collection any cars parked in these places will be towed without warning. Also be careful to not park over any of the driveways on Clyde Street, as it makes it extremely difficult for cars and delivery trucks to enter and exit the driveways safely. If you do park over a driveway (fully or partially) or on yellow lines, you can expect to receive a parking ticket or your car may be towed, without warning.

Flowers

Please do not pick the flowers from the garden they are here for all to enjoy.

College property

College property should be respected at all times. No College property may be taken off the premises without the explicit permission of the Warden.

Accommodation beyond first year

Arana College has suitable accommodation for all needs and all stages in your academic career, from 1st Year to postgraduate level. If interested in staying at Arana talk to the Deputy Warden or Warden about the different options available.

6.5 Kitchen Facilities**Dining Room Food Service**

The dining room is conveniently located and efficiently managed by our Food Service Manager, Hilary van Zoelen. Careful attention is given to nutrition, and the hygienic preparation of meals. There is a choice of main course offered at all meals, including vegetarian and options. Included in the regular menu, we feature popular items such as, pasta, pizza, nachos, hot dogs, baked potatoes, cold meats, hot dishes, fish, good choices of vegetables, fresh breads and soups freshly made on site.

The dining room also provides popular self serve salad and beverage bars. Special dinners, buffets, and changing menus are provided as breaks from routine dining. If required, you can take a packed lunch with you and you can by arrangement have a late meal put aside for you in the evening. Residents who have a conflict with course

timetable, or sport practice, are encouraged to make use of these options. Breakfast runs all morning at Arana, with cereals available until 10:00am, hot and cold drinks and toast are available at all times while the dining room is open.

Special Options

If you have a special dietary need, such as a religious or cultural food preference, allergies, intolerances or similar you must contact Arana to discuss your needs before accepting a place at Arana. The kitchen team will make every reasonable attempt to manage a special diet however due to the large number of residents it may not be possible to cater for all needs.

Guests at meal times

If meals are required for any guests of residents the guest meal must be paid for in advance at our reception.

If you have a guest dining with you, you must pay for the cost of that meal. No unpaid guest is to be entertained in the dining room during mealtimes. This includes morning teas and suppers.

Charges for casual diners are as follows: breakfast \$4.00, lunch \$8.00, dinner \$15.00. Prices subject to change by management. The College management team regrets that we are unable to accommodate resident's guests at special formal meals. Please also note that our food-service at Arana is non-transferable to non-residents.

Dress in Dining Room

A clean and tidy standard of dress is required in the dining room. Dirty sports gear such as muddy rugby jerseys, etc are unacceptable. Pyjamas and nightwear may only be worn until 10:00am. No hats or headwear are to be worn in the dining room unless for religious reasons. For health and safety reasons, footwear must be worn at all times while in the dining room. At all designated formal meals, men are expected to wear jacket and tie or equivalent semi-formal dress, women are expected to wear equivalent semi-formal apparel.

Removal or crockery and cutlery

If you do remove crockery or cutlery from the dining areas you may be charged for it individually or collectively from your bond. If you do need to take something for any reason it is your responsibility to return it as soon as possible. The kitchen staff do not continue to buy more stock, so if the kitchen runs out you will have nothing to eat with or from. This affects the diners not the staff! It's best not to remove any crockery/cutlery from the Dining Room.

There is an instant fine of \$200.00 for any food used inappropriately or thrown in the College. You may also be removed from the College. All cleaning charges etc, connected to food damage will be invoiced on to student/s involved. If any food is discovered around the College or in the dining room to have been used as above but no one owns up then this charge will come from everyone's bond.

Barbecues

We try to include these when weather is favourable at the beginning and end of year. We would encourage you to take a cut lunch up into the Botanical gardens during some weekends, just two minutes walk away. The Woodhaugh gardens have outdoor cooking facilities as well and this makes a great picnic spot for floor groups.

