



# St Margaret's College Members' Handbook

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# 1. Welcome to St Margaret's College

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Congratulations on your selection for membership of St Margaret's College in 2025.

St Margaret's College is owned by St Margaret's Residential College Council Incorporated, an incorporated society and registered charity. The College maintains formal affiliation with the University of Otago.

Since it was established in 1911, St Margaret's has developed an enviable reputation of excellence in all aspects of collegiate residential living. In keeping with the College's motto of 'Altiora in votis' or 'Set your heart on higher things', we endeavour to provide outstanding facilities, a comfortable, safe atmosphere, and a caring and respectful community so that you can thrive in your studies, make wonderful friends, and develop as both an individual and contributing member of society.

Given our ethos and underlying values of care, courtesy, consideration for others, and common sense (our four Cs), it is unsurprising that the College offers a sought-after environment where Members can excel in all aspects of their lives.

A key area of focus is to provide and facilitate pastoral care for Members. We have staff available for Members to discuss their course and career choices, assist with study skills, and support individuals personally as they navigate living away from home and transitioning to the tertiary environment. The College also has good links with University departments and can assist in liaising with them if Members experience difficulties. Where necessary, we work with various support services offered by the University, for example, Student Health.

As a College, we place great emphasis on community living and developing the whole person. Certainly, the physical needs of our Members receive ample attention (for example, comfortable and warm rooms, good bathrooms, study and common spaces, and great food – including cooked breakfasts every day) but we also offer many opportunities for Members to participate in a large variety of cultural, social and sporting activities. And very importantly, we provide tutorials and mentors to support Members' academic studies and their personal development.

We expect all College Members to take responsibility for their own behaviour and cooperate with the guidelines so that the College will be a happy, inclusive, and supportive community for all. St Margaret's College is a place where discrimination against students on the grounds of gender, religion, ethnicity, or sexual orientation is unacceptable; as is any form of bullying, either physically, electronically, or verbally.

This Members' Handbook provides important information about the College and I encourage you to read it thoroughly before you take up residence at the College. Please do not hesitate to contact the College should you have any queries.

We look forward to your contribution as a valuable Member of the College in 2025. You will be part of a wonderful community comprising first-year and some returning students, the latter acting as mentors for first-year Members.

Along with all the College Staff, I warmly welcome you to St Margaret's College.

Yours sincerely

**Liz Koni**  
Head of College



**Elizabeth (Liz) Koni**  
Head of College

## Education and Training Act Code of Practice

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St Margaret's College provides services consistent with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice. For more information, please see <https://www.education.govt.nz/further-education/information-for-tertiary-students/code-of-practice-pastoral-care-domestic-tertiary/>

## 2. Brief History of the College

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### The Beginnings

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As one of the oldest residential colleges in New Zealand, St Margaret's has a long and proud history. By 1911, the Anglican and Presbyterian Churches had established colleges for male students at the University of Otago but no accommodation was available for women. Identifying this need, a group of Presbyterian women established St Margaret's College "for the glory of God and the promotion of His Kingdom, the advancement of sound learning and the care and protection of women students." The College housed some of the first New Zealand women university students. In 1981, the College became co-educational.

### The Name

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The College is named after Saint Margaret, Queen of Scotland. Born c.1047, she was the daughter of a Hungarian Princess and an English Prince. In 1070, Margaret married Malcolm III King of Scotland. Malcolm killed Macbeth to regain the Scottish throne for his family after Macbeth had killed Malcolm's father, Duncan, to take the throne.

Under the guidance of Lanfranc, a Benedictine monk who was Archbishop of Canterbury, Margaret reformed the church and was known for her charity and work for the poor. Tradition has it that she took Malcolm to Iona to rebuild Columba's monastery there. Margaret died in 1093 and was canonised by Pope Innocent IV in 1251. Pope Clement X made her patroness of Scotland. Her original feast day of June 10<sup>th</sup> was changed to November 15<sup>th</sup>. As charitable people of Scottish ancestry founded the College, it is easy to see why they named the College after Saint Margaret.

### The Crest

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Saint Margaret lived before the age of heraldry, but emblems were assigned to her after her death. The College crest is based on her crest. The main emblems: a cross surrounded by five martlets, were emblems of Edward the Confessor whose court she belonged to from the age of 12 up until the Norman Conquest in 1066. The top section of the crest is a depiction of the castle at Edinburgh, which is known as a "chief." An institution that wants to use a royal symbol must add a chief to avoid confusion, and the chief should symbolise the institution. Due to Dunedin's close ties with Edinburgh, the castle was chosen. A lozenge shape was adopted instead of a shield, as this was considered more suitable for a women's College.



### The Motto

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The motto of the College is "altiora in votis" which can be translated as "set your heart on higher things." The motto was in use for a long time before the crest was adopted.

### Independent College

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St Margaret's College is one of four independent colleges for University of Otago students. The remaining eleven colleges are owned and operated by the University of Otago. St Margaret's is formally affiliated with the University.

### The Present

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Over the years, the College has kept abreast of educational and social needs and its facilities are excellent. Through a building and renovation programme, the College has 225 rooms, 105 in the Main Wing, 76 in Clyde Wing, 32 in Wilson Wing and 12 in Clyde and Thorpe Houses. We also have a guestroom equipped for academics and visitors.

## 3. College Ethos

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### Statement of purpose

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The College exists for its Members and their welfare is its main concern. Through its staff and College Leaders, the College provides a supportive family-like atmosphere. Through its tutors, mentors, and academic facilities it provides academic support, encouragement, and assistance. Through the St Margaret's College Members' Association, it provides companionship, and cultural, musical, sporting, and social opportunities. The College's graceful buildings and pleasant grounds are the environment within which this takes place.

The College is a comfortable home with warm rooms, good food, and congenial company. It is a caring environment where individuals do not denigrate the beliefs of others and where no one should feel discriminated against by virtue of their gender, race, orientation, or religion.

### College norms and expectations

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While Members expect academic, cultural, sporting, and social advantages, in turn, the College expects certain standards of behaviour from its Members. This Handbook outlines those standards or norms that have as their basis the principles of:

- Care
- Courtesy;
- Consideration for others; and
- Common sense

These principles, or the four Cs, are unsurprising, as they exist in most homes. Our experience is that the regular application of the four Cs is sufficient to ensure the happiness, safety, and security of people and property within the College.

### Selection of Members

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Each year we actively look for University of Otago students who can join us and enhance our membership. Selection does not rest on privilege but on a proven application to work, a commitment to helping others, and a willingness to be an actively participating member of the College community. We are not elitist or focused solely on academics. The College welcomes people from all religions and cultures.

Returning Members of College, of which we have the highest proportion of any of the colleges at the University, are selected in a similar way (see [Returning Members](#) for more information). The Head of College, in addition to looking at academic performance and contribution to the College, will ensure that there are good students who will assist first year Members. The Head of College will also take account of the balance of students in the College and the needs of the College.

### Diversity

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The College community consists of a wide range of people and we respect all members of that community. Discrimination against any other person because of their age, physical disability, national origin, sexual orientation, race, gender, or religious affiliation is not tolerated within our diverse community. Verbal or written abuse, abuse by imagery, threats, intimidation, violence, or other forms of harassment against any member of our community will not be accepted.

## 4. Arrival & Orientation

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### Arrival date

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The College will be open for arrival from **9:00 am Saturday, 15 February 2025**. All Members must be in residence by **4:00 pm on Sunday, 17 February 2025** when we hold a special welcoming reception and BBQ for Members and their families.

Some early arrivals (i.e. before 15 February 2025) may be allowed on an **exceptional** basis and they must be approved in advance by the Head of College. In such cases, the reasons for requiring an early arrival must be clearly stated; normally they will relate to University-related commitments. Please note that, should an early arrival be approved, an additional daily charge will apply.

### Arriving at St Margaret's

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When you arrive at the College, the St Margaret's College Leaders and returning Members will be looking out for you, help you with your bags, issue you with a key, and show you to your room. They will arrange to show you around the College and introduce you to others on your floor.

If you are arriving by car, parking is available on the University campus immediately in front of the College but only on **Saturday and Sunday**. Please do **not** park there on weekdays during office hours; your car will be towed away at your own expense.

### What to Bring (or Get)

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Clothing, shoes, a towel (or two), crockery and glassware (for your personal use in your floor's kitchen), clothes pegs, laundry bag/basket, coat hangers, drawing pins (for the pinboard in your room), toiletries, personal grooming devices (e.g. hair dryers and straighteners), and sensible wet/cold weather gear (jacket or parka, maybe an umbrella).

Regarding bed linen, please note that the College supplies sheets, blankets, bedspreads, and pillows. College-supplied sheets are changed and laundered weekly. Please note that if you bring your own linen (you are welcome to do so if you wish), you will be responsible for laundering it.

The College is a warm place with an excellent central heating system. There are heaters in every bedroom; you will not be cold inside our buildings.

There are power outlets in bathrooms for shavers and hair dryers. All electrical equipment, power cords, and chargers must comply with New Zealand safety standards. The College will arrange for electrical equipment to be tested and tagged for insurance purposes.

### Things Not to Bring

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Do **not** bring toasters, electric jugs, heaters, grills, electric blankets, or irons. These items are banned from rooms for safety reasons. All floors have kitchens with fridges, ovens, stoves, microwave, instant hot water, and irons and ironing boards. Candles and oil/incense burners (including ultrasonic) are strictly prohibited for fire safety reasons.

### Orientation

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During the first week, a wonderful programme is arranged to help orientate new Members to the College and University.

Please note that this College does not have initiation ceremonies. Rather, the Executive Committee of the Members' Association (referred to as the Exec) and College Leaders organise various social and fun events where you will meet others in a friendly and non-threatening manner. You will also be given a tour of the University campus so that you know where to go for course advice, preliminary lectures, etc.

Some of the College's fun events include social games, a scavenger hunt, our very own toga party and dinner, Greek games, floor olympics, a quiz night, and a movie night.

On the more serious side, you'll attend the University's UNIO101 talk, a wellness talk, and preliminary lectures (on the final Friday of Orientation Week). The College also volunteers for a community service project during the week.

The Otago University Students Association (OUSA) organises its own events during Orientation Week which you are welcome to attend if you wish.



## 5. College Buildings

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### Main Wing and Ross Wing (B, C, RA, RB, RC, RM floors)

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This is comprised of two sections which together house 105 Members. The oldest part was built in 1914 and was opened by Prime Minister Massey. Ross Wing was added in 1946. This is named after Lady Margaret Ross, a benefactor of the College. Both Ross Wing and the original building were substantially remodelled between 1994 and 2005. RA/M, RB/lower RC floors, and B, C, and upper RC floors were fully renovated during the 2016/17, 2017/18, and 2018/19 summer breaks respectively, as part of the College's ongoing programme of improvements.

### Clyde Wing (CA, CB, CC, CD floors)

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This was built in 1967 and faces onto Clyde Street. In the 1980's, this part of the College was initially reserved for Members over 20 years of age, and Members who lived in this Wing were allowed to do their own catering. By 1994, the self-catering option was phased out of this Wing, and it was fully integrated into the rest of the College. Over the past few years remodelling of Clyde Wing has been undertaken including the addition of CD floor and a lift in 2008, and the refurbishment of bedrooms on CA, CB, and CC floors over the 2023/24 summer holidays. Clyde Wing houses 76 Members.

### Wilson Wing (WA, WB floors)

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This was opened in February 1999. It is a 32-bed wing built on the site of Campbell Cottage. The Cottage was over 100 years old, and when purchased by the College was used to accommodate the domestic staff. It later became rented accommodation. In 1991, it was completely renovated and reopened in 1992. In 1995, it was named Campbell Cottage in recognition of the service to the College given by Ruth Campbell, a Member of the College Council and former resident of the College. In 1998, the Cottage was demolished and a new Wing erected and named in honour of H. Robert Wilson, a Life Fellow and former President of the College Council.

### Clyde House (CH)

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This was built in the 1960s and previously housed the College Catering Manager. It was later converted into two self-contained flats and became rented accommodation. At the end of 1992, it was completely renovated and opened in 1993 as Clyde House. Clyde House houses six Members.

### Thorpe House (TH)

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This house is at least 150 years old. It is on a site plan dated 1870 and we assume that it was built sometime before that date. It is probably the oldest building on the University campus. It is a largely Kauri construction and was acquired by the College in the 1960s. Initially it was rented out to tenants, but at the end of 1992 it was renovated and reopened in 1993 as Thorpe House, named after Terry Thorpe, a College Council Member who generously provided 25 years of engineering consultancy to the College.

In addition to housing six Members it contains the Fellows and Seniors Common Room for use by College Fellows and Senior Members (third-year students and above) and also a small tutorial room.

## 6. College Staff

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The **Head of College** is responsible for maintaining the excellence of St Margaret's College. They oversee the management and staff of the College and promote its good relationship with the University and the wider community. Working with the Deputy Heads of College, they ensure that the physical, academic, and social environment of St Margaret's College is maintained to its usual high standards.

The two **Deputy Heads of College** support the Head of College in providing leadership to staff and Members. They provide pastoral care for Members and liaise with University academic departments and support services (e.g. Student Health) when necessary. They also support the Exec.

The **College Leaders** assist in the leadership of the College by providing a welcoming, homely, caring, supportive and sought-after environment in which Members can thrive in all respects (academically, personally and socially). They are available for advice and help on personal and academic matters and arrange various floor/house activities from time to time. They are also responsible for monitoring standards of behaviour and taking appropriate measures to encourage compliance. There is one College Leader on each floor and house.

The **Business & IT Manager** oversees the College's administration, finances, IT, and liaises with the University and banks. They prepare the annual accounts and are Secretary/Treasurer to the College Council. The Business & IT Manager provides IT support to Members, maintains the College's networks, WiFi, printers and copiers, telephones, key and security systems, and various administrative processes.

The **Conference Manager** organises summer accommodation, conferences, and other functions hosted at the College throughout the year. They also manage the College's guestroom accommodation.

The **Housekeeping Manager** and **Housekeeping Staff** clean and service the common areas of the College, as well as Members' rooms. They are responsible for supervising the issuing of linen, and the supply of extra bedding.

The **Head Chef** supervises the Food Services Staff, prepares the menus, and is responsible for maintaining the high standard of food and hygiene.

The **Kitchen Staff** cook and serve the meals to Members and guests, and cater for various events and functions held at the College.

The **Building and Grounds Staff** work on minor repairs and keep College buildings and grounds in good condition.

The **Librarian** takes care of the College's supply of fiction and non-fiction books.

The **College Council** sets and monitors the overall direction of the College and oversees its operation from a governance perspective. Council Members are drawn from the University of Otago and from the Dunedin community. Each Member offers expertise in a specific area. The Council appoints the Head of College to administer and manage the College, and the Head of College appoints other staff members to assist in this task.

**College Fellows** are appointed by the Council to provide expertise in a variety of areas and act as mentors to College Members. While College Fellows are not normally in residence at the College, they are an important part of the wider College community as they serve as good role models for College Members through their engagement and interaction with Members, participation in College events from time to time, and the example they set by virtue of their respective careers.

Lists of College Staff, the College Council, and College Fellows are available on [the College website](#).

### Open Door Policy

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The College operates under an open-door policy, so if the door to an office is open then the occupant is available to be seen (please still knock and wait to be invited in). If an office door is closed then that person is unavailable, so it is best to avoid knocking and try again later.