Arana College Amenities

Floor common areas and kitchens may include zips, filtered water, refrigerators, an oven or microwave. **Residents should provide their own crockery and cutlery for personal snacks and cups of tea, etc, as the College does not undertake to provide food or utensils for use in these.** It is the responsibility of the person making the mess to clean it up after them, not others in your area or the cleaners.

6.6 Sport and Games Facilities

Work Out Rooms

Arana College has a small gym with modern equipment and you are encouraged to make this part of your daily lifestyle here. Our gym equipment is not really suitable for the dedicated trainee, but more for those who do not have access to equipment and would like to gain confidence before going to a full gym complex such as the Unipol gym. (paid for with your University fees)

All types of sports feature at Arana, and you are encouraged to try new sports and continue with familiar ones. Maybe you have new games you could introduce to us.

Recreation

Sports gear is available to Arana students at reception. If you sign out sports equipment then you are responsible for the safe return of this equipment. Other equipment available includes table tennis, a pool table, video games, TV rooms, X-Box's, and DVDs.

Music

Residents are welcome to play and practice on the baby grand piano in the formal room (by the dining room), as well as an upright piano and drums in the music room.

6.7 Study Facilities

Library

The University's libraries are a great place to study in. Arana has a study centre, tutorial rooms and of course you can study in your bedroom.

Tutorials/Academic help, study skills etc.

Arana College links closely with the Student Learning Centre. An ideal place to go as soon as you arrive and become familiar with all the academic support they offer. Each year the College arranges in-house tutorials in a range of stage one subjects. These tutorials are a time for students to gain more understanding of course material, a chance to discuss what they already understand, so others may gain a better understanding or to just use the time to find out about the other stage 2/3/4 papers in the subject. We recommend you take up tutorials offered and make use of the Student Learning Centre as those who have in the past are definitely at an advantage as their course progresses.

Help from staff

Please contact the Warden, Deputy Warden or Sub Warden Staff if you are having any study problems.

Release of Grades

As a condition of residence Arana requires Residents to authorize the University to supply the Warden with academic grades for the time they are in Residence. This enables the College to more adequately assist residents with their academic program and tutorial service.

6.8 Room Facilities

Bedrooms

Rooms are furnished with curtains, beds, mattress protector or under blanket, one duvet inner and cover, extra blankets, one pillow, two sheets, and one pillowcase. Most wardrobes are floor to ceiling, with three or four drawers in the dresser section, other furnishings may include a mirror, an easy chair, a wastepaper basket, a towel rail, a desk lamp, a ceiling lamp with shade on, a bedside stool and display boards. Your rooms are cleaned on a regular weekly routine and all public areas are cleaned daily.

Residents often like to personalise their room. Within common sense limits, we encourage and support room personalisation efforts. However, we ask that all residents observe fire and life safety standards for the safety of themselves and of other residents and guests. Please keep in mind that you should leave your room in the same condition it was in when you arrived.

Please read this handbook fully before you begin any serious personalisation of your room, to ensure you are compliant with the fire safety standards at Arana. Your Sub Warden may be a helpful resource as you plan your room personalisation efforts. Do not fix anything to the walls, ceiling or woodwork by any form of adhesive such as glue or sticky tape or fastenings such as staples or drawing pins.

We expect you to keep your room tidy, with the bed made, clothes in drawers and wardrobes and some ventilation via windows from time to time!

The College reserves the right to use any and all rooms during the semester vacations. Staff members have right of entry to rooms at all times.

Unreported damage in the public areas of the College will be paid for using the resident bond. Also, all losses of equipment will be charged to the resident bond.

Rooms and their contents are the responsibility of the resident. Rooms should be kept locked when the resident is absent. All damage and losses, including damage to the exterior of doors will be charged to the resident.

Room changes/College changes

Room allocation is the responsibility of the Warden, room changes are not permitted except in exceptional circumstances with the permission of the Warden. The Warden reserves the right to relocate a student at anytime.