## 7. The St Margaret's College Members' Association

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### Purpose

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The St Margaret's College Members' Association promotes the sporting, cultural and social life of St Margaret's College and acts as a student voice and liaison group between College Members and staff.

### Membership

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All Members of the College belong to the Members' Association. The College Leaders are ex-officio honorary Members.

### The Executive Committee

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The association is managed by its Executive Committee, affectionately known as the Exec. The committee comprises the following eleven elected members: President, Vice-President, Secretary, Treasurer, Food Rep, Social Rep, Cultural Rep, Arts Rep, Sports Rep, and two First-Year Reps. The First-Year Reps are elected early in semester 1, while the other positions are filled by a Members' election at the end of the previous year. The Exec members have specific areas of responsibility and can act as your representatives to the Head of College.

Apart from their daily responsibilities, the Exec arrange orientation week activities, the annual ball, sports events, cultural events, formal dinner music performances, theme dinners, floor competitions, the canteen, etc. They are responsible for the maintenance of equipment purchased by the Association, i.e. the pool table, table tennis table, AV equipment, and sporting and game equipment. The Exec play an important role, as the functions they arrange bring the College together and help make St Margaret's a vibrant community.

### Members' Association Finance

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Upon presentation of a satisfactory budget, the College Council normally asks the Members' Association to manage that budget. This budget funds and/or subsidises:

- apparel
- sporting, game, and AV equipment
- activities
- events

### Relationships with Other Organisations

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While Members may belong to other student organisations, the St Margaret's College Members' Association is not affiliated with any of these, and exists solely for the well-being of College Members. The [Otago University Student Association](#) works for the benefit of all University of Otago students, but has no authority over the St Margaret's College Members' Association.

### The Magazine

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Each year Members publish a magazine that is the responsibility of the Exec Secretary and the Members who write articles. The College authorities take no responsibility for the writing, compilation, censoring, or publication of this magazine. The College stipulates that authors and editors must write in good taste, conform to the University's Ethical Behaviour Policy, and take full personal responsibility for all articles. Individuals have the right to view and approve articles where they are named before the publication of the magazine.

## The Canteen

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The Members' Association runs a canteen that sells snack food. Although there is little markup on goods, any profits made go towards the Association. The Canteen is run on a voluntary basis and all Members are asked to cooperate with the Canteen Manager (Food Rep) and Staff.

## 8. Members' Welfare

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### Living Away from Home

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Each year most College Members are living away from home for the first time. This can be difficult, but it is also an exciting time when Members meet new people from different parts of the country and world. Although new Members may feel homesick in the first few weeks, our experience is that the College quickly becomes "home". This is facilitated by the College being divided into smaller sections (floors and houses) under the care of a College Leader whose primary role is to care for Members.

Our advice to new Members is to participate in College and floor events as much as possible and engage in conversations during meal times in the Dining Hall as this helps in making friends and connections. These things will also be of huge value during the usual stresses of academic life.

Of course, our four core values (the four Cs) of care, courtesy, consideration for others and common sense go a long way in ensuring that the College is a home away from home for all Members.

### Room Checks

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If a staff member has serious concerns about your wellbeing and safety or that of other individuals likely to be in your bedroom, a welfare check will be done whereby a staff member will visit and enter your room.

Routine checks are carried out during the year for maintenance or other reasons, but you will be given at least 24 hours notice before the room is entered

### Your Floor

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#### St Margaret's College Leaders

A team of College Leaders assists the Head of College in the leadership of the College by providing a welcoming, homely, caring, supportive, and sought-after environment in which Members can thrive in all respects (academically, personally, and socially).

Each floor and house has a College Leader who is available to assist Members with queries, ill health matters, advice, friendly support, a listening ear, encouragement, study issues, etc. Please feel free to contact your College Leader at any time; their role is to assist you. If they are unable to help themselves, they will refer you to someone who can.

College Leaders also arrange floor activities and meetings, many of which Members are expected to attend (i.e. they are compulsory). By accepting a place at the College, Members are agreeing to actively participate in College activities, all of which help to establish a sense of community (this can't happen on its own; your involvement is essential!).

Any problems relating to floor discipline and order should be discussed with your College Leader in the first instance.

#### Floor and House Kitchens

These kitchens are available for Members' use. There are cupboards and a refrigerator available for storage in each floor kitchen, but please name your goods. The College provides a stove, an electric jug, an iron and ironing board, a toaster and a microwave.

### Concern for others

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There are times when you might be worried or concerned about a fellow Member, friend, or community member. We encourage you to start a conversation. You don't need to be an expert to reach out - just a good friend and a great listener.


Start a conversation with these four steps (source: <https://www.ruok.org.au/>):

1. Ask R U OK?
2. Listen
3. Encourage action
4. Check in


We encourage you to contact any staff member if you are worried about anyone or you have not seen anyone for a while. You can do this by (in order):






1. Speaking to your floor's College Leader, or the College Leader on duty in the foyer each evening.
2. Calling our 24/7 duty number: 0800 COLLEGE (265 534)
3. Speaking to a Deputy Head of College
4. Speaking to the Head of College
5. Speaking to another member of staff
6. Emailing [contact@stmargarets.college](mailto:contact@stmargarets.college)



## Health Matters

St Margaret's College 

### What if I feel unwell?



Not sure what to do?	 <p><b>Contact numbers:</b>                  Duty Phone - 03 926 9699 (urgent only)                  Health Line - 0800 611 116                  Student Health - 0800 479 821                  Emergency - 111</p>
Let your CL know you feel unwell	 <p>They will be your first line of support if you need some extra care and advice</p>
Something you've had before?	 <p>Use common sense to treat general illness:</p> <ul style="list-style-type: none"> <li>• Get plenty of rest</li> <li>• Keep your fluids up</li> <li>• Use pain medications such as Paracetamol and Ibuprofen (own supply)</li> </ul>
Still not great after a few days?	 <p>Book in to see a GP/Nurse at Student Health</p> <p>If your illness impacts tests or deadlines see the Deputy Head - Academic</p>
Contagious?	 <p>If you have something that is spreadable ask your CL to set up an isolation bathroom and stay away from other members</p> <p>Use appropriate strategies to stop the spread</p>

What to do if you are unwell

## Help from College Leaders

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Please do not hesitate to let your floor's College Leader know if you are sick or injured or have any other health-related issues that the College needs to be aware of to support you appropriately. College Leaders also have access to first aid equipment and are trained to use it.

## Help from the Kitchen

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If a Member is unwell and unable to get to the Norris Dining Hall for a meal, the floor College Leader will arrange a tray meal in their room.

## Student Health

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The University's Student Health Service offers fully qualified medical treatment and counselling during office hours. It is located only a short distance from the College on Albany Street. If your work has been affected by illness, it is a good idea to ask Student Health for a medical certificate to that effect.

An after-hours medical service is available through Dunedin's Urgent Doctor Service or the hospital's Emergency Department.

When it is possible **and** necessary, College staff will assist with transporting Members to Student Health, Urgent Doctors or the Emergency Department at the hospital.

## Health Concerns

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As the College is not a therapeutic community and does not employ any specialist health services staff, it may not be able to meet an ill Member's ongoing care needs. In such cases, the College will normally require that the Member not be in residence. This may include either a temporary period of absence from the College for recovery purposes at home or elsewhere, or the permanent departure of the Member. If a Member is a threat to themselves or to the safety of others, the College will normally require the immediate and permanent departure of the Member.

If the College staff, including College Leaders, believe that it is necessary to undertake a without cause welfare check on a Member, they will normally provide 24 hours notice of doing so. However, please note that College staff, including College Leaders, are mandated to enter a Member's room without permission if there are reasonable grounds to believe that immediate access is needed to save life, or to reduce or eliminate serious risk to life.

## Smoking & Vaping

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In keeping with University policy, the College's buildings and grounds are also designated as non-smoking areas. If you wish to smoke please do so away from College and University premises (including driveways and carparks). For the avoidance of doubt, vaping and the use of e-cigarettes is prohibited within College buildings and grounds.

The University campus has been completely smoke-free since 1 January 2014.

## Pandemic Safety

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In the event of a pandemic, all Residents are expected to be prepared and adhere to:

- Ministry of Health Directives and Guidelines
- Ministry of Education Directives and Guidelines
- University of Otago Guidelines
- Instructions from College and University staff
- Social Distancing Guidelines and Restrictions

During a pandemic, the College will remain open unless closed by the Ministry of Education. The College will act in accordance with up-to-date advice from the Ministry of Health, Ministry of Education and University of Otago management.

You will need to follow the guidance and procedures the College has in place if you become unwell. If isolation is necessary a staff member will deliver your meals and check on you. Should you need anything whilst in isolation contact the Duty Phone on 03 926 9699.

## Academic Matters

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### Study Skills

Studying at university level is very different to that of school and often means that students need to adapt their study approach. To help with this, at the start of the year, College Leaders give study skills advice and returning Members also help to advise first-year Members about different disciplines.

### Tutorials

The Deputy Head of College - Academic manages the College's tutorial programme, which provides free tutorial classes for first-year Members depending upon the demand for a given subject/paper.

In the past, those who have taken advantage of the tutorial programme have performed well in examinations and had good results in selection for professional programmes at the University.

Members are encouraged to let the Deputy Head of College - Academic or their College Leader know if they are having difficulty with a subject. Sometimes individual help can remedy this, but if it is a common problem, the College may arrange a special tutorial.

### Mentor Groups

First-year Members are organised into mentor groups led by returning Members who mentor, support, and encourage in a small group environment. The Deputy Head of College - Academic manages these mentor groups, which form a fundamental part of the St Margaret's system.

### Release of Grades

As a condition of residence, the College requires Members to authorise the University to supply the Head of College with academic grades for the years they are in residence. This enables the College to assist Members academically, monitor its tutorial programme, select returning Members, etc.

### Help from Staff

The Head of College, Deputy Head of College - Academic, and College Leaders are happy to help Members who have queries or concerns about study-related matters.

## Spiritual Matters

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The College works closely with the official University chaplains, one of whom acts as the College Chaplain, and fosters involvement with local churches. Names of chaplains and times of services at local churches are posted on the notice board.

Returning Members can assist first-year Members with locating an appropriate church in the first few weeks.

## Support Services

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Below is a list of support and health services that you may find useful.

Name	Phone	Website	Address
<b>AskOtago</b>	0800 80 80 90 03 479 7000	<a href="http://ask.otago.ac.nz">ask.otago.ac.nz</a>	ISB (Central Library)



<b>Name</b>	<b>Phone</b>	<b>Website</b>	<b>Address</b>
<b>Campus Watch</b>	0800 479 5000 03 479 5000	<a href="http://www.otago.ac.nz/proctor/campuswatch">www.otago.ac.nz/proctor/campuswatch</a>	St David Complex
<b>Career Development Centre</b>	03 479 8244	<a href="http://www.otago.ac.nz/careers">www.otago.ac.nz/careers</a>	ISB (Central Library)
<b>Chaplains</b>	03 479 8497	<a href="http://www.otago.ac.nz/chaplain">www.otago.ac.nz/chaplain</a>	Upper Room, University Union Building
<b>Disability Information and Support</b>	03 479 8235	<a href="http://www.otago.ac.nz/disabilities">www.otago.ac.nz/disabilities</a>	West Lane, ISB (Central Library)
<b>Dunedin Public Hospital</b>	03 474 0999		201 Great King Street, Dunedin Central
<b>Dunedin Urgent Doctor and Accident Centre</b>	03 479 2900	<a href="http://www.dunedinurgentdoctors.co.nz">www.dunedinurgentdoctors.co.nz</a>	18 Filleul Street, Dunedin Central
<b>Healthline</b>	0800 611 116		
<b>International Office</b>	03 479 7000	<a href="http://www.otago.ac.nz/international">www.otago.ac.nz/international</a>	Clocktower Building
<b>Lifeline Aotearoa</b>	0800 54 33 54 Text 4357	<a href="http://www.lifeline.org.nz">www.lifeline.org.nz</a>	
<b>OCASA Dunedin</b>	03 474 1592	<a href="http://www.ocasa.org.nz">www.ocasa.org.nz</a>	
<b>OUSA Support Centre</b>	0800 12 10 23	<a href="http://www.ousa.org.nz/support">www.ousa.org.nz/support</a>	5 Ethel Benjamin Place, campus
<b>OUSA Club and Socs</b>	03 479 5960	<a href="http://www.ousa.org.nz/clubsandsocs">www.ousa.org.nz/clubsandsocs</a>	84 Albany Street, campus
<b>Pacific Island Centre</b>	03 479 8278	<a href="http://www.otago.ac.nz/pacific">www.otago.ac.nz/pacific</a>	1 Leithbank, campus (corner Leithbank & Clyde Street - yellow house opposite Commerce)
<b>Social Impact Studio</b>	03 479 8631	<a href="http://www.otago.ac.nz/social-impact-studio">www.otago.ac.nz/social-impact-studio</a>	ISB (Central Library)
<b>Suicide Crisis Helpline</b>	0508 82 88 65		
<b>Student Health</b>	0800 479 821 03 479 8212	<a href="http://www.otago.ac.nz/studenthealth">www.otago.ac.nz/studenthealth</a>	Cnr Walsh & Albany Streets
<b>Student Learning Development</b>	03 479 8801	<a href="http://www.otago.ac.nz/hedc/students">www.otago.ac.nz/hedc/students</a>	65/75 Union Place West, campus
<b>Te Huka Mātauraka</b> The Māori Centre	03 479 8490	<a href="http://www.otago.ac.nz/maoricentre">www.otago.ac.nz/maoricentre</a>	515/519 Castle Street North, campus
<b>Te Whare Tāwharau</b> Sexual Violence Support and Prevention Centre	0800 479 379 03 479 3790	<a href="http://www.otago.ac.nz/te-whare-tawharau">www.otago.ac.nz/te-whare-tawharau</a>	5 Leithbank, campus

## Consent

In all relationship matters it is essential that mutual respect and consent is followed by both parties. All Members of the College must be very clear on the meaning of sexual consent. Complaints of sexual activity without consent will be treated as serious

misconduct and investigated in line with the University's [Sexual Misconduct and Response Team \(SMART\) Policy](#) and/or the NZ Police.

The following are very good guidelines:

- Consent must be **CLEAR**. The absence of a no does not mean yes. Silence is not consent. No means no.
- Consent must be **COHERENT**. People who are asleep or incapacitated by drugs or alcohol cannot give consent.
- Consent must be **WILLING**. It is never given under pressure, whether that is emotional or physical manipulation or threats being used.
- Consent must be **ONGOING**. If someone consents to one sexual activity, that doesn't mean consent to all activities.

As a College community you are also responsible for each other. Please look after your friends and be proactive in supporting anyone who is in potential danger or harm.

During the first weeks of the College year, Te Whare Tāwharau will come to the College and provide the CommUNITY102 workshop. This is a workshop designed with first years in mind, to explore ideas about relationships and to learn skills to create a community that looks out for everyone.

### For more information about consent

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By taking the time to learn about consent and to consider your values, you are saying that you value having a community that everyone thrives in. You may find these of use for further information about consent:

- [Tea Consent \(video\)](#)
- [Te Ohaakii a Hine – National Network Ending Sexual Violence Together](#)
- [What Consent Means in the Age of #MeToo](#)
- [In the age of #MeToo, how do we talk to young men about sex and consent?](#)

### Reporting

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The University of Otago's sexual violence support and prevention centre is called [Te Whare Tāwharau](#). They offer free, confidential support for any student who needs assistance and are available for walk-ins and phone support.

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 College staff who will treat you with respect and care. A staff member may encourage you to seek additional assistance from the College management. You may also wish to contact a support agency such as those below:

- Te Whare Tāwharau [0800 479 379](#)
- NZ Police [emergency: 111](#)
- OUSA [03 479 5332](#)
- Student Health [03 479 8212](#)
- Healthline [0800 611 116](#)
- OCASA Dunedin [03 474 1592](#)
- Male Survivors Otago [03 425 8018](#)
- Youthline [03 477 2461](#)

### Sports

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In the sporting arena the College contests for the Southgate trophy with Salmond and Studholme Colleges, and we participate in the University's [Inter-college Sporting Competition](#) in a variety of sports such as Kī o Rahi, touch, football, netball, volleyball, basketball, badminton, and more.

During Orientation Week, the entire College participates in the fun Inter-college Sports Day.

Often Members of the College will organise social sports teams, and of course, you can also get involved with University and community club sports.

The College has a tennis court for Members to enjoy. It also doubles as a basketball or netball court or backyard cricket ground.

[UniPol](#), the University's well-equipped gym and recreation centre, is just a five-minute walk from the College and is free to use for all University students.

## Cultural Activities

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The College has a proud tradition of cultural achievement.

We compete annually with Salmond and Studholme Colleges for the Iona trophy. In its long history, we have won it more times than anyone else! We compete for it through debating, choir, and public speaking.

The College's choir is of a very high standard and is often asked by the University Chaplains to perform for graduation thanksgiving ceremonies.

Our Sunday Formal Dinners provide a wonderful opportunity for the musicians amongst us to entertain the College with their talent.

The University's [Inter-college Cultural Competition](#) runs throughout the year and provides many opportunities for Members to participate in a variety of cultural activities such as debating, singing, and film making.

The [OUSA](#) also provides a huge variety of clubs and societies for you to join. You certainly won't be bored!

## Games Competition

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The College participates in the [Inter-College Games Competition](#), competing in activities such as a quiz night, table tennis, foosball, pool, and a board games evening.

## Music Facilities

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The College has a Music Room with an excellent practice piano and keyboard. There is a baby grand piano in the Valentine Common Room, a piano in the Study Centre, and another baby grand piano in the Norris Dining Hall.

The Music Room piano may be used for practice at any time outside of quiet hours. Members can book the Music Room via [DiBS](#).

So that individual music students always feel free to practice, the Music Room cannot be used for private academic study.

The Valentine Common Room piano may be used until 11:00 pm Sunday to Thursday, and midnight on Friday and Saturday, unless instructions are given to the contrary. To avoid disturbing people studying in the Library and small tutorial room, and B floor residents, please ensure that the hallway door is closed before playing the piano.

## Community Service

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St Margaret's College places a high emphasis on community involvement. To start the year we take part in a community service project during Orientation Week. In the past, these have included helping to build an entire house for Habitat for Humanity, working with Te Araiteuru Marae, assisting at the [Orokonui Eco Sanctuary](#), and cleaning up the [Water of Leith](#) and Andersons Bay Inlet.

Towards the end of the year, we have an evening of performances for Friend-Link, an organisation that helps people with special needs. This is a lovely night of entertainment for them and is always a highlight of the year for the performers. The College provides a supper afterwards where Members serve the guests.

Members are also encouraged to take part in other volunteering activities which are facilitated by the University's [Volunteer Centre](#) and in community organisations.

## Māori and Pasifika Students

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The College makes every effort to ensure that people from all cultures feel welcomed and cared for.

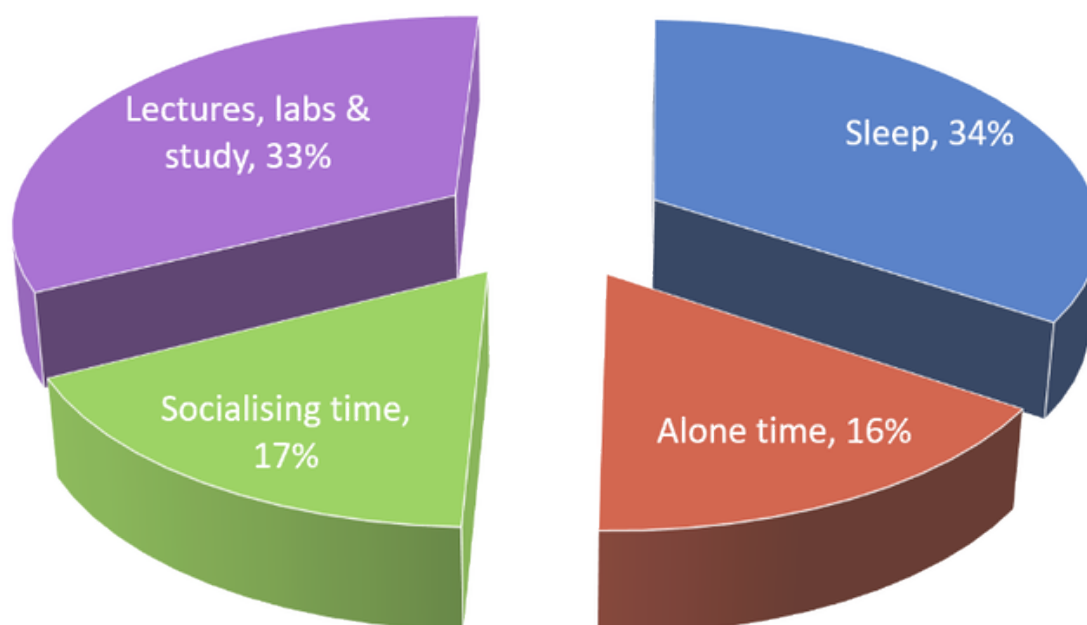
The College has links with the University's [Te Tumu School of Māori, Pacific and Indigenous Studies](#), the [Māori Centre](#) and the [Pacific Islands Centre](#). Members of the College are encouraged to use the services they offer.

## Keeping a Balance

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The senior staff will regularly remind Members of the importance of keeping a balance in order to succeed academically and perform at their best.

In addition to attending to your studies, you should make sure that you get sufficient sleep, undertake regular exercise of some sort, spend time socialising with others, and do other things that you enjoy. Use the following diagram to help you plan how you spend your time each day.



Keeping a balance

## Positive Wellbeing and Selfcare

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From the moment students first walk through the College doors they are made to feel welcome and included in daily life at the University of Otago. Great emphasis is put on providing a safe, inclusive, and transparent environment where students have ready access to information and guidance on their rights and responsibilities. Comprehensive services and avenues for sharing and

problem-solving provide the opportunity for self-care, to maintain personal health and well-being and to ensure that their safety is maintained during their stay at any one of the University of Otago Colleges.

When we think of success in a University setting, we often think of academic success alone, without pondering the individual life success stories that help lay the groundwork for wider academic success. These personal success stories are set against the background support provided by the College and its staff. This support and guidance can best be described using Te Whare Tapa Whā, the four cornerstones of Māori wellbeing.

#### **Taha hinengaro, mental and emotional wellbeing**

College staff are available for onsite support 24 hours a day through floor College Leaders, who are professionally trained in pastoral care, with an emphasis on inclusivity in all areas. Guidance, individual check-ins, and tools for successful living are provided. Mental health services are readily available, backed up by support networks and structures, whether they be in person, by phone, or online.

#### **Taha whānau, social wellbeing**

Encouraging those who attend the College to actively engage in the social aspects of College Life, getting to know others, forming friendships and bonds and participating in the many regular social activities the College provides.

#### **Taha tinana, physical well-being**

Physical wellbeing starts in the kitchen, with the College providing healthy and nutritious meals, working with those students with dietary requirements to create meal plans for everyone. Healthcare for everyday bumps, bruises and colds are provided by first aid trained pastoral staff at the Colleges, with further professional health care provided through Student Health and associated University and Community Health Care providers.

Provision is also made for assisting those with physical or mental disabilities, from providing wheelchair access to a location, through to study notes from Disability Information and Support and beyond. Physical wellbeing also encompasses the provision of opportunities for physical activity, with College staff actively providing regular sporting, recreational, and cultural activities to promote a healthy, active lifestyle.

These activities are typically run within and between the Colleges, and through University teams, clubs, societies and groups. Physical security is also available 24 hours a day at Colleges and on campus through Campus Watch, the Proctor, and through security and staffing provided directly at the College.

#### **Taha wairua, spiritual well-being**

Colleges are multicultural and socially and religiously diverse, and as such there are a range of support services and guidance available to students, from the Māori and Pacific Island Centres, through Chaplaincy Services, to OUSA LGBTQIIA+ support and guidance.

## Evenings and Weekends

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Members having difficulties during the evening can either contact their floor's College Leader, chat to the College Leader on foyer duty, or call the duty line on **03 926 9699**. During the daytime at weekends, problems should be referred to the College Leader on duty by phoning the duty line. College Leaders have delegated authority from the Head of College.

## Confidentiality

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Members should be aware that study, behaviour and health matters are not confidential to an individual College Leader but to the team of the College Leaders, Head of College, and the Deputy Heads of College. This is important for pastoral care purposes.

You should expect that individual College Leaders will share such matters with the College management team as necessary. Members are asked to please not put individual College Leaders in a difficult position by asking them to keep such matters

confidential to themselves. Because the Head of College has concern for the whole College, the College Leaders are obliged to consult with the Head of College. The Head of College will only share personal or sensitive information on a "need to know basis".

College Leaders may suggest to Members that it might be more appropriate if some matters are shared with a Student Counsellor, a Chaplain or other support service provided by the University, the OUSA, or some other community service organisation.

There are occasions when it may be necessary for the Head of College or other members of the management team to contact or disclose information to relevant parties (e.g. parents/caregivers, health professionals, financial guarantors). This may occur when:

- We have concerns regarding the health or wellbeing of a Member.
- There is a clear or imminent danger to a Member or staff member; including College Leaders.
- There have been serious breaches of the College and/or University College guidelines or policies.
- Payment of accommodation fees is in arrears.

## 9. Dining in the College

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### Introduction

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The heart of St Margaret's College is the Norris Dining Hall. In 2013, the Dining Hall was named after a former College Master, Dr Peter Norris, in honour of his 25 years of service.

Dining at the College is so much more than just eating. The Dining Hall provides a wonderful opportunity for Members to chat, socialise, get to know each other, make friends, meet College guests and of course enjoy good food. We discourage the use of cell phones in the Norris Dining Hall, particularly at evening meals.

The College is served by a professionally equipped kitchen, which is staffed with trained chefs who provide the delivery of three meals a day.

The dining system underpins our approach to catering as a whole. As we are providing meals in what is very much an extended family-like environment, our goal is to provide menus that are nutritious, varied and enjoyable, using locally and ethically produced food, and mindful of the feedback we get from you.

At a residential college catering for three meals a day, seven days a week, it is easy for meals to become repetitive, however we ensure that Members are offered the opportunity to try something new on a regular basis. Each week a new dish is tried and tested, with inspiration and recipes being obtained from many sources.

We listen carefully to the feedback we get from the Food Committee. If a meal is not well received it will not be repeated. Feedback is essential in planning menus, and all the chefs take pride in the meals they produce. Meal suggestions from Members often make their way onto the menu.

The College is conscious about where food comes from in terms of supporting local suppliers and attempting to reduce the College's overall carbon footprint. For these reasons, the College is committed to purchasing its food from New Zealand producers wherever possible. All tea and coffee is Fair Trade.

### Standards

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The College is committed to providing the best possible meals for its Members. The College employs qualified chefs and has its menus and operating procedures regularly reviewed by nutritionists and Members. We hope that the variety of our menus will enable all Members of the College to be happy and well-fed.

All Food Services Staff have the appropriate Food Handling and Hygiene Certificates. The College is an "A" rated kitchen and is HACCP accredited.

### Cooking

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The College kitchen has three combi-ovens that can cook by convection heat, steam, or a combination of both. Cooking by steam is our preference and where this is not possible, polyunsaturated oil is used in preference to fat or dripping. Because food can be cooked quickly in the different ovens, most food is served within ten minutes of cooking.

### Food Committee

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This Committee comprises the Food Rep on the Student Executive and a number of Members selected to ensure that different food preferences are represented. Members are encouraged to post constructive feedback in the suggestion box that can be found on the main notice board for the Committee to discuss at its regular meetings (four times per year). The Committee provides feedback from its meetings to the senior staff who in turn raise matters with the Head Chef for further consideration.

## The Meals

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Listed below is an outline of what normally happens at meals. We may have to change this based on the time of year, the number of Members in the College, and the availability of goods.

### Breakfast

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This consists of a variety of cereals (usually around 7) and at least four different types of bread that Members can toast. There is normally yoghurt and preserved fruit. Each day there is a selection of hot items that may include: sausages, bacon, spaghetti, baked beans, eggs, hash browns, mushrooms, pancakes or croissants. Additionally, there is also porridge in winter.

### Lunch

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There is normally a choice of hot food items at lunch, plus home-baked muffins, scones or cookies, and an impressive salad bar. Soup is often served through the colder months of winter. A variety of breads, spreads, and fillings are available for toasting and for making toasted sandwiches.

### Cut Lunch

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Members who are unable to attend lunch on weekdays are able to make a packed during breakfast hours, with bread, fillings, juice, yoghurt, baking, and fruit available. It is expected that Members who make a cut lunch do not come to lunch at the College that day.

### Dinner

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This is a cooked meal with two main meat options (one of which is low fat), at least three vegetables, and dessert. Sometimes there is also a salad bar at dinner. While the Head Chef tries to estimate demand there is no guarantee that both meat options will be available for the whole meal service. There is also a vegetarian option for those who have signed up as vegetarian.

### All Meals

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The College provides a fruit basket, coffee machine (cappuccino, latte, hot chocolate, etc.), fruit juice, chilled filtered water, and a variety of teas.

Members may take a piece of fruit from the Norris Dining Hall each meal. No other food should be taken out of the Norris Dining Hall or Atrium without permission.

There are vending machines in the courtyard for all-round use and the Exec operates a canteen in the Valentine Common Room two evenings each week.

### Late Meals for Dinners

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On an exceptional basis, the College provides late meals **Monday to Friday** for Members with **genuine commitments** over the normal dinner time, for example a late lecture or lab, or a formal sporting or cultural commitment. If in doubt, please ask.

To request a late meal, please complete a [late meal request form](#) in [Raftr](#) between 6:00 am and 3:00 pm on the day the meal is required.

Meals may be collected from the refrigerator in RA kitchen after 6:00 pm. Remember to sign the sheet to confirm collection. Requests from Members' who repeatedly do not collect their meals may be rejected.

There is no provision for late dinner meals on Saturday and Sunday, but Members with sporting or cultural commitments on these two days may use cut lunches for their dinner meals.



## Meal Times

Meal times will vary during holidays and for special occasions but unless a change is posted on the notice board, the following times are the official meal times.