Protection of heating

Residents must not tamper with any heating controls. You may turn heating equipment on and off using the tap for water heaters and the push button on the oil column heaters. NEVER leave anything to dry on a heater or sit on the same. Keep your thermostats set on a lower setting unless it's really cold.

Due to weight restrictions and possible damage from accidental puncture, water-filled furniture is not permitted.

Storage space is limited and Arana College assumes no responsibility for lost or damaged articles left in storage. If possible, you should plan to bring only items that will fit in your room. Large bulky items such as tyres, furniture, and bicycles may not be stored in rooms. Skis may be stored.

Turn off all lights/heaters when they are not needed to conserve energy.

6.9 Safety and Emergency Evacuation Plan

Safety and Maintenance

Keys/student ID card

When you check in, you will receive keys to your room. Upon completion of course approval at the University you will receive your student ID card. This card doubles as your after hours access to the College and facilities. It is your responsibility to ensure that your keys and card are kept secure while in your possession. If you do lose your keys, you will be charged for replacement keys and tag, and the lock if necessary.

If you lock yourself out of your room a staff member will let you in.

For security reasons keys are to be handed in during semester breaks if you are going to be away from the College. If keys are not handed in and/or advise leaving dates then you will not receive any food rebates for that period. It is a good idea to hand your keys in if leaving the College for any length of time.

The replacement cost for a set of lost keys is \$30.00 per key and \$30.00 per tag.

Fire/Safety and Security Practices

The University of Otago is committed to providing a safe living environment. Please call 479 5509 with any questions.

Arana has the following safety and security features:

- Swipe card access to front door at night
- Access after hours is via front door only, past reception
- Automatic lock up nightly on all main College outside doors. Fire alarm controlled to release in the event of an emergency
- Smoke detection systems in all areas
- Swipe card access to gym and relaxation areas
- Trained fire and first aid Wardens
- Security patrols after hours
- **Surveillance camera's at various locations around the College**
- Simple guest sign in procedure

Emergency services are on duty 24 hours per day, seven days per week. Dial (1) 111 for emergency services or 5000 for Campus Watch Security. A helpdesk for computer emergencies is available on (479) 8888 (during business hours). If reception is unattended in an emergency you can contact the duty Sub-Warden on 6242 after office hours.

Appliances

The misuse of electrical appliances can create serious hazards in Residential Colleges. Only safe, relatively low-wattage appliances are permitted in your room. These include hair dryers, shavers, hot curlers, study lamps, radios, small televisions and stereos. If at any time an appliance fails or blows a fuse, a member of staff must be notified and the equipment unplugged and checked for safety. – **Remember, hair tongs/straighteners must not be used in bedrooms.**

Electrical fixtures

Electrical light fixtures are not to be modified in any way. Homemade light fixtures, oriental-style paper lampshades, combustible decorations on light fixtures, overloaded outlets, and extension cords in ill repair are all fire hazards. Exceeding the maximum wattage acceptable to your ceiling fixture is also a serious fire hazard and is not permitted. Electrical extension cords should be in good repair. Under no circumstances are frayed or spliced extension cords permitted. Extension cords should be of heavy enough wire to handle the appliance and distance desired. If a cord becomes warm during use, then it is not the correct weight. Cords must not be nailed or pinned in place and must not be covered. If additional outlets are needed, check with the Property Manager first, special multiple-outlet boxes with built-in circuit breakers can be purchased at a hardware store.

Security

Security procedures such as the reception entry point, security patrols, evening lock up, and restricted-access plans are regularly reviewed and open to changes and improvements. Residents are expected to observe lock-up procedures and cooperate with programs designed to maintain the security of residents. The University “Campus Watch” Security department is on duty 24 hours per day, seven days a week.

- Security is a shared responsibility – let's keep Arana safe -

Fire evacuation/escape in emergencies

Panic can be your worst enemy. To reduce panic, plan ahead. Before an emergency arises, make sure you know the location of exits and your meeting area.