Day	Breakfast	Lunch	Dinner
Monday - Friday	7:00 am - 9:00 am	12:15 pm - 1:15 pm	5:15 pm - 6:15 pm
Saturday	8:00 am - 10:00 am	12:15 pm - 1:15 pm	5:15 pm - 6:15 pm
Sunday	8:00 am - 11:00 am	12 noon - 1:00 pm	5:15 pm - 6:15 pm

## Special Options

### Dietary Requirements

Anyone with allergies to specific food or other dietary requirements (e.g. gluten-free, halal, vegan, vegetarian, etc.) must indicate such on their application and accommodation agreement before arriving at the College. Should dietary requirements change while at the College, Members are asked to discuss this with the Head Chef as soon as possible, after which staff will update the College's records.

Please note that while the College is able to accommodate most diets, it cannot cater for some specialised diets (e.g. Kosher). All meat has Halal certification.

**Members are expected to read the meal labels before serving food to ensure any allergy/dietary requirements are considered.**

### Food Allergy Disclaimer

The College makes every attempt to identify ingredients that may cause allergic reactions in those with food allergies. Although there are strict cross-contamination policies in place, there is always a risk of contamination as we use products such as milk, gluten, seafood, peanuts, other nuts, sesame seeds and capsicum. We cannot guarantee a total absence of these products in any of our food. Members with food allergies must be aware of this risk. The College cannot assume any liability for adverse reactions from the food consumed, or items one may come in contact with whilst eating any of our meals.

## Dress in the Norris Dining Hall

### Daily Meals

At breakfast or Sunday brunch, dress can be informal (a dressing gown over sleeping attire is acceptable). At all other meals, a good standard of dress is expected. Shoes must always be worn in the Dining Hall. Hats or beanies are not permitted in the Dining Hall unless there is a medical, cultural, or religious reason (please discuss this with the Head of College at the beginning of the year). Similarly, hoods should not be worn up.

### Sunday Formal Dinner

Sunday Formal Dinners are usually held monthly at the College and special guests often attend. Members attending need to be seated in the Norris Dining Hall between 5.30 pm and 5:55 pm, after which the doors will be closed.

Members are expected to dress well; the kitchen staff put a lot of effort into the preparation of the meal, and we ask that you match this effort with your own presentation. Overall appearance is important, and the following are minimum guidelines:

**Women**

Skirt, suit, or acceptable dress trousers and formal top (no t-shirts). Acceptable dress trousers do not include jeans-style trousers. No sweatshirts or jerseys. No denim. Shoes must be worn, but not sneakers, tennis shoes or the like. Formal ethnic dress may be worn.

**Men**

Either a suit or dress trousers, a tie, and a buttoned-up shirt. No sweatshirts, polo shirts, jerseys, or jeans. Shoes must be worn, but not sneakers, tennis shoes or the like. Formal ethnic dress may be worn.

College Leaders will also provide Members with guidance regarding appropriate attire for Formal Dinners. Please do not be offended if you are asked to change.

## Special Meals

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### Sunday Formal Dinner

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Tables in the Dining Hall are laid with table clothes, cutlery, and crockery, and decorated with flowers. The Food Service Staff provide a wonderful two-course meal, plus a full cheeseboard and fruit basket after karakia. The Arts Rep on the Exec arranges for some Members to share their musical talents during the dinner.

The Head of College also invites special guests from the University and the community to attend formal dinner. At a special pre-dinner gathering, College Leaders and some Members from each floor are invited to meet the guests in the Atrium. This provides Members with an opportunity to develop their interpersonal, social, and networking skills.

After dinner, all Members are welcome to join the Head of College and guests in the Valentine Common Room for the post-dinner gathering. During this time, guests are invited to talk briefly about their particular jobs and the career pathways they have followed. They also share reflections and wisdom with Members. A question and answer session then follows.

Please note that guests of Members are not to attend the Formal Dinner or pre- and post-dinner gatherings without the permission of the Head of College.

### Special Theme Dinners

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The Exec hosts a number of theme dinners throughout the year, for example, Nostalgia Dinner, Awkward Dinner, and Heros & Villans. These provide a fun opportunity to dress up and socialise with other Members of the College, and are always well attended.

### Expert Breakfasts

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On fortnightly Wednesdays during semester time (excluding exam time), the College invites experts in various fields to attend an Expert Breakfast in the Atrium. These Breakfasts provide Members with opportunities to expand their knowledge in areas outside their particular field of study. The Expert Breakfast Co-ordinator (a College Leader) places a sign-up sheet on the notice board each week for those Members wishing to attend an Expert Breakfast.

### Valedictory Dinner

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Towards the end of each year, the College provides a very special à la carte dinner for Members of the College. At this dinner, the College hosts Members of the College Council. Prizes and trophies are presented to Members.

## Customs in the Norris Dining Hall

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### Guests at Meals

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Members may have guests at a meals for the prices below. The College invoices Members for guest meals weekly. Prompt payment is required, and any overdue invoices may attract a late payment fee. The current cost of guest meals are:

- **Breakfast** \$20.00 per person
- **Lunch** \$20.00 per person
- **Dinner** \$25.00 per person

To register your guest(s), scan the QR code outside the servery, complete the electronic form, then show the confirmation screen on your phone to the kitchen staff as you pass through the servery.

As a matter of courtesy, if feasible, please introduce your guests to the Head of College, Deputy Heads of College, or College Leader on duty. Members **may not** bring in guests during orientation week, the nights of College Theme Dinners, Formal Dinners, or Valedictory Celebration. Any exceptions to this must be discussed with and approval received from the Head of College.

### Absences from Meals

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If you are part of a large group who will be absent from a meal, please inform a College Leader or the kitchen staff as soon as possible in advance. This prevents the wastage of food. Please note that no refunds are provided when Members are absent from meals.

### Etiquette

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Members are asked to leave their bags outside the Norris Dining Hall. Please do not sit on tables in the Norris Dining Hall and do not place clothing or hats on these tables. Please use the tongs or servers supplied to serve your food. The use of cell phones during meal times is strongly discouraged.

## Crockery and Cutlery

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The crockery is costly to replace because it has the St Margaret's crest printed on it. Apart from the meal for the duty College Leader, the crockery and cutlery must not be removed from the Norris Dining Hall or the Atrium. Members of College may not bring their own crockery or cutlery to the Dining Hall.

## Announcements & Karakia

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During the evening meal, at 5:40 pm, the Head of College, a Deputy Head of College, or College Leader calls for any dinner announcements, following which a thanksgiving karakia is recited. All Members, whatever their religious affiliation or absence thereof, should sit quietly during karakia. Unless it is with the Head of College's permission, no one may leave the Norris Dining Hall until after dinner announcements and karakia. Dinner announcements should be brief, in good taste, and solely regarding College events. Dinner announcements are subsequently posted on [Rafr](#).

## Seconds

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Second servings are available after all have had a first serving and the Food Services Staff place the "Seconds" sign on the window ledge near the Head of College's table. This is normally at 1:10 pm for lunch (except on Sunday lunch when seconds are available at any stage) and 6:10 pm for dinner except for Sunday Formal Dinner, when seconds are available after karakia. Members should make it easier for Food Services Staff to do their job and should not ask kitchen staff to break guidelines by giving extra food before seconds are available. Please do not queue for seconds – wait for the sign then make your way to the servery for another serving.

## Clean-up

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Please take your used crockery to the clean-up area after your meal. Ensure that all utensils, scraps and crockery are placed in the correct receptacles. Do not take your dishes to the clean-up area until after karakia as this puts extra pressure on the Food Services Staff who are trying to serve the meal.

## Head Table

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The Head Table is reserved for the Head of College, College Staff, College Leaders, and their invited guests (who may be Members). For Formal Dinners, Members who have been invited to attend the pre-dinner gathering sit at the Head Table.

## 10. Your Bedroom

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### Room Allocation

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When accepting a place at the College, all Members sign a statement to accept the bedroom they are allocated. While not a normal procedure, the College reserves the right to change a Member's room during the year.

### Furniture & Fittings

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The College encourages Members to look upon their bedroom as their home for the year. Each room is provided with the following minimum furnishings: bed and mattress, study desk and chair, desk light, bookshelf, wardrobe, and radiator. Some larger rooms will have extra furniture. The following linen is provided: under-blanket, sheets, two pillows and pillowcases, two blankets, and a bedspread. Additional blankets are available from the housekeeping staff on request.

As the College provides adequate furniture for all rooms, it does not allow Members to bring their own furnishings without the prior and express permission from the Head of College.

### Housekeeping Details

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Members make (or choose not to make!) their own beds and have the opportunity to change sheets and pillowslips each week at posted times. Sheets should be changed at least once a fortnight, preferably weekly. For hygiene reasons, beds are not to be slept on without sheets.

Those who wish to use their own sheets should notify the housekeeping staff at the beginning of the year.

Rooms are vacuumed once a week on days posted in the floor kitchen. This cleaning is not optional. While the Housekeeper may respond to a request not to come in on one week the room must be available for cleaning on the following week. To help the Housekeeping Staff, the College asks Members to leave their rooms during cleaning, to keep their belongings off the floor, and not to store things under beds unless drawers are fitted there. The window ledges are not available for storing empty bottles etc.

You are responsible for emptying your room rubbish bin into the large rubbish bin in your floor's kitchen. Paper bags are available in your kitchen should you wish to use a bin liner in your room's rubbish bin. The housekeepers will empty the large kitchen bins regularly. Floor kitchens have recycling bins and all Members are expected use these. These recycling bins can be emptied into the recycling wheelie bins provided in the courtyard near the laundry (the yellow-lidded wheelie bins take paper and plastic while the smaller blue bins are for glass only). Large quantities of rubbish (e.g. boxes) are to be taken to the skip at the Clyde Street entrance.

### Pets

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While Members are not allowed to have pets, the Head of College does have a very friendly dog (Ace), bunny (Flopsy), and cat (Zoe/Zozo), who all very much appreciate the attention they get from Members and staff!

If you have a service animal, please contact the College upon completing your Accommodation Application to discuss your requirements.

### Posters and other Materials on Walls

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Over the past few years, the College has upgraded rooms to a high standard. While Members are welcome to make rooms homely and "their own", they are asked to be aware of the wall covering in their room when putting up posters etc.

Please do not use adhesive tape and pins on walls or varnished surfaces because of the damage they cause.

Pins may only be used on notice boards, white-tack only (other colours can stain over time) should be used on walls.

All material on room doors should have the approval of the floor College Leader. Tape and pins must not be used on room doors.

If Members are in doubt, please contact your floor's College Leader in the first instance for clarification.

## Extra Storage

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If they are appropriately named, suitcases can be stored in the basement storeroom for the academic year.

At the end of the year, returning Members may store up to two boxes of their **own** belongings in the basement. These must be clearly named and able to be easily carried. As storage space is limited, we cannot store material for non-returning Members or any others.

The College reserves the right to take possession of and dispose of any belongings left behind by non-returning Members at the end of the year.

## Responsibility of Members

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Members are responsible for all activities in their own room whether or not they are present. Thus, they are responsible for the safety and care of all College property provided in rooms, including furniture, fixtures, and fittings, and must make sure that the initial contents of their rooms are present in the same condition when they leave. Furniture should not be moved elsewhere or taken from common areas. The College asks that a maintenance request be submitted if furniture gets broken.

## 11. College Amenities

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### Recreation

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#### Valentine Common Room (VCR)

This large room was built in 1995 and named in honour of the late Dr Jim Valentine, a Fellow of the College and former University Chancellor and College Council Member.

The VCR allows Members to relax individually and meet with others. It also houses the Canteen - run by the Exec - and a piano.

This is a multi-purpose room and Members are asked to respect this accordingly. For instance, if a Member is playing the piano in the room, other Members are welcome to use the room at the same time provided that courtesy, consideration for others, and common sense prevail. Members are permitted to use the AV facilities in the VCR for watching movies, sports, etc., provided that noise is kept to a reasonable level.

#### **Guests in the VCR**

Guests may accompany Members in the VCR. Members must be present with their guests **at all times** and mindful of their host responsibilities.

At times, the VCR and Games Room may be used for meetings and functions. A sign will be placed on the doors when it is unavailable for use by Members.

#### Games Room

The Games Room is adjacent to the VCR and contains a table tennis table and a pool table. Please pick up pool cues and table tennis equipment and return them to the appropriate areas when you are finished. Any breakages/damage should be reported to the Exec Sports Rep or a staff member so that these can be fixed or replaced.

#### **Guests in the Games Room**

Guests may accompany Members in the Games Room and use the equipment. Members must be present with their guests **at all times** and mindful of their host responsibilities.

#### TV Room

The College pays for Sky television and Netflix on the 75-inch wide-screen TV in this room. Because people live near we ask that doors be kept closed and that noise in the room not be heard outside. Group bookings can be made on DiBS to watch a movie, sport, etc. The room is not to be used for playing computer games but may be used for watching videos from a laptop via the HDMI cable.

#### **Guests in the TV Room**

Guests may accompany Members in the TV Room. Members must be present with their guests at all times and mindful of their host responsibilities.

Due to the high number of tours and functions throughout the year, it is advisable **not** to sleep in the TV Room during the daytime. You will likely be woken and asked to move!

## The Atrium

This facility is available for coffee, tea, and hot chocolate (most popular!) from 9:30 am to 11.00 pm each day. Members are asked to keep the Atrium tidy, as staff and College Leaders may book the room for meetings or floor functions. The Atrium may also be used for other external functions from time to time.

Toast-time is also held in the Atrium each weekday evening from 7:30 pm with an assortment of spreads being provided for supper. Toast or other food must be consumed in the Atrium and not taken other rooms.

### **Guests in the Atrium**

Guests may accompany Members in the Atrium **except for during toast-time**. Members must be present with their guests at all other times and mindful of their host responsibilities.

### **No food, crockery, or cutlery may be taken from the Atrium.**

However, Members are welcome to use their own mugs for a takeaway drink from the coffee machine.

## Fellows and Seniors Common Room (FSCR)

The Fellows and Seniors Common Room is in the Thorpe House and available for Members in their third year and above of study, along with College Leaders and Exec Members. This room is available for purposes such as studying, quiet reading, having a chat with friends or a coffee. The room is equipped with a coffee machine and fridge.

When using the Room, Members are asked to:

- Keep it clean and tidy, including cleaning the coffee machine milk frother after use
- Be mindful of noise levels (Thorpe House also has bedrooms)
- Be respectful of others who may be using the room at the same time and do not enter if a "Meeting in progress" sign is on the door

### **Guests in the FSCR**

Guests may accompany Members in the FSCR, however must be present with their guests at all times and mindful of their host responsibilities.

## Tennis Court

The College has a tennis court for Members to enjoy. It also doubles as a basketball and netball court, or a backyard cricket ground. Sports equipment is available to use, which is usually kept in the Wilson Wing entrance foyer. Please return all equipment after use and advise the Sports Rep or a staff member of any broken or lost equipment.

## Courtyard

Tucked between the College's buildings is a protected Courtyard with seating, benches, and a fountain. It is a pleasant place to sit and relax after a busy day. On arrival day in February, the Courtyard is used for our welcome BBQ for Members and their families.

## Study Facilities

The study facilities are quiet areas for the exclusive use of College Members. All Members should have equal opportunity to enjoy these facilities, so any books or other personal material will be removed if left in study rooms. The study facilities are for Members only and not for others doing group projects.



While light snacks and water bottles (with lids) are allowed in the various study facilities listed below, Members are asked not to take other food and drink into the rooms.

## Library

The Library has a growing collection of donated books, mainly for recreational reading, but some will help with courses. With its gracious environment, Members find that the Library is a facility that allows an alternative study area from their room.

Occasionally the Library is used for official functions, but it is normally available for use by Members. The library is open 7:00 am - 11:00 pm.

## Study Centre

The Study Centre can seat up to 90 people and can be divided into two smaller rooms when necessary. It is equipped with an interactive projector, computer, whiteboards, and piano, and is used for tutorials in the evenings. With the permission of the Head of College, it may be used for other academic events during the day.

When not in use for functions, organised tutorials or classes, it is available for private study. With the approval and presence of a College Leader, floor groups may use the Study Centre (including the projector) for some events. The Study Centre is open 7:00 am to 11:00 pm.

## Tutorial Rooms

These are used for tutorials and for private and group study at other times. These are on the ground floor of Thorpe House and on the ground floor of the Main Building near the small northern staircase to B floor. Both rooms are open 7:00 am - 11:00 pm.

## Academic Common Room (ACR)

The Academic Common Room or ACR is a popular space available to Members for study or other quiet activities. It is open from 7:00 am - 11:00 pm.

At times, the ACR is used for staff meetings, functions, or Council meetings and a sign will be placed on the door when it is unavailable for use by Members.

## Guest Privileges

For the avoidance of doubt, please see the following table to check whether guests are permitted in a particular room or area **when accompanied by a Member at all times**.

Room	Guests permitted
<b>Academic Common Room</b>	✗
<b>Atrium</b>	
Daytime & evenings	✓
Toast-time	✗
<b>Courtyard</b>	✓
<b>Games Room</b>	✓
<b>Fellows and Seniors Common Room</b>	✓
<b>Library</b>	✓
<b>Tennis Court</b>	✓
<b>Tutorial Rooms</b> (Small & Thorpe)	✗

Room	Guests permitted
Study Centre	✗
TV Room	✓
Valentine Common Room	✓

## Technology

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The College provides excellent IT facilities including a College-wide wireless network and scanning/printing facilities.

### Internet

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Internet access is provided to primarily support coursework, however a reasonable level of non-course related access is permitted.

You should be aware that all usage is subject to monitoring, and connection metadata is logged. You must not access illegal material or download copyrighted works, nor engage in online bullying, harassment, abuse, or other illegal behaviour.

Bandwidth is shared amongst all users so please confine any large downloads to off-peak hours. Bandwidth throttling may be used to prevent heavy users having an undue effect on other users.

### WiFi

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WiFi is available throughout the College. Instructions will be provided at the beginning of the year to assist Members in configuring their devices to access the student network. Members are also able to wirelessly print to the two College multifunction printers. We have done our best to ensure that there is coverage in every room, however signal strength may vary. You should advise the Business & IT Manager if the reception in your room is particularly poor - this aids in the planning of future access point installations.

### Ethernet Connections

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Rooms on all floors except CA, CB, CC, and Clyde House have ethernet (wired) network ports, which Members may use to connect to the College network and internet. Cables may be borrowed from the Business & IT Manager.

Please note that some devices require a USB-C ethernet adapter, which the Member must purchase themselves and are available from most electronics retailers.

### Media Computer

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An Apple Mac is located in the Music Room for media creation. It has a midi keyboard and Sibelius, ProLogic, and Final Cut Pro software.

This computer is available for Members to help with coursework only. No additional software may be installed without the Business & IT Manager's prior approval.

Please also note the following regarding the use of the computer:

- Refrain from consuming food and drink
- Guests may not use the computer
- Do not unplug the network or power cords
- Please do not play games
- Illegal/unethical behaviour is not permitted

## Copying, Printing, and Scanning

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Each Member is allocated \$10.00 of printing credit at the beginning of the year. After this initial credit is used, Members may purchase more online. The minimum top-up is \$5.00, and then in \$5.00 increments. Please note that print credit is non-refundable, but may be transferred to other Members.

Copying is charged at the same rates as printing, while scanning is free of charge.

## DiBS

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DiBS (an abbreviation for **D**igital **B**ooking **S**ystem) is the College's online system for booking rooms and study spaces, managing your laundry usage, and participating in Members' Association elections. Details on how to access DiBS are provided at the beginning of the year.

## Privacy & Cyber Safety

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Members must use all College-provided IT services legally and responsibly. Specifically, you agree not to engage in illegal activities, infringe copyright, or attempt to breach the security of the St Margaret's College network, any other devices connected to the network, or any external networks and devices. Unauthorized access to any device or service, or sending unsolicited electronic messages by email or other means, is prohibited.

Members must also comply with University of Otago guidelines on internet and communications usage as outlined in the [Information and Communications Technology Regulations](#). All material on College computers or accessed through the St Margaret's network must conform to good taste and align with the ethical standards of the College and University. Members must also adhere to the University's [Student Code of Conduct](#), which ensures students have the right to be safe and free from harm or intimidation in their interactions, including via electronic media.

Use is at the device owner's risk. Access to certain services, ports, and protocols may be monitored, controlled, or blocked for security and performance reasons. The College may cooperate with legal authorities and third parties in investigating any suspected or alleged criminal or civil wrongdoing. Violating these conditions may result in the suspension or termination of your access to this service.

## Laundry

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The Laundry has washing machines and tumble dryers for the use of Members only. There is an outside washing line for hanging clothes. No clothing is to be hung on sprinkler pipes and near sprinkler heads as this is a fire safety violation and will be treated as such. Please do not use the balconies or windows to dry clothes. Please use room radiators only for drying semi-dry clothing as water dripping on bedroom floors causes damage. Members are advised that underwire bras and other delicate items should be washed in laundry bags. Shoes must not be placed in driers as they cause damage and may get ruined.

The use of washing machines and dryers is managed via DiBS. Once you've put a load of clothes on to wash or dry, use the tablet beside the Laundry entrance door to register your usage. This helps other Members know how busy the Laundry is at any particular time. You'll also receive reminder notification via the DiBS smartphone app when your clothes are ready to collect.

Please do not use the bathroom basins for soaking, washing, or dyeing clothes.

## Cars, Bicycles, Motorcycles, and Scooters

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### Car Parks

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Please note that the College does **not** provide nor hire any car parks for use by Members. On-street car parking is available on Clyde Street or Leith Street outside the University gates. Please note that the College's front and rear driveways, the front of College service parks, and the College car parks on Clyde Street are tow-away areas. On short visits, Members may apply to the Business & IT Manager, Conference Manager, or Head of College for permission to temporarily park on College grounds.

## Bicycles

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A bike storage area is provided under Clyde House, and your key tag can be validated to open this. Please ensure your bike is also adequately locked, as the College does not take responsibility for the security of bikes.

Bikes can be parked for short times during the day along the rail at the front of the building but should not be left there overnight. Bikes cannot be parked on the front veranda or main entrance pathway and steps, and cannot be brought inside the building. Expensive bikes should be left at home. Please do not cycle on the College lawn.

Our bike shed has limited storage space, so please only bring a bike if you are sure that you will often use it. The College is conveniently situated on the University campus and a short walk from the central city. Most bikes just gather dust.

## Motorcycles and Scooters

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As onsite parking is very limited, motorcycles and scooters are not encouraged. The College cannot guarantee a parking place for them.

Rental scooters must not be left within College grounds.

### **Charging prohibited**

E-bikes and scooters must not be charged within the College.

## 12. Safety & Maintenance

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Evacuation procedures are posted on the back of each bedroom door. Please make yourself familiar with these instructions when you take up residence.

### Fire

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A comprehensive fire protection system, including sprinklers, safeguards the College buildings and is continually upgraded and tested to ensure its effectiveness. Fire evacuation drills are held during the year and Members must co-operate with fire wardens and fire service officers. If fire breaks out, the fire alarm will sound a warning and all Members **must** then vacate the building following the instructions posted below.

In the event of a fire or if the fire alarm sounds, You **MUST** leave the building and:

- Shut windows, turn off electrical equipment if it is safe to do so. Do not put yourself at risk to achieve this.
- Put on shoes and leave your door closed but unlocked.
- Leave the building via the closest fire exit.
- Do not use the lift.
- Assemble at the designated meeting area.
- Staff and/or emergency services will check your rooms after you have vacated them.
- Do not re-enter the building until staff advise it is safe to do so.

College Leaders are trained fire wardens and it is important that you follow their instructions.



**Candles, incense, and oil burners/vapourisers (including ultrasonic) are not permitted anywhere inside College buildings**

### Evacuating from the Main Building (including the Norris Dining Hall)

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Primary evacuation route: exit via the main front door and assemble on Leith Street opposite the main driveway.

Secondary evacuation routes:

1. Exit via the alley door on RA, turn left down the alley beside Unicol.
2. Exit via the rear foyer door to the Courtyard, walk past Thorpe House and the Study Centre to Clyde Street via the tennis court gate (automatically unlocked).

Assemble on the Clyde Street (staff) carpark and **DO NOT ENTER CLYDE WING.**

If in the Norris Dining Hall and evacuation via the primary route is not possible, exit via the Conservatory door and Courtyard gate OR the main kitchen, assemble on the Clyde Street (staff) carpark.

### Evacuating from Wilson Wing, Thorpe House, and the Study Centre

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Primary evacuation route: exit via the tennis court gate (automatically unlocked) to Clyde Street, assemble on the Clyde Street (staff) carpark.

Wilson Wing secondary evacuation route: exit via the accessible entrance in the corridor to the main building, assemble on Leith Street opposite the main driveway. **DO NOT OPEN THE FIRE DOOR AND ENTER THE MAIN BUILDING.**

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## Evacuating from Clyde Wing

Primary evacuation route: exit via the emergency escape on the ground floor (CA floor), assemble on the Clyde Street (staff) carpark.

Secondary evacuation route: exit via the Courtyard door (CB floor), walk past Thorpe House and the Study Centre to exit via the tennis court gate (automatically unlocked) to Clyde Street, assemble on the Clyde Street (staff) carpark. **DO NOT ENTER THE MAIN BUILDING.**

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## Evacuating from Clyde House

Primary evacuation route: exit via the front door, assemble on the Clyde Street (staff) carpark.

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## Fire Safety Equipment

All bedrooms are fitted with smoke alarms. The smoke alarm sensors are sensitive for your safety in the event of a fire. The sensors can be activated by things such as aerosol sprays (e.g. deodorants) or the steam caused by hair straighteners, therefore please take care in the use of these items.

Obstruction of smoke alarms and sprinklers by clothing and personal effects is dangerous and can result in damage and/or false alarms. Covering smoke detectors or sprinkler heads, tampering with the detection system or any misuse of fire equipment are all breaches of Fire and Emergency NZ regulations and will be treated as serious misconduct by the College. False alarms form the bulk of Fire and Emergency Service callouts. There is a cost for each false alarm call-out and this may be charged to the Member, whether malicious or accidental.

Please do not attempt to open outside fire doors, tamper with fire equipment or signage, or to open locked security doors. Fire regulations require hallways and shared spaces to be kept clear. The College takes a serious view of any misuse of fire and safety equipment. All intentional false alarms and misuse of equipment will result in disciplinary action being taken.

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## Earthquake

**DROP** down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.

**COVER** your head and neck (and your entire body if possible) under a sturdy table or desk (if within a few steps of you). If there is no shelter nearby, crawl to an inside corner of the room and cover your head and neck with your arms and hands.

**HOLD** on to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around. The shorter the distance to your safe place, the less likely it is that you will be injured by furnishings that become flying debris during the shaking.

If you are inside you should remain inside, if you are outside you should remain outside but take shelter clear of buildings, trees, power lines and other potential hazards. If you are instructed to evacuate, or if the alarm sounds, head to the nearest safe evacuation meeting area and await instructions from staff or emergency service personnel.

Responding quickly in an earthquake may help protect you from injury. Practice drop, cover, and hold at least twice a year. Drop to the floor, take cover under a sturdy piece of furniture, and hold on to a leg of the furniture. If suitable furniture is not nearby, sit on the floor next to an interior wall and cover your head and neck with your arms. Keep away from windows and other items that may fall on you.

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## Lockdown

If there is a threat to life on Campus, the College will be locked down and all curtains will be closed.

You **must**:

- Switch your mobile phone to silent so you can make and receive communications. Switch off other electronic devices such as laptops.
- Move away from all windows and/or doors.
- Move to a higher floor where practicable.
- Remain quiet.
- Follow the instructions of Senior staff.
- Await instructions from Emergency Service.

If there is a threat to life in College:

### **Run - Hide - Fight**

**RUN** - to a place of safety:

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

**HIDE** - if unable to run from the area, hide:

- Hide in an area out of view
- Block entry to your hiding place and lock the doors where possible
- Silence your cell phone
- Turn off the lights and all electrical equipment

**Fight** - as a last resort and only when your life is in imminent danger:

- Attempt to incapacitate the assailant
- Act with physical aggression using whatever items you can, throw items at the assailant or try and overpower them.

## Security

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To protect the Members, their privacy and possessions, the Head of College and staff place great emphasis on the security of the College. If uninvited visitors are seen around the College, either challenge them or inform the Head of College, Deputy Heads of College, or College Leaders immediately.

All Members and their guests must enter and exit the buildings (except for in an emergency) via the main front door on Leith Street. College Leaders are on duty in the foyer during every evening to ensure the College is safe and secure.

Security cameras cover the public areas, entrances, and exterior of the College. The front door is locked overnight (see below), although Members are given key tags to enable access after hours.

During semester time the front door is locked each night between 9:00 pm and 7:00 am. N.B. these hours may be altered during holiday periods.

### **Keep your bedroom door locked**

We recommend that your bedroom door is locked when you are out and when you are asleep. You are responsible for the contents of your room, the College will not accept responsibility for loss or damage due to theft or accident.

### **Take your keys with you**

We recommend getting into the habit of taking your keys with you when leaving your room to avoid getting accidentally locked out.

## Energy Conservation

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The College is well heated. If your bedroom is too hot please turn down your heater/radiator before opening a window i.e. don't leave the heater on full **and** open a window.

Please turn lights off when leaving bedrooms and common rooms, and turn off unnecessary lights in bathrooms and kitchens. Please be reasonable in the use of hot water. The College appreciates the efforts of the Members in helping to save energy and the environment.

## Maintenance

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The College requests Members' assistance in preventing large repair bills. Please let the College Leader on duty or the Head of College or Deputy Heads of College know immediately if there is a major problem such as a burst pipe. Write any other issues needing addressed in the maintenance book. This is in the drawer of the sidetable opposite the office of the Deputy Head of College - Academic.

## Key fobs

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Members are issued with key fobs for their bedroom and access-controlled doors. For security reasons, you sign for these, and the only people who will usually have access to your room are Housekeeping and Maintenance staff (and this usually at your request). When possible, you will be advised when other staff need to enter your room, for example for health or safety reasons or in extraordinary circumstances.

### Lost key fobs

It is important that Members take care of all key fobs and return them on leaving the College at the end of their final examination. Members may be charged for the replacement cost when they fail to return their key fobs.

Please let a College Leader or staff member know immediately if a key is lost so that the key fob can be deactivated and outsiders cannot gain entry. You will still have a few days' grace to find your key but this way you will not be responsible if someone uses your key to gain entry to the College.

The cost for replacing lost key fobs is \$20.00.