If a fire occurs (or alarm sounds):

- Don't panic, stay as calm as possible. You will need to think clearly to make the right decisions.
- Feel the door knob with the back of your hand, never your palm. If the door is electrically charged, the muscles in your hand will contract and cause you to grab it.
- If the door is cool, brace yourself against it, and open it slowly. As you leave the room, make sure all windows and doors are closed (but not locked).

- If there is smoke in the air, stay low and move quickly in a crouched position or crawl to the nearest exit. The most breathable air is always near the floor. If one exit is blocked, try next nearest exit.
- Alert others by shouting or knocking on doors as you make your way to the stairs.
- Always escape via stairs - never use elevators.

Once you evacuate, report to your meeting area, follow directions of fire wardens and fire personnel, and never re-enter until authorized.

There are fire evacuation diagrams and fire extinguishers located on every floor as well as in the main public areas of Arana College. Please take time to familiarize yourself with the locations of fire exits, fire extinguishers, and alarm stations in Arana College.

Tampering with fire extinguishers can leave you and others unprotected in case of a fire. If the fire extinguisher is gone, a minor, easily handled fire can turn into a major disaster. False alarms make the whole idea of fire alarms useless. If College residents can't trust the legitimacy of the fire alarm, they may find themselves trapped by fire in a real emergency. Abuse of fire equipment, false alarms, and arson are serious crimes. Violators are subject to fines, University disciplinary procedures, and criminal prosecution, suspension or dismissal from the College may result.

If you are trapped during a fire

- If the door to your room is hot to touch and/or smoke is seeping in around it, don't open it.
- Remain calm! The walls, ceilings, floors, and doors of your room are designed to withstand fire for a safe period of time.
- Pack the crack under the door with wet towels, sheets, or clothing to keep the smoke out.
- Open/break the window (if you are on the first floor, you may be able to drop out safely).
- Let people know that you are trapped. Dial (1)111 if possible, wave a towel, sheet, etc. out your window, and yell.
- Stay low on the floor near the window. Placing a wet handkerchief or towel over your face and head is helpful in smoke-filled rooms.

Remember that few people are burned to death in fires. Most people die from smoke or poisonous gas inhalation. Often, this results from panic caused by lack of knowledge. So, plan ahead and be prepared! Keeping a plastic milk bottle of water in your wardrobe is a good idea. More info will be given from your Sub Warden on arrival.

Knowing your escape route and the location of your meeting area, as well as following fire safety guidelines, is your best defence.

REMEMBER

The emergency campus phone number is 5000

Emergency phones around campus are for your protection. If you feel insecure for whatever reason just use the phone and the security people will come to this area promptly, and escort you home.

If you are out late and need to get home safely, but have no money on you, you can get a taxi to reception at Arana, where you will be given a taxi chit to pay for the fare. The charge will then be passed on to your Arana account. This is for emergencies only.

First Aid

The first aid cabinet in the College is kept at reception. Ask any of our staff for help.

Emergency dial (1)111

If you need to get to a Doctor you may take a taxi from the College reception which may be charged to your account at a later date if you do not have the cash at the time. A staff member will call a taxi and go with you if required. If you have a first aid certificate and would be willing to help in an emergency please let your Sub Warden or the Warden know when you arrive into the College.

Section 7 - Our Expectations from You!

7.1 Before You Arrive

Health Matters

It is a good idea to check you have received all the necessary immunizations against infectious diseases. Living in a communal situation means you may be more at risk of either infecting others, or being infected.

Immunization to consider: (measles, rubella, tetanus, polio, hepatitis B, meningitis etc)

All health issues must have been disclosed upon application to Arana.

Any special dietary needs must be disclosed on application.

7.2 When You Arrive

What Steps To Take On Arrival

The College will open in February 2010.

Residents are asked to arrive from 9.00am on the 20th of February 2010. Arana College 'check in' is at reception, 110 Clyde Street.

Your Sub Wardens as well as Jamie, Patrick, and the Arana team, will be waiting to greet you and show you to your room and give you room keys and help you settle in. If you feel strange and alone at this point remember so does every one else! Admin staff will be available to give receipts for fee payments, bike shed keys, and answer general inquiries.