### Bedroom door locks

Bedroom doors remain **unlocked** until the privacy button on the inside is pressed to deactivate the exterior handle. The exterior handle will be automatically reactivated when the door is opened from the inside. The privacy function may be overridden by College staff or College Leaders for health and safety reasons, and by housekeeping staff. When leaving your room, please lock the door by touching your key to the reader rather than with the privacy button.

## Electrical Equipment

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Because of the risk of fire, Members are not allowed to use electric heaters, toasters, grills, microwaves, cooking appliances, electric blankets, irons, or other heavy electrical appliances in their rooms. All other electrical appliances must comply with safety standards. Appliances are considered any items that are plugged into a wall outlet, including desktop computers, laptop/phone chargers, hair straighteners, etc. If in doubt contact the Business & IT Manager.

All electrical appliances belonging to Members must be tested and tagged for safety. The College provides this service free of charge at the start of the year.

## Fireworks

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No fireworks or rockets are permitted in the College's buildings or grounds.



## Water Pistols

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Because these damage the wallpaper they are not allowed in the College.

## Weapons

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Firearms, archery equipment, weapons and replica weapons including (but not limited to) knives and swords may not be kept, stored, or used at the College under any circumstances. This includes any type of air rifle, including BB guns and spear/snap guns.

Any Member (or guest) who brings any item deemed by the Head of College to fall under this category will be required to relinquish the item for the duration of residence, or to permanently remove the item from College property.

The Proctor's Office has a Police approved firearm storage facility. This is for "A" category firearms only. Firearms must be personally brought into the Campus Watch office for storage. Courier delivery will not be accepted. Students are required to produce their firearms license when dropping off or uplifting their firearms. There is no cost for this service and students can uplift their stored firearms 24/7, provided 24-hour prior notification is received.

## Roofs & Balconies

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For Health & Safety reasons, no one is allowed on **any** roof or the balconies of the main wing.

## Private Possessions

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As the College is so close to the main campus, theft is an occasional problem and Members are urged to keep their bedroom doors locked. In the case of theft, a Member should report the matter both to their floor College Leader and the Police. Members are advised to ensure that their personal possessions have private insurance cover. Sometimes a parental Household Contents Policy may cover the Member's personal possessions. Please note that the College accepts no responsibility for private possessions brought into College.

## Norris Dining Hall

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Please take care around hot surfaces such as the toaster, the toasted sandwich maker, the boiling water tap and the bain-marie. For health and safety reasons, shoes must always be worn in the Dining Hall.

Due to space and safety considerations, bags and packs are to be left outside the Norris Dining Hall along the Music Room side of the corridor. Please do not place bags alongside the Atrium side of the hallway.

## 13. Visitors, Guests, and Absence

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In an ordinary home, certain conventions are observed, such as introducing guests to other members of the household, keeping noise down in consideration for others, and letting parents or caregivers know when you are going to be away for a night or more. The College expects Members to observe similar conventions. These are listed below:

### Casual Visitors

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Visitors are welcome from **7:00 am to 11:00 pm Sunday to Wednesday** and until **midnight Thursday to Saturday**, but after these times they **must leave the building and grounds**.

While visitors are in St Margaret's, the host Member is responsible for their behaviour including any damage or loss caused by visitors in the buildings or grounds. Visitors are expected to respect College customs. Visitors **may not** bring alcohol into the College. All visitors at any time must enter and leave by the main front door. When visitors leave, they should leave the grounds, not just the building, as their noise can disturb Members.

Being social spaces, visitors are welcome in the Valentine Common Room, the Games Room, the Media Room, and the Atrium provided they are accompanied by a Member at all times. Should visitors disrespect College customs, become unruly, or interfere with normal College activities, the College Leaders will request that they leave and the Member(s) concerned will be asked to meet with the Head of College.

To avoid misunderstanding, please ask evening visitors to register with the College Leader on duty. Over time, the College Leaders will recognise Members' visitors and help welcome them to the College. Members of College not wanting to see particular visitors should advise the duty College Leaders. If you are being harassed by anyone please see the Head of College or the Deputy Head of College - Wellbeing.

### Formal Overnight Guests

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Requests for overnight guests must be submitted via the form on Rafr at least 24 hours prior to their arrival (**or before 12 noon on Friday** for Saturday or Sunday visitors). Members are permitted to have out-of-town guests of the same age stay in their room for a maximum of two nights. There is a \$50.00 daily charge that covers overnight stays (includes meals and optionally a mattress). Note that this option is not available to parents or other family members other than siblings of a similar age to the Member.

Exceptions to the 24-hour notice rule may be made in the case of emergency when a Member has genuinely been unable to give earlier notice. Permission for this exception can only be given by the Head of College, or a Deputy Head of College.

Please note that the College is not a hostel for itinerant people and is primarily for Members.

### Visiting Academics and Other Guests

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A number of visiting academics and other guests also stay in the College guestroom from time to time. Members are asked to welcome these guests and converse with them.

Preference is given to long-term guests for the guestroom, however, sometimes there are vacancies and parents and friends of Members may rent the room. Contact the [Conference Manager](#) in this regard.

### Restrictions on Visitors

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Visitors are not allowed during "closed College" functions and may be restricted or banned at other times. Overnight visitors are normally restricted on the nights of the College's Formal Dinners, orientation week, St Patrick's Day, the College Ball (except for out-of-town partners), Valedictory Dinner, and during examination periods.

No visitors may be in the Norris Dining Hall unless they registered for a guest meal. Please ensure this is done immediately upon entering the Norris Dining Hall.

Casual visitors are normally not allowed to use the following College facilities without the Head of College's permission: media computer and hallway printer, tutorial rooms, Music Room, Study Centre, or the Library.

## Groups in the College

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Although the College encourages Members to participate in student activities, the only groups that meet by right within the College are those associated with approved activities (for example tutorials, mentor groups, etc.).

## Penalties

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If there are problems with visitors they will be asked to leave the College. The College also reserves the right to ban particular visitors from entering the College grounds.

## Short-term absence

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Members are asked to complete a [short-term absence form](#) on Rafr if they are to be away from the College for a short period of time (e.g. going away for the weekend). This information is useful if you fail to return to the College or if we need to contact you in case of a family or other emergency.

Please **do not** complete the above form if you are going away for mid-semester/mid-year holidays. A separate form will be used and the link distributed via Rafr prior to each holiday.

## Semester Break Absences

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As noted above, prior to each semester break (i.e. the two mid-semester breaks and mid-year holidays) Members will be required to advise their holiday plans via a form available on Rafr. Please complete these forms when issued by the due date. It is very important for catering, housekeeping, and Health & Safety purposes that the College has timely and accurate names and numbers of Members who are remaining in the College during semester break. Likewise, it is important to communicate any changes in plans after details are submitted. This may be easily done by replying to the confirmation message or emailing [contact@stmargarets.college](mailto:contact@stmargarets.college).

## 14. Communications

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### Intercom

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The intercom is to be used only for official College messages. It may be used between 8:00 am and 10:30 pm. Please see a College Leader or staff member with regards to using the intercom.

### Mail & Parcels

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Incoming mail and parcels are placed in the Mail Room by College staff. Members are asked to check for mail and parcels regularly. Your key tag will allow you access to the Mail Room.

#### Mail should be addressed to

Your Name  
 C/- St Margaret's College  
 333 Leith Street  
 North Dunedin  
 Dunedin 9016

Stamped and addressed outgoing mail and prepaid courier parcels may be placed in/on the outgoing mailbox at the main door. Staff will empty the box daily during the week and take it to the University's Mail Room for sending. This is a courtesy box only and staff assume no responsibility for mail placed in it.

Tampering with mail and parcels is a serious offence.

### Announcements in the Norris Dining Hall

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The Head of College, or in their absence a Deputy Head of College or a College Leader, gives Members an opportunity to announce notices during dinner just before karakia is said at 5:40 pm.

### Noticeboards

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The noticeboards on the ground floor are only for the benefit of Staff and Members. Notices must conform to good taste. Any notice from an outside organisation must have approval from the Head of College, or Deputy Heads of College. The College is a home and we do not sell advertising space to outside groups. Noticeboards are also provided in floor kitchens.

Notices are not to be placed on walls, doors, or windows as they damage the paint or look unsightly.

### Raftr

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Raftr is a private app used by the College for communication purposes with and amongst Members. At the beginning of the year, you will be asked to install the app on your devices and create an account. The College does not use any other social media for any regular communications with Members.

It is important that you check Raftr regularly as this is the primary place for College notices, information, and upcoming events and activities.

## 15. Conferences

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### Purpose of Conferences

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Because of our excellent facilities and service, the College has a enviable reputation as a conference venue. The income generated from conferences helps pay for further renovations and to maintain the quality of our facilities.

### Conferences and Events during the Year

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Normally larger conferences are held during the summer holiday periods so they have little impact on Members. However, some functions are held during the semesters. These usually involve closing some common areas. These functions are good publicity and a source of additional income for the College. Members are expected to play their part by complying with requests that are made at these times. Members benefit from these events by having facilities that are second to none.

## 16. Behaviour & Discipline

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While it is hard to provide an environment that pleases every single Member of the College all the time, our aim is to do so. Our underlying values of **care, courtesy, consideration for others and common sense** (the four Cs) are usually sufficient to ensure a friendly, quiet, safe and respectful environment for everyone to thrive in. In this regard, the College expects Members to voluntarily respect College property, the rights of others and College norms, customs, expectations and rules.

On College premises, or while representing the College or on any trip or at any function organised by the College or Student Exec, or outside the College, Members are expected to conduct themselves in such a manner that:

- is not detrimental to the reputation of the College,
- does not endanger the safety of any person or any property,
- does not interfere with any other person's rights or enjoyment of their property, and
- is in keeping with the standards maintained at the College.

### Harassment/Bullying/Discrimination/Anti-Social Behaviour

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St Margaret's College aspires to be an inclusive community and we believe that all members of the community have the right to study and live in an environment that is free from any form of anti-social or malicious behaviour.

Bullying is any repeated unreasonable behaviour that is directed toward a person, or a group of people, that can lead to physical or psychological harm. This includes cyber bullying.

We do not tolerate any form of harassment, abuse (including via written or electronic media, physical, spoken or published), assault or anti-social behaviour. Examples of behaviour we deem to be anti-social includes but is not limited to: name calling; disruptive behaviour; abusive language or behaviour; any form of physical violence; unwanted physical contact; unwanted non-verbal contact; unwanted electronic messages; harmful digital communications; intentional or reckless intimate visual photos or recordings; stalking; sexual assault; sexual harassment, exclusion and/or derogatory comments and language. We will not accept any form of behaviour that harms, causes concern or violates a person's dignity through: bullying; harassment; abuse; coercion; intimidation; assault; or behaviour that may be deemed to be anti-social or malicious in nature.

Any proven incident of harassment may result in the offending Member being excluded (termination of residency) from the College.

If you feel you have been subjected to any of the behaviour listed above, we recommend you take the following steps:

- Make sure you are safe
- Talk with a staff member to decide if you wish to make a complaint
- Seek advice and get support from a staff member
- You can check out the other support services available at the University of Otago at [www.otago.ac.nz/services](http://www.otago.ac.nz/services)

## Disciplinary Process

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While the vast majority of Members never have to be spoken to about discipline matters, there are certain times when sanctions are required. Such sanctions may include (but are not limited to):

- formal and informal warnings
- requirements to undertake work and/or attend programmes or counselling
- fines and reparation (including those made on groups of which the Member is part of in respect of damage the cause of which cannot be specifically attributed) and directions to make reparations to third parties
- restrictions on activities, including alcohol bans and non-association or non-attendance requirements
- suspension of the right of residence, or termination of the Member's Accommodation Agreement neither of which shall affect a Member's ongoing liability for fees.

The process to be followed in relation to any specific incident shall be appropriate to the nature of the allegation involved and the range of penalties under contemplation, provided that in any process the Member shall be entitled to be fairly informed of the matter of concern, and shall have the opportunity to provide a response or explanation before any penalty is imposed.

Where a Member faces an allegation that amounts to criminal behaviour, or where the circumstances otherwise make it inappropriate for the Member to remain in the College while the matter is considered, the Head of College may suspend the Member from the College until such time as it may be appropriate to return to the College. In certain instances, in the best interests of the College community and/or the Member/s concerned and irrespective of the nature of the suspended Member's role in an incident, it may be inappropriate for the Member to return to the College in which case their Accommodation Agreement will be terminated.

## Procedure For Concerns

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If Members at any time feel unjustly treated by any person, they should see the Head of College or Deputy Heads of College. If they would like someone to speak on their behalf or have a support person, they should contact their floor's College Leader.

If Members feel unjustly treated by the Head of College, they should write to the President of the College Council.

## University Policies and Procedures

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As a University of Otago student, you have agreed to abide by the University's policies and procedures. Among key documents, there are three key documents for consideration while staying in the College:

### Code of Conduct

The purpose of the Code of Student Conduct is to promote the University's academic aims and a sense of community through the cultivation of mutual respect, tolerance and understanding. To this end, the University expects that students will not engage in behaviours that endanger their own or others' safety and well-being. Students are expected to conform to the standards contained in this Code of Student Conduct off-campus as well as on-campus.

### Ethical behaviour Policy

The purpose of this policy is to promote ethical interactions between members of the University community and to provide an environment of safety, respect and dignity so members can participate fully in all aspects of University life.

### Student Charter

The University is committed to scholarship through excellence in teaching, research and service and to the provision of a stimulating campus environment for the development of lifelong learning skills. The purpose of the Charter is to advance those aims, to acknowledge the University's commitment to the Treaty of Waitangi and to promote good relations between the staff and administration of the University and its undergraduate and postgraduate students.

## Sexual Misconduct Policy

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This policy sets out options for reporting sexual misconduct and the process for responding to reported incidents of sexual misconduct.

## Other Legal Matters

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The University reserves the right to pursue through its disciplinary procedures matters that are also being, or may also be, addressed by the legal system or under any of the above-mentioned University policies.

## Harmful Digital Communications

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Under the Harmful Digital Communications Act 2015 it is illegal to make a visual recording, on any device, of another person without their knowledge or consent, where the recording shows them naked or partially naked or involved in any activity (e.g. showering or toileting) that involves dressing or undressing.

These are known as intimate visual recordings and are illegal even if they are not shown to other people or shared on social media.

Any allegation that a Member has made an intimate visual recording of another Member (or any other person) is likely to be treated as serious misconduct and if proven may result in termination of the Member's contract with no offer being made to rehouse the Member in another College.



## 17. Quiet Hours

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Quiet hours are set to facilitate an appropriate atmosphere for study. Members are asked to be considerate of others and to curtail noise during these periods. Quiet hours are extended during examination preparation time.

We endeavour to maintain standards of quiet but normal domestic noise is always present. Stairways, creaking floorboards, phones, kitchens, and bathrooms all generate noise and no room escapes. While we can act on quiet hour complaints, Members must also remember that living with a large number of people is never as quiet as living alone in a house. While we do what we can, the College is a community of 224 young people and will never be totally quiet.

### Times

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#### **Sunday to Thursday**

7:00 pm - 8:00 am (with a break from 9:00 pm - 9:30 pm)

#### **Friday & Saturday**

Midnight - 8:00 am

### Guidelines

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The following guidelines may help regarding noise:

- Music, alarms and voices should not be heard outside a Member's bedroom.
- Educate your visitors to enter and leave the College quietly. Members are responsible for any noise made by their visitors.
- Do not play musical instruments during quiet hours.
- Avoid talking in the corridor. Please talk in rooms with doors closed.