If you are coming by plane please arrange flights early on so as to avoid disappointment. For those new to Dunedin there are airport shuttle buses that leave

from outside the front of the terminal building after most flights, or you can book ahead, check the yellow pages of the Otago phone book. The approximate cost of a shuttle is \$20.

IMPORTANT

The first thing you will do when you arrive at Arana College is meet the staff and be checked into your room. When you check in, you will be given your room key and a room inventory sheet. Once you are in your room, you need to fill out your room inventory sheet. On this sheet, please note any damages that exist when you arrive in the room. It is extremely important that you go over this sheet carefully and thoroughly. Sign it only when it accurately represents the condition of the room at the time you take responsibility for it.

Completed inventory forms must be given to your sub-warden on the day that you arrive.

University property may not be removed from your room. You are responsible for maintaining the condition of your room, and you will be charged for missing equipment or damages that occur while you reside in the room. If you do a good job of checking your room and ensuring that the room inventory sheet is accurate, you will minimize problems when it is time to lock your door and check out, as this is the form used for all billing associated with your room.

7.3 While You Are Here

Personal Development/Expand your horizons

One of the greatest advantages of living in Arana College is the fantastic opportunity that exists to broaden your social skills, cultural knowledge, and leadership potential. The ideas presented in this handbook are just a few of the things available to you while living in the College. The Sub Wardens will conduct an orientation program at the beginning of the first semester, which will provide you with the opportunity to find out more about College life, as well as other programmes and facilities.

Consider applying to be a floor representative for social or sports events.

Seek out the information and involvement you want, and you will enhance your total educational experience at Otago University.

Get involved while you are here at Arana. Since living in Arana College as a resident is a learning experience, there are a number of opportunities for involvement available to you.

Arana College Programmes

With the co-operation of the Management team and your Sub Wardens, numerous activities, programmes, and facilities have been developed to support your learning. Cultural, social, athletic, and academic programmes are provided and offer you the opportunity to learn about the University, your environment and your own capabilities and interests. The chance for musical talent to be carried on at Arana is warmly encouraged. Each year we have singers, performers and players all relaxing as time allows sharing their individual talents, much to the enjoyment of others.

Representatives are chosen to become team members who work closely with the Sub Wardens, working as Sports coordinator or Social coordinator. You can become involved in planning events such as dances, the Arana Ball, Formal Dinners, visits to Castles, ski trips, talent quests, art days, all types of sports events, movies, concerts, ice skating, ten pin bowling parties, the publications and photo records. When you arrive talk to a Sub Warden or Management team staff member and find out more about how to get involved.

College expectations

What we expect from you

We realise that you are probably not accustomed to living in a Residential College. Sharing common living facilities like common rooms and bathrooms with other students, and adjusting to the fact that your behaviour has an effect on those living around you usually takes some adjusting to. A large part of a University education is the learning that comes from living with others. It is unlikely that you will experience any other living situation that can give you more hours of contact with people who share or have different interests than yours or that can expose you to so many points of view on almost any aspect of life. It all adds up to growth and learning that may set the tone for the rest of your life.

The Management team of Arana College are committed to making your Residential College experience an important part of the total education you receive at the University of Otago.

Student Conduct

You will be treated as an adult, and we expect you to recognize that you are bound by laws and Residential College policies.

Arana College is yours to use, but not abuse. You have the freedom to make it work and the responsibility to keep it working for others. You have the right to expect others to respect your needs, and to recognize the effect that their behaviour has on you. They have the right to expect the same from you.

Students living in Arana College are expected to conform to the University of Otago's Code of Conduct. You are expected to respect and show consideration for the rights of others and their need for study time and rest. If a student's behaviour is bothering others, that student is expected to respond to requests from staff and fellow students.

Absence

Permission to leave is not required for overnight or weekend absences. However if you intend to be absent from the College overnight or for the weekend, please inform staff and have it recorded along with a contact phone number and an address. This is very important, and in your best interests should your family require it in an emergency.

Cultural

International food events and meals with International themes occur throughout the year. Music students are encouraged to enjoy the grand piano during office hours and if you have any musical talents we ask you to share them with your fellow residents.

Disabilities

Disabilities and other Health related issues must be declared on the relevant form in your Accommodation Contract. It is also suggested that residents with disabilities should introduce themselves to their Sub Warden at the beginning of the year. This will allow your Sub Warden to provide appropriate help in case of evacuations and emergencies.

Reporting hazards

Report non-emergency hazards to reception. The information will be passed to the appropriate staff member for correction. In emergency situations, dial (1)111. Always remain on the line until the emergency dispatcher has adequate information and tells you that it is okay to hang up (if your safety is threatened at the location of the telephone you are using, evacuate the area).

Chaplains

The University of Otago has Clergy available as required.

Churches

Most denominations are available locally, and will make you very welcome.

Weapons

All residents are forbidden from bringing firearms or any other weapons to the Otago campus. Firearms, weapons, or explosives of any kind including fireworks and flammable liquids are strictly prohibited in the Residential College. Water pistols are forbidden unless of a bright coloured plastic and checked in with your Sub Warden.

Transportation

Vehicles are not necessary for easy movement around campus and the city. But for those students, who do bring vehicles to campus, please note that Arana does not provide any student parking facilities. The University has car parks available for lease through the Property Service Division. Please contact them on (03) 479 8014 to lease a park. Each year there are more parks requested than available. Parks are allocated on a first in first served basis, so book early if you want one.

Bicycles

Due to the great number of bicycles and the fact that they are subject to theft, you will need to provide for good security. A sturdy, casehardened chain and lock is a must. A locked bicycle shed are provided at Arana College and bicycle racks are at several points throughout the campus. See reception staff for a bike shed key.

Laundry

The College has its own laundry facilities (these are free of charge), it is very important that you remember to collect your wet washing and deal with it as quickly as possible. Otherwise, piles of wet washing will lead to clothes getting lost, as others try to wash their clothes.

The College provides bedding and linen (although you can bring your own), and arranges for the laundering of one pair of sheets and one pillow case each week, (College owned linen only). Towels and bath mats are the individuals' responsibility.

Washing lines are not to be strung in rooms or out windows.

A small clothes rack is permissible in your room. Under no circumstances are you to leave clothes racks in hallways. For fire and safety reasons corridors and fire exits must be kept clear at all times.

General

This College has a planned orientation programme to introduce you to the College and a number of Dunedin's features. We do not allow any type of initiation. Good clean fun is the name of the game at this College. So come prepared!!

Smoking

The University of Otago has a smoke free policy.

Arana College is a smoke free College. Smoking is not permitted in buildings or grounds. Anyone smoking in rooms or public areas will incur an immediate fine. Repeat offending may lead to suspension or dismissal. If you are a smoker consider this before coming, not after you arrive.

Overnight guests

(maximum two nights unless by arrangement with Warden)

If a resident of the College wishes to have a guest stay overnight they must be signed in and paid for at reception before 11pm. Please remember having a visitor is a privilege not a right and there are no facilities for overnight guests.

If the office is not advised of a guest staying overnight before 11pm then the overnight charge will be \$50.00.

Residents are responsible for the behaviour of their guests at all times. Guests may not bring alcohol onto the premises. Anyone wanting a guest stay for more than 2 nights must seek permission from the Deputy Warden or the Senior Sub Warden.

For fire and safety to be maintained we need to have recorded who is in the College.

You may entertain your friends in your room and visit friends in theirs at any time. It is expected, however, that you will regulate visitation of guests according to the following guidelines. The first priority is the rights of other floor/house residents. Rights to sleep and study take precedence over social uses of your room. Your non-resident guests are welcome in Arana College provided they adhere to University policy during their visit. You are responsible for their conduct or misconduct. Overnight guests are permitted as long as that is acceptable with management and they stay no more than two consecutive nights. Overnight guests are not permitted before classes officially begin each semester or during final weeks.