If the noise in a Member's room or floor kitchen can be heard in the corridor or in other rooms, quiet hours are violated.

Because sound carries easily within the buildings please be considerate if practising with instruments in your room or the Music Room outside quiet hours. If the noise is unacceptable (as with most steel string guitars), approval is often given for Members to use the Study Centre during the day for music practice.

Remember the three Cs: courtesy, consideration for others, and common sense.

### Amplifiers and Drums

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Without the Head of College's permission, students cannot use drums or amplifiers on musical equipment inside or outside of quiet hours anywhere on the premises. Sound carries easily in the corridors, so Members should either leave such things as electric guitars or drums at home or find other venues.

### Music

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During quiet hours, music should not be heard outside a Member's room.

Outside of quiet hours, Members are encouraged to develop standards of consideration for others on their own floors, particularly concerning the level of noise considered acceptable out of quiet hours.

At all times, it is unacceptable to have music blaring with the room door open. It is also unacceptable to have music playing out the window or anywhere else in the College other than a Member's bedroom (including floor kitchens).

## Noise in the Corridors

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Members trying to study and sleep often find that it is groups congregating in the corridor who cause the main problem. Please be considerate of others in the vicinity or on surrounding floors. You are encouraged to use your bedroom, floor kitchen, or one of the many larger social spaces around the College instead.

## 18. Alcohol & Drugs

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### Use Alcohol Moderately

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Alcohol is permitted for quiet entertainment in rooms, provided Members are moderate in its use and considerate of others (remember the four Cs).

Please limit the number of people to four to avoid disturbing other Members (more than four is considered a party, which is not allowed).

Anyone under the age of 18 years is not permitted to carry, store or consume alcohol within the College community. Any Member found to be in breach of this condition will face disciplinary action. Any person supplying alcohol to any Member in this category will also face disciplinary action.

Unless part of an organised College function, consumption of alcohol is not permitted in the Valentine Common Room, Games Room, TV Room, Library, Multi-purpose Room, tutorial rooms, Study Centre, Atrium, Norris Dining Hall, Music Room, Reception area, Courtyard, foyer, or any corridor.

Alcohol vessels should be concealed when bringing them into the College or moving them to another room in the College. Open alcohol vessels are not permitted in any corridors, balconies, or the foyer.

Drinking games and equipment (e.g. funnels) are **not permitted**.

Members returning from outside functions where alcoholic drinks are available must be considerate of others and observe the rules and customs of the College.

#### **Warning**

Visitors and guests are not permitted to bring alcohol into the College.

Intoxication itself is not seen as a matter for discipline, though it may be addressed with education or pastoral care. Should intoxication lead to unacceptable behaviour, that behaviour is a matter for discipline. The College does not regard intoxication as an excuse for breaches of any norms.

If alcohol is a factor leading a Member to disregard others' rights, the College reserves the right to take appropriate action depending on the circumstances. Such action may include an alcohol ban for a specified period. If the Head of College is concerned about safety because of intoxication the Head of College may notify families.

For particular functions at the College, the Head of College may vary rules on alcohol.

### Safe Drinking

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For more info about safe drinking, see:

- [Is your drinking OK?](#)
- [How to stay safe at university](#)
- [Hello Sunday Morning](#)

### Drugs

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#### Drugs are Forbidden

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The University operates a zero-tolerance policy on drugs as does the College. Our expectation is that you will not have any drugs apart from prescribed medication or over-the-counter products. Should anyone be found using or in possession of drugs and/or

associated utensils (e.g. bong), or dealing illegal and/or prescription-only drugs, or suspected of the same, the College will normally require the Member to leave the College permanently. Where appropriate, the Police will normally be alerted.

### Legal Substances

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At any given time, a substance can be classed as legal and yet it can have a serious effect on your mental and physical health, some of these are not yet known. The legality of substances is something that can change suddenly as a result of the government passing laws. The fact that a substance has become illegal after you purchased it will not be accepted as an excuse by the law or the College. While we recognise that some readily available substances are classed as legal, we cannot condone the use of these substances due to the unknown health effects they have. Our expectation is that you will not have any drugs apart from normal medication. The only 'legal substance' allowed is alcohol and this is subject to College rules and current legislation. Any Member found in the possession of, under the influence of, or using a legal high, will face disciplinary action.

### Drug Paraphernalia

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As we do not condone the use of illegal drugs, or legal substances, the presence of drug utensils and/or drug-related paraphernalia within our community or grounds will not be tolerated. Anyone found to be in possession of, or using such items will face disciplinary action, which may involve being suspended or excluded (termination of residence) from the College. Suspension or termination of residence due to possession, use, or distribution of drug utensils, and/or drug-related paraphernalia, does not affect the Member's ongoing liability for their remaining Accommodation Fees.

## 19. Finance

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### Fees

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There are three methods for payment of fees. The first is a **discounted (i.e. less 5%) single fee payment**, where all fees are paid by the date of the first instalment payment. The single payment discount is not available after this date (with the exception of offers made after this date). The second method of fee payment is for **four equal payments** by the dates given in the [Fee Schedule](#) or as invoiced. The third method of fee payment is for **eight equal payments** by the dates given in the [Fee Schedule](#) or as invoiced.

You will be asked to specify your preferred method following acceptance of a place. If you elect to pay by instalment you will be sent an invoice 30 days prior to each due date.

Fees cover accommodation at the College for the entire academic year, including both mid-semester breaks and the mid-year holiday between the two semesters. The period begins on the published arrival date and ends 24 hours after a Member's final examination or the day following the official end date of examinations in November, whichever is the earliest.

### Method of Payment

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Fees can be paid by direct credit, Eftpos (in person), credit card (subject to a surcharge to cover bank fees), or international (telegraphic) transfer. Bank account and telegraphic transfer details are provided on invoices. Cash or cheque payments are not accepted.

The College is not responsible for any bank and/or currency conversion charges associated with making international transfers. These charges can vary from bank to bank, and as such Members' should make these payments with field 71A option OUR selected, i.e. sender pays all fees.

### Late Payments

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Late fees may apply where fees are overdue. For other invoices such as casual meals or overnight guests the overdue fees are 10% of the invoice total for each week the invoice remains outstanding.

The College reserves the right to engage a debt collection agency to recover outstanding amounts. In this instance, the costs of legal fees or other collection costs will be added to the debt. In some cases, the College may request the University to withhold examination results.

### Semester Dates

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Fees cover the dates a Member of College is in residence within the date period specified in the [Fee Schedule](#). At the end of the year, Members may stay until the final date given or 24 hours after their last examination, whichever day is earlier. A daily rate is charged if Members wish to arrive earlier than the published arrival date or stay after the final exam. The Head of College needs to approve any extensions to departure dates.

### Student Loans and Allowances

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StudyLink will not directly pay for residential college accommodation fees. While Members may apply for government loans and allowances to cover accommodation, the College fees must be paid by the Members. StudyLink loans may assist with paying your College fees but please be aware the amounts available are generally not sufficient to cover the year's fees, and that the first payment date for fees is before loans and allowances are paid.

## Otago Entrance Scholarships

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The College liaises with the University to obtain scholarship funds directly, however, ultimate responsibility for the payment of fees remains with Members. University policy states that scholarships may only be used for accommodation fees, and not acceptance fees.

In the unfortunate event of a mid-year withdrawal, the University may require that some or all of the scholarship funds used for accommodation fees be repaid. As such, Members are encouraged to explore alternative options to withdrawing before making a final decision.

## St Margaret's College Centennial Scholarship Fund

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The College maintains a scholarship fund for those Members without an entrance scholarship experiencing financial issues. Full details and the application form are available on the [College's website](#).

## Financial Difficulties

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The Business & IT Manager is happy to advise College Members who have financial problems, but this conversation should take place as soon as possible.

## Refund of Fees

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The College does not refund fees if Members are a. temporarily away from the College for any reason during the year, or b. withdraw permanently for any reason after 20 January 2023, unless an acceptable replacement Member is offered and accepts the withdrawing Member's place. In the latter case, the refund will be pro rata based upon the date the replacement Members take up residence.

## Responsibility for Fees and Indemnification

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When accepting a place at St Margaret's College, the parent/guardian/caregiver of the Member:

1. Undertakes full and final responsibility for their fees; and
2. Indemnifies the College for any loss suffered as a result of any breach of rules/conditions of residence by the Member. This may include financial penalties.

## Damage to Property

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All damage to College property, whether wilful or accidental, must be reported to the Head of College in writing - preferably by the person(s) who caused it, but otherwise by concerned Members. Repairs can be arranged by also reporting the damage in the maintenance book in the foyer. The Head of College will decide what action, besides repairing the damage, is required. This may include requiring the Member(s) involved to pay for any repairs. Damage that is not reported is regarded as vandalism, making individuals, floors, or all College Members liable for extra charges.

## Other Costs

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Members are advised that while College fees cover the usual board and lodging costs including food and most social activities organised by the College, they do not cover items such as medical and medicine costs. The College's Annual Ball, while subsidised by the College, is also an additional cost for Members (\$95 per person in 2024). The annual ski trip is also an added expense for those wishing to participate. From time to time there may be other College-arranged activities that require a contribution by Members, such as floor outings/activities. Members are therefore advised to have some funding available for these expenses.

## 20. Returning Members

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Each year, the College selects up to one third of its Members to return to the College in the following year. These Members are commonly known as Returners and include 11 College Leaders.

Members don't return only because they enjoy living at the College but, also, they like giving back to the community, mentoring the first years and participating in College events and activities.

The College's many Returners make the College quite unique and special compared with other colleges which comprise mainly of first-year students.

### Returner Selection Criteria

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As returning to the College is a privilege and not a right, the College runs an application and selection process at the start of the second semester.

The following are the three main criteria which are used to select Returners:

1. Application to your academic studies (your grades from the first semester will provide some of this information as will class/tutorial/lab attendance records)
2. Application of the four Cs (i.e. care, courtesy, consideration of others, and common sense) at the College
3. Involvement in College activities

### Expectations of Returners

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If a Returner application is successful and a Member accepts the College's offer of a place for the following year, they will be expected to:

- Return to the College on opening day.
- Participate in all the relevant St Margaret's orientation activities during O Week (except those who have classes during O Week, e.g. Med students).
- Take part in all relevant College activities during the year. Returning Members may NOT opt out of being involved in College life.
- Respect College Leaders and accept the authority that the College vests in them.
- Act as role models for first year Members.
- Take part in the mentoring programme.
- Abide by College values, norms, and rules.

In summary, Returners are expected to participate fully in the life of the College.

### Room Choices

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After the selected Returners have accepted their Membership offers, they will have an opportunity to choose up to 16 rooms on an online form. Prior to this, to assist Returners in making their 16 room choices the College will have a "room shopping" night when Members open their rooms for Returners to view. Note that there are no 'First-year' or 'Returner' rooms.

While the Head of College and Deputy Heads of College make every effort to allocate rooms based on Returners' choices, the College does not guarantee any particular room. Decisions of the Head of College are final and Returners, when signing their accommodation contract, agree to accept their allocated room without argument. Room allocations will be made known on arrival at the College as they can only be finalised just prior to opening day.

## Luggage Storage

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The College provides storage facilities in the basement for Returners' personal possessions over the summer period (two suitcases or large boxes). Returners may not store non-returners' possessions on their behalf.



## 21. College Trophies & Awards

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These trophies and awards are presented at the annual Valedictory Celebration. Please note that if there is no suitable candidate in a given year the award will not be presented.

All-round Contribution to the College Community, donated by former Deputy Master Bruce Cowan.

Alumni Cup for Academic Achievement, donated by the Alumnae of 1952-55 for returning residents.

Animal Welfare Trophy, donated by Rachel Cardoza (College Council member) and Antony Arlidge (College Fellow and staff member).

Barbara Duncan Trophy for special service.

Burton Trophy for Excellence, donated by Jan (former Deputy Master College) and Jeremy Burton, both former College Members.

Christopher Clarke Trophy for Debating and Public Speaking, donated by Christopher Clarke, a College alumnus and former Staff Member.

Citizen of the Year.

Community Relations Trophy donated by the Graduates Association.

Collegiality Trophy for the person who has contributed to and promoted the College through shared responsibility. Donated by Ian and Judy Tucker.

Collyns Hutton Truman Award for 'The Vibe', recognising an individual who exudes a positive vibe toward the College and its Members. Donated by former Welfare Staff Members Olivia Collyns, Liam Hutton, and Ben Truman.

Community Cup donated by Professor Colin Campbell-Hunt, a College Fellow, in gratitude for the year he spent living in the College.

Community Relations Trophy, donated by the Graduates Association.

Cultural Cup donated by Robert Lewis, a former Dental Senior Lecturer.

Curiosity Cup, donated by Rozi MacRae, Conference Manager (2014 - 2024)

Duncan Disce Pati Award for Resilience, donated by Sylvia Duncan (2015 Members' Association President) and Laurie Duncan (2019-2020 College Leader).

E. Luke Luk Trophy for Hard Academic Work, donated by E. Luke Luk, a former Student President.

Evans-Ridley Award for Music, donated by two former Welfare Staff Members, Haley Evans, and Rachel Ridley.

Evelyn and Pat Norris Memorial Mentoring Trophy, donated by Keith Norris.

Floor Contribution Trophy.

Haydon-Sahng Cup for House Contribution.

Initiative Cup.

Isabelle Burton Trophy for First Year Contribution.

Isabelle Burton Trophy for Style and Fashion.

John Hughes Cup for Academic Effort, donated by Professor John Hughes, a College Fellow.

John Hughes Cup for Outstanding Academic Effort, donated by Professor John Hughes, a College Fellow.

Leadership in the College Community.

Leadership Trophy, donated by Mr H. Robert Wilson, a former President of the College Council and Life Fellow.

Likhit Dukkipati Award for Returner of the Year, donated by Likhit Dukkipati, a Member and College Leader from 2016 to 2018.

Manaakitanga Cup, donated by Alexandra McLellan, Libby Christophers and Niamh O'Donnell (College Leaders 2019 - 2021).

Matthews McKay Award for Public Service, donated by Veronica Matthews and Liam McKay.

Marian Simms Cups for Citizen Responsibility. Two trophies, donated by Professor Marian Simms, a Fellow of the College.

Marian Simms Cup for Women in Leadership, donated by Professor Marian Simms, a Fellow of the College.

Maxwell Burton Mentoring Trophy, donated by Maxwell Burton.

Neville Emslie Trophy for Humanities, donated by Neville Emslie, a College Fellow.

Paul Van Wijngaarden Memorial trophy for All-round Excellence, donated by former College Head of College Dr Peter Norris in memory of Dr Van Wijngaarden, a former Welfare Staff Member.

The Persistence Award, donated by Grace Shaw, a College Member 2020 - 2022.

Personal Growth Award, donated by Stephen (a former College Council member) and Sue MacDonell.

Peter Leggat Trophy for Excellence in Sporting and Academic Achievements, donated by Professor Peter Leggat, a College Fellow.

Play Group Pacifier Cup.

Ray Leach Memorial Southern Gentleman Trophy, donated by Jan and Jeremy Burton.

Reilly Award for Maori/Pacific Island Achievement, donated by Professor Michael Reilly, a College Fellow.