Study atmosphere

Studying is hard work, and a good study environment is expected. You are expected to respect others' need for rest and study time. Quiet hours exist in the College for this reason.

Since most students prefer to study in their rooms, a good study atmosphere on your floor is important. Your Sub Warden will help you and the students on your floor develop the rules. It will be up to you to make them work.

Theft

Unfortunately, theft can sometimes be a problem in Residential College's. For this reason, you are encouraged to insure personal possessions either as a part of your parents' Homeowners' Policy or by a separate policy. It would be helpful to engrave an identification number on your valuable possessions and have a list of items including description, value, model number, and serial number prepared in advance. It is important for you to protect your possessions and those of your fellow students. **Keep your room door locked whenever you are out of your room, or sleeping, or napping.** When you see strangers who do not appear to belong on your floor, find out who they are and what they're doing. Remember, "if you like your stuff, someone else will, too!"

Remember

Never prop main doors to buildings open or let strangers into the College. Propping doors open is considered a serious breach of security and will be dealt with by the Warden. Never hand out your security card or keys to anyone, including your friends.

Only enter the College by specified entrances, depending on time of day. All after hours access into College is via the reception area. Entering the College via private properties and/or over fences or gates is strictly prohibited and will result in disciplinary action being taken.

If you see a stranger in the College, ask if you can help, this is both courteous and a way of ensuring the security of College Residents and contents. If you are concerned, tell a staff member.

Alcohol and drugs

More information can be found in section 4.5 and 4.7. Alcohol is not permitted in any public area except when express permission is given.

If you choose to drink, you will be expected to do so responsibly. You will be held accountable for your behaviour and will be expected to show respect for fellow students, staff, and University property. Alcoholic beverages are permitted at Arana College in accordance with liquor laws/University and Arana policies. Alcohol-related violations are serious and could lead to suspension.

The Warden and/or Wardens reserve the right to require the immediate departure of anyone not abiding by the Terms and Conditions, particularly with regard to quiet hours and the use of alcohol or substance abuse.

Each year Arana has designated alcohol free and quiet floors and/or houses. If you would like to live in an alcohol free or quiet area, then please indicate on your Accommodation Contract. This does not mean you won't be able to socialise along with others at College functions.

Pets

Health and Sanitation problems dictate that pets, other than well cared for fish in a small aquarium, are not allowed in residents rooms. If you live in one of our houses please do not encourage neighbouring cats into these, as it always ends up with sad confused animals come holiday times or end of year.

The only exceptions to this are ‘helping dogs’ for sight and hearing impaired residents, and the Warden’s dog/cat/rodent.

Abandonment - personal property

Any personal property left behind in a residents room (or storage areas or laundry, as applicable) following the end of their Accommodation Contract, will be disposed of according to University procedures.

Discipline

If your behaviour does not meet our expectations or is in violation of the policies outlined in your Accommodation Contract, or this handbook, you can expect some disciplinary action. Your first contact will often occur with your Sub Warden. At that point, our objective will be to help you correct your behaviour and become a more responsible member of the community. If you fail to correct your behaviour, you will be referred to the Warden, Deputy Warden and/or the Assistant Warden Nights, or the Senior Sub Warden who may:

- Impose a fine or community service
- Require immediate monetary restitution for damages or expenses incurred or confiscate goods or belongings.
- Require you to take counselling at the Counselling Centre or Alcohol Education Programme.
- Phone your parent or guardian for advice.
- Assign you to another College room.
- Assign you to another Residence.
- Suspend you from the College.
- University probation or suspension from the University may also be considered.

In all cases, due process is used in dealing with students, and appeal procedures are available. The University of Otago expects you, as an adult, to maintain a standard of discipline that is in harmony with the educational goals of the institution. You will be expected to observe University regulations and local laws and to respect the rights, privileges, and property of other people.