Reynolds Communication Cup and Prize, donated by Professor John Reynolds for the best essay/speech in communicating science ("science" is interpreted broadly).

Robert Wilson Squash Cup, donated by H. Robert Wilson, former President of the College Council.

Rosslyn Gallery Cup for Artistic Excellence, donated by the Rosslyn Gallery.

Rozi MacRae Trophy for Curiosity, donated by Rozi MacRae, Conference Manager (2014 - present).

Sallis Cup for Outstanding Contribution to Student Welfare, donated by Professor Philip Sallis, a former Member of the College Council and College Fellow.

Service to the College Community (two trophies).

Spirit of Southgate, donated by Roxanne Shahtahmasebi for the Member who shows the true spirit of sportsmanship in every way during the year.

Sportsman of the Year

Sportswoman of the Year

Sundaresan Community Contribution and Academic Excellence Trophy, donated by Daniel Sundaresan, former College Member and Tutorial Manager

The Tustin Trophy, donated by former College Master Dr Charles Tustin (2016 - 2022) and Brenda Tustin.

Vincent George Trophy for Outstanding Service, donated by Vincent George.

The Yeah Trophy., donated by the 2013 Exec.

## 22. Summary of Main College Norms

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As has been stated earlier in this Handbook, the ethos of St Margaret's College is based on the following principles known as the four Cs:

- Care
- Courtesy
- Consideration for others
- Common sense

In practice, these four Cs translate into the following norms (expectations or standards of behaviour in a community) which all Members are expected to abide by:

### Info

These are our main norms and expectations. Any behaviour contrary to our four Cs is considered unacceptable. If in doubt, Members should speak to their floor's College Leader.

### Alcohol

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Consumption of alcohol is not permitted in common areas, including on the balconies, in corridors, foyer, and in the courtyard. Moderation of alcohol consumption is strongly encouraged.

Guests and visitors **may not** bring alcohol into the College.

### Atrium

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No alcohol, no stereos, no mess. Crockery, cutlery, or food must not be taken from/consumed outside of the Atrium.

### Balls etc

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Ball games etc should only be played on the tennis court.

### Bedroom

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Members should change sheets weekly. Members do not bring their own furniture or electrical appliances. Members must not tie up drapes or net curtains.

### Bicycles & Scooters

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No bicycles or scooters on verandas, or inside the buildings. Visitors may secure these to the bar at the top of the drive. Visitors may not park their bicycles or scooters overnight and may only park them while they are visiting people in the College.

### Cars

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The College grounds, driveways, and car park are tow-away areas. No car parks are available at the College for Members.

## Common Facilities

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The Library, Tutorial Rooms, Music Room, Study Centre, Multi-purpose Room and pianos are for College Members only. Members are not allowed to use any of the rooms listed above for group study purposes with non-St Margaret's College Members as part of the group.

## Common Room

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Outside groups or College interest groups are not allowed meetings in the Common Room without the permission of the Head of College. Stereos are not permitted in the Common Room.

## College Computers

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Non-members are not permitted to use College computers. Members must not give their password to others. Members must not add software to the hard disk. At regular intervals, the hard disk is cleared of all files. Games must not be played on the computers.

## Damage

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Members are responsible for damage to their rooms, their floor, or to the College and for damage caused by their guests. Charges are made for staff time and repair costs in the case of vandalism.

## Drugs

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Possession and use of illegal drugs (including legal highs and unprescribed controlled medications) and/or drug paraphernalia is prohibited and a matter for the Police, and will result in exclusion from the College.

## Electric blankets and heaters

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These are not permitted in the College. Specified electrical appliances are not allowed.

## Fire and Safety

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Misuse of safety equipment is a serious offence. Candles and incense are not allowed. Security/fire doors and signage relating to Health & Safety must not be interfered with. No cooking equipment is not allowed in rooms.

## Firearms and fireworks

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These are not permitted in the College buildings or grounds

## Guests

---

Members are responsible for their guests. Visitors enter and leave by the main door. Members may not receive after-hours visitors. Overnight guests are permitted. A limit of two nights is usually imposed for guests. Requests for overnight guests must be submitted at least 24 hours prior to their arrival. Guests are not permitted on certain specified nights or weekends.

## Holiday Arrangements

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During holiday periods, all visitors must leave the College by 11.00 pm every evening. Members must leave 24 hours after their last final exam in second semester, unless prior permission has been received from the Head of College.

## Illness

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You must inform your floor's College Leader if you are unwell.

## Intercom

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The intercom may be used between 8:00 am and 10:30 pm. It is only used for notification for College-related announcements.

## Key Fobs

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A \$20.00 charge is levied to replace lost or unreturned key fobs. The College retains ownership of all key fobs. Misplaced or lost key fobs must be reported as soon as possible.

## Kitchens

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Members must keep these clean. Music may be played but at no time should noise be heard in the surrounding areas.

## Laundry

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Only Members and registered guests are allowed to use the laundry. Room radiators are not to be used to dry dripping clothes. Clothes are not to be hung from the sprinkler pipes in rooms.

## Library

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This is a quiet room. Food is not allowed but water bottles are. Cell phones must be on silent. Personal possessions are to be removed when Members leave for longer than 30 minutes; possessions left for longer than 30 minutes will be removed and a warning issued by a College Leader. Members must not take up too much space.

## Meals

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- Late meals are only provided for classes, labs, sporting, or cultural commitments.
- Food is not to be taken from the Norris Dining Hall (except a piece of fruit).
- Guests must be signed in for meals before the meal, otherwise, casual visitors are not allowed in the Norris Dining Hall.
- Members must not leave before karakia at the evening meal. Members must not take dirty dishes to the washup area until after karakia.
- Members must follow the appropriate dress codes for relevant meals.
- Members must not take crockery and cutlery from the Norris Dining Hall.
- Second servings are available when the sign is displayed or after karakia on Sunday.

## Meetings

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Members must attend meetings called by the Head of College, Deputy Heads of College, or College Leaders.

## Noise

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Should not be heard outside rooms during quiet hours. Members must be considerate of others outside of quiet hours. Amplification is not to be used on musical equipment at any time.

## Parties

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Parties are not allowed. More than four in a bedroom is considered a party.

## Pets

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There are no animals or rodents to be kept as pets by Members.

## Pianos

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The Music Room and Norris Dining Hall pianos cannot be used during quiet hours. The Common Room piano must not be used after 11:00 pm. Use of the College pianos is restricted to College Members.

## Quiet Hours

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From 7:00 pm until 8:00 am Sunday to Thursday and from midnight on Friday and Saturday nights. Quiet hours include buildings and grounds.

## Roofs & Balconies

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No one is allowed on any roof (including the various flat roofs) or main wing balconies.

## Skateboards

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Skateboards, rollerblades, and scooters may not be used in the College buildings or grounds.

## Smoking

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Smoking of any sort (including but not limited to cigarettes and e-cigarettes, cigars, pipes, and vapourisers) is forbidden anywhere within the College buildings and grounds.

## Study Centre

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The Study Centre is not an alternative party room and may not be used for social gatherings etc. except for organised floor or Exec events. All non-study-related use must be approved by the Head of College, Deputy Heads of College, or College Leaders.

## Televisions

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These may not be moved without approval from a College Leader. The sound should not be heard outside the room. They are not to be used for video games/gaming consoles.

## Vandalism

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If no one takes responsibility for damage a vandalism fine will be levied in addition to normal costs.

## Warnings

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These are usually quiet words asking Members to be considerate or quiet.

## 23. 2025 Fee Schedule & Residential Dates

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### Acceptance Fee

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**Non-refundable** fee due upon acceptance of a place:

- **New Members** NZD \$1,100.00
- **Returning Members** NZD \$550.00

#### **Not a deposit**

The acceptance fee is **not** a deposit against accommodation fees (see below). In most cases, the acceptance fee **is not** covered by a scholarship.

### Accommodation Fees

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When paid in full **on or before Friday, 24 January 2025**, accommodation fees for the 2025 academic year are:

- **New Members** NZD \$20,974.10
- **Returning Members** NZD \$19,963.30

The above amounts include a 5% discount to the total fee amount (i.e. the amount due if paying by instalment - see below).

### Instalment Payments

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As an alternative to the discounted amounts above, accommodation fees can also be paid in either four or eight equal instalments.

	<b>New Members</b>	<b>Returning Members</b>
<b>Total 2024 accommodation fees</b> When paying by instalment	NZD \$22,078.00	NZD \$21,014.00
<b>Instalment payments</b> Due by the dates listed below	4 x NZD \$5,519.50 or 8 x NZD \$2,759.75	4 x NZD \$5,253.50 or 8 x NZD \$2,626.75

Instalment payment due dates are:

#### **Four Instalments**

1. Friday, 24 January 2025
2. Friday, 21 March 2025
3. Friday, 23 May 2025
4. Friday, 25 July 2025

**OR**

## Eight Instalments

1. Friday, 24 January 2025
2. Friday, 21 February 2025
3. Friday, 21 March 2025
4. Friday, 25 April 2025
5. Friday, 23 May 2025
6. Friday, 20 June 2025
7. Friday, 25 July 2025
8. Friday, 29 August 2025

### Payment frequencies

Please note that we are **unable** to offer any other payment options.

## Choice of Payment Option

Upon confirmation of your acceptance, you will be asked to let us know your preferred payment option via an online form. We would be grateful if you could please let us know your choice as soon as possible.

## Scholarships

Scholarships are applied to accommodation fees in the first instance, and we will take care of the arrangements to obtain payment directly to us. The scholarship amount will appear as a credit on your accommodation fee invoice. If you elect to pay in full, the credit will be applied to the discounted amount shown above. If paying by instalment, the credit will be spread equally across the instalment amounts.

For example, a \$6,000.00 scholarship and paying:

Payment Option	Amount after scholarship
<b>In full</b> , by Friday, 24 January 2025 (with 5% discount)	\$20,974.10 - \$6,000.00 = <b>\$14,974.10</b>
<b>4 instalments</b> (each payment)	\$5,519.50 - (\$6,000.00 ÷ 4) = \$5,519.50 - \$1,500.00 = <b>\$4,019.50</b>
<b>8 instalments</b> (each payment)	\$2,759.75 - (\$6,000.00 ÷ 8) = \$2,759.75 - \$750.00 = <b>\$2,009.75</b>

## Residential Dates

The move-in date is Saturday, 15 February 2025.

The fees above cover accommodation for the period Saturday, 15 February 2025 to 24 hours after the student's last exam or Sunday, 9 November 2025, whichever date is earlier. Members are required to leave within 24 hours of the last exam in the interests of those still studying. Any exemption will only be given by the Head of College and a daily charge will apply.

Please note that Members who are required to start their course earlier than Saturday, 15 February 2025 and wish to stay at the College, an additional daily charge will apply.



## Accommodation for Parents

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Unfortunately, we are unable to accommodate parents at the College. There are plenty of accommodation options in the Univeristy area or further afield in Dunedin to choose from.

## Late Fee Charges

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A late payment surcharge may apply if fees remain unpaid after the relevant due dates. Please see the [Finance](#) section in this Handbook.

## Payment Methods

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See the [Finance](#) section in this Handbook or your fee invoice.

## Bonds

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St Margaret's College does not charge a bond.

## 24. 2025 College Calendar

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The following are the key dates in the College's calendar for the year.

Dates for other College events will be advised to Members via Rafrtr, noticeboards, and announcements during the year

### January

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**Friday 24<sup>th</sup>**

College fees due - 1<sup>st</sup> instalment or discounted single payment (see [the fee schedule](#)).

### February

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**Saturday 15<sup>th</sup>**

9:00 am College opens for new and returning Members

**Sunday 16<sup>th</sup> - All Members must be in residence by 4:00 pm**

4:00 pm Welcome reception and BBQ for Members and families

**Monday 17<sup>th</sup> - Sunday 23<sup>rd</sup>**

College closed to families and visitors during orientation week

**Friday 21<sup>st</sup>**

- College fees instalment due (eight instalment plan)
- Preliminary lectures

**Monday 24<sup>th</sup>**

1<sup>st</sup> semester lectures begin

### March

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**Friday 21<sup>st</sup>**

College fees instalment due (four and eight instalment plan)

### April

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**Friday 18<sup>th</sup>**

- Good Friday
- Mid-semester break begins

**Friday 25<sup>th</sup>**

ANZAC Day

**Friday 25<sup>th</sup>**

College fees instalment due (eight instalment plan)

**Monday 28<sup>th</sup>**

First semester resumes

## May

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**Friday 23<sup>rd</sup>**

College fees instalment due (four and eight instalment plan)

**Friday 30<sup>th</sup> - No overnight visitors until the end of exam period**

1<sup>st</sup> semester lectures cease

## June

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**Monday 2<sup>nd</sup>**

King's Birthday

**Wednesday 4<sup>th</sup>**

1<sup>st</sup> semester examinations begin

**Wednesday 18<sup>th</sup>**

- 1<sup>st</sup> semester examinations end
- Final day of 1<sup>st</sup> semester

**Friday 20<sup>th</sup>**

- Matariki
- College fees instalment due (eight instalment plan)

## July

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**Monday 14<sup>th</sup>**

2<sup>nd</sup> semester begins

**Friday 25<sup>th</sup>**

College fees instalment due (four and eight instalment plan)<sup>1</sup>

## August

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**Friday 29<sup>th</sup>**

- College fees instalment due (eight instalment plan)<sup>2</sup>
- Mid-semester break begins

## September

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**Monday 8<sup>th</sup>**

2<sup>nd</sup> semester resumes

## October

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**Saturday 4<sup>th</sup>**

Valedictory Celebration

**Friday 17<sup>th</sup> - No overnight guests from this date**

University lectures cease

**Monday 20<sup>th</sup>**

End of year examination period begins

**Monday 27<sup>th</sup>**

Labour Day

## November

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**Saturday 8<sup>th</sup>**

End of examinations

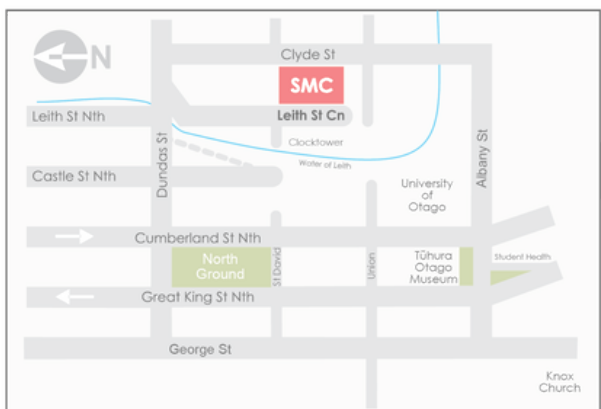
**Sunday 9<sup>th</sup>**

12 noon - College closes for all Members<sup>3</sup>

- 
1. Final instalment due date of the four instalment plan ←
  2. Final instalment due date of the eight instalment plan ←
  3. Members leave by this date **or** 24 hours after their last exam, **whichever date is earlier** ←

# 25. College Map

## ST MARGARET'S COLLEGE



## 26. Updates

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While the College endeavours not to update this handbook in any substantial way after 30 September 2024, it is a living document and sometime changes must be made according to circumstances at the time. Where an update is substantial i.e. not just to correct spelling errors etc, Members will receive direct communication about the changes via email and Rafr.

Recent updates to this handbook

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