Appeals and Reviews

Any decision made by the Arana Staff may be appealed and then reviewed by the Warden. In the case of a suspension or dismissal a resident may seek to have a decision reviewed. In that situation, the Warden will refer the matter to the Arana Council who will appoint two members to review a situation and make a decision.

Finance

Arana College reserves the right to alter fees should circumstances warrant it. Students should note that when you accept a place in Arana College, you undertake to remain in residence for the whole of the academic year, including study weeks and the examination periods at the end of both semesters. Your acceptance also means you agree to pay all fees by the due dates.

Right to room possession

College management reserves the right to require immediate possession of a room should circumstances warrant it.

Arana College complaints procedure

A complaint may be made verbally or in writing about a matter that is of concern to the resident.

Depending on the nature of the concern it will be referred to the Head of the Arana department responsible for the issue raised.

All complaints will be responded to and a record kept of all outcomes.

The Warden will review all complaints.

If a member of the Arana Community does not agree with any determination made by the Warden, then the Warden may refer the matter to the Arana Council.

Clean Green Arana

If you come to Arana, you agree to recycle and turn off lights and electrical equipment when not in use.

Section 8 – Appendix

8.1 Arana Opening and Closing Schedule for 2010

20th February 2010

Arana College officially opens.

Kitchen opens for lunch Saturday 20th February

Students check in to Arana College from 9am on this day.

14th November 2010

Arana closes for year

Kitchen closes after breakfast Sunday 14th February

1st Year fees include three meals a day.

For residents who wish to remain in the College outside Semester times. You need to make arrangements directly with the Warden.

8.2 What to Bring?

There are several items you may want to bring for your own room. You may like to supply your own bedding. Most students like to bring their own familiar bedding and make the room their own for the year. You need to supply your own towels and bath mats, for health reasons we don't supply these. You may like to bring a stereo, complete with headset, small TV, radio alarm clock. Many students bring their own computer even though we have a computer suite. There are additional charges to have an internet connection in your room. You should be aware that loud stereos will not be tolerated.

Each bed can be supplied with sheets, pillow, pillowcase and duvet.

Many students add some furnishings to their room. You need to co-ordinate your needs to avoid overcrowding and duplication of items. You will also need to consider future storage of these items during the summer periods. Large chairs, sofas, and appliances cannot be accommodated at Arana.

8.3 Costs for Arana College - 2010

Application/Acceptance Fees:	
Administration Fee	\$300.00 one off payment (non refundable)
Refundable Deposit	\$250.00 one off payment
Residents Association Levy	\$200.00 one off payment
Amenities Levy	\$150.00 one off payment
Accommodation and Board Fees:	
College Fees – Single All meals included	\$11,343 – annual fee which covers the period from 20 th February to 14 th November
Senior Housing All meals included	\$11,842 – annual fee which covers the period from 13 th February to 21 st November.
Post Graduate Housing	\$9,200 - Single room - annual fee which covers the period from 13 th February to 21 st November \$9,400 - Double room - annual fee which covers the period from 13 th February to 21 st November \$9,600 - Flat room - annual fee which covers the period from 13 th February to 21 st November
Food Options	\$0 – Self Cater \$3,344 – Fully Catered – annual fee \$2,090 – Dinner Only – annual fee
Other Fees	
Laundry facilities	Free
Photocopying	\$0.10 cents per page
Laser printing	\$0.10 cents per page
Faxes	\$1.00 per page
Replacement keys/tag if lost	\$30.00 key and \$30.00 tag
Phone line installation	\$100.00 one off charge
Phone line rental	\$25.00 per month
(all phones are toll barred - phone cards are available to purchase)	
University of Otago LAN Connection	\$50 one off charge
University of Otago LAN port rental	\$25.00 per month only available in certain areas of the College
Guest breakfast	\$4.00 per breakfast
Guest Lunch	\$8.00 per lunch
Guest Dinner	\$15.00 per dinner

Arana College reserves the right to alter prices should circumstances warrant it